

## Agenda for a meeting of the Bradford West Area Committee to be held on Wednesday, 26 April 2017 at 1800 in Committee Room 1 - City Hall, Bradford

### Members of the Committee – Councillors

Members: Labour Councillors	Alternate Members: Labour Councillors
Ahmed	Duffy
Akhtar	Arshad Hussain
Amran	Imran Hussain
Azam	Shabir Hussain
Dunbar	Lal
Mohammed	Mullaney
Nazir	Shabbir
Engel	Swallow
Shaheen	Thirkill

### Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

***Decisions on items marked \* are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.***

### From:

Parveen Akhtar  
City Solicitor

### To:

Agenda Contact: Asad Shah, Committee Secretariat, City Hall, Bradford BD1 1HY  
Phone: 01274 432280  
E-Mail: 01274 433505



## **A. PROCEDURAL ITEMS**

### **1. ALTERNATE MEMBERS (Standing Order 34)**

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### **2. DISCLOSURES OF INTEREST**

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

### **3. MINUTES**

**Recommended –**

**That the minutes of the meetings held on 19 October 2016, 23 November 2016 and 25 January 2017 be signed as correct records (previously circulated).**

(Asad Shah – 01274 432280)



#### 4. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Asad Shah - 01274 432280)

#### 5. PUBLIC QUESTION TIME

(Access to Information Procedure Rules – Part 3B of the Constitution)

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

**Questions must be received in writing by the City Solicitor in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on 24 April 2017.**

(Asad Shah - 01274 432280)

### B. BUSINESS ITEMS

#### 6. WELFARE ADVICE SERVICES IN BRADFORD DISTRICT

1 - 10

The report of the Strategic Director of Health and Wellbeing (**Document “AG”**) outlines the new approach to the delivery of welfare advice services across the district. It includes the details of commissioning processes employed; new service expectations; who the providers are; the transformation of access routes and the intention to raise service quality.

**Recommended –**

- (1) To accept this report and its contents; allowing time for the new services to embed and commence their change programmes.**



- (2) **To encourage services to work closely with their ward members and to ensure service access data is up to date for a wide range of stakeholders and referrers.**

(Corporate Overview and Scrutiny Committee)

(Sarah Possingham – 01274 431319)

## **7. YOUTH OPPORTUNITIES FUNDING 2015 / 2016**

11 - 24

The report of the Bradford West Area Coordinator (**Document “AH”**) informs the Bradford West Area Committee of the projects funded by the Youth Opportunities Fund for the Bradford West area. The report will also highlight the range of activity provided and the achieved outcomes for young people.

### **Recommended –**

- (1) **That Bradford West Area Committee thanks the Bradford West GAG panel and all the young people involved in the decision making process**
- (2) **That Bradford West Area Committee adopts, adopts with amendments or does not accept the recommendation outlined in the report.**

(Corporate Overview and Scrutiny Committee)

(Bhulla Singh – 01274 432597)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



# **Report of the Strategic Director of Health and Wellbeing to the meeting of the Bradford West Area Committee to be held on 26<sup>th</sup> April 2017**

**AG**

---

**Subject: Welfare Advice Services in Bradford District**

## **Summary statement:**

The following report outlines the new approach to the delivery of welfare advice services across the district. It includes the details of commissioning processes employed; new service expectations; who the providers are; the transformation of access routes and the intention to raise service quality.

---

Strategic Director of Health and Wellbeing  
Bev Maybury

**Portfolio: Health and Wellbeing**  
**Cllr Val Slater**

Report Contact: Sarah Possingham /Julie Robinson-Joyce  
Phone: (01274) 431319/434143  
E-mail: [sarah.possingham@bradford.gov.uk](mailto:sarah.possingham@bradford.gov.uk)  
[julie.robinson-joyce@bradford.gov.uk](mailto:julie.robinson-joyce@bradford.gov.uk)

**Overview and Scrutiny Area:-**  
**Corporate**

---

## **1. SUMMARY**

The purpose of the report is to update the Area Committee on the outcome of the recent commissioning programme managed by the Council for the delivery of district wide welfare advice services.

It includes details of the new approach to Welfare Advice; the commissioning and procurement processes employed; who the successful bidders are and a description of the services to be delivered.

## **2. BACKGROUND**

### ***Finance***

The Council funded welfare advice sector has not been through a formal review and commissioning process in recent years nor had any reductions been made to the budget for services until 2015/16.

The budget in 2014/15 was approximately £1.7 million; managed by the then Adult and Community Services (A&CS). This was supplemented with a further £2 million from Public Health (PH) to reach a composite budget level in 2015/16 of approximately £3.7million.

At this time these funds grant aided 17 different organisations delivering a wide range of generalist and specialist welfare advice services. They also supported an increase in outreach based advice sessions. Extending access into a large number of 'hosts' sites' including GP surgeries; community centres; children's' centres; mental health and drug and alcohol services etc.

The Council approved a reduction in funding for advice services of £1million pounds in the budget set in 2015/2016. As a result when existing providers had their contracts extended in March 2016 to accommodate procurement processes a reduction of 9.2% was applied across all existing grant agreements. In addition the new contracts reflect the new funding level thereby completing the expected £1million savings.

### ***Review***

In 2012/13 a decision was taken to review Council funded welfare advice provision across the district. This was prompted by the following;

- The use of grant agreements to manage the services in some instances were outside LA standing orders
- The 'market' for these services had not been formally tested
- There were concerns regarding the duplication of services
- Reforms planned in welfare benefits indicated the need for new service approach(es)
- No formal commissioning programme had been run to identify the base line services for 5 years
- Services had not been evaluated in relation to value for money (VFM) for 5 years
- Given the year on year reduction to the Council's grant funding until 2020 the budget level was unlikely to be maintained.

### ***Evaluation***

To start the review, an evaluation of existing services was carried out by a multi-disciplinary Project team made up of officers from PH, A&CS and the then Strategic Support services. There was additional input from two speciality registrars based in PH and key departments such as Revenues and Benefits (Revs and Bens) and Housing.

This involved direct 'observations' of advice sessions as they were being conducted and follow up interviews with prospective 'clients' and agencies. Care was taken to ensure all providers were part of this and that the final analysis utilised a robust research technique to identify the main outcomes. This set a clear 'baseline' for understanding the use made of welfare advice services, the experience of people accessing them and the stresses within service delivery which impacted on providers and final service outcomes.

---

The initial 'findings' report from this was launched at an event with providers and stakeholders in attendance; chaired by the then Portfolio holder from Council's Cabinet.

To supplement the observational findings; stakeholders were asked to contribute their views via questionnaires. These were split into groups; providers; referral agencies; partners (such as Revs and Bens/Dept. of Work and Pensions-DWP); outreach 'host agencies and GPs specifically; strategic agencies and other support providers. The analysis of these was undertaken in a similar academic framework to that used for the observational records, ensuring a consistent approach underpinned the final review outcomes. (Link in background documents to final [evaluation report](#))

A formal epidemiological needs analysis was conducted by one of the two speciality registrars based in PH. (See link in background documents to [published report](#))  
The findings of all the above were used to inform the commissioning programme and the new service specifications.

### ***Commissioning Programme***

As part of the commissioning programme two market development events were organised for prospective providers. The first one signalled the Council's intention to commission services and gave a basic outline of welfare advice needs and the possible budget available. It was well attended and gave structured time for providers to ask questions; input into service needs and future directions.

The second event was more focussed and offered specific information on the Council's intention to procure services. It also incorporated time for individual meetings, structured through a script/questionnaire, with providers and/or groups of providers to speak to officers regarding any barriers and/or opportunities which they could foresee in commissioning processes.

This event was well attended with clear messages from the provider sector; in particular the need to clarify what 'lots' might be included in the procurement. This was responded to by publishing early a formal PIN notice which specified lot numbers (5) and basic service outlines.

In addition, 'tender ready' training was organised jointly with colleagues from the Commercial Team. This offered practical help towards completing Council tender documents, including an opportunity to 'assess' and improve a bid. Again this was well attended by advice providers.

Due to the significance of welfare advice services and the part they have to play in supporting vulnerable and destitute householders, advice and direction was sought from senior officers and key elected members throughout the commissioning process.

### ***Service Specifications and Lots***

Information received during the review indicated that the following were important for the delivery of effective welfare advice services;

- Locality and city/town centre based – with access extended through outreach sessions in other venues
- Well trained staff who have easy and functional access to appropriate equipment & IT
- Community language skills and cultural understanding
- Warm and welcoming venues; both fixed and sessional; with private interview facilities
- Reductions in repeat presentations (both from staff and service users' perspectives)
- Better use of new media and telephones for access-extension to internet and SMS options
- Out of hours access options
- Reduction in referrals on to other advice services - all staff should be able to deliver welfare & debt advice
- Better, more effective case recording systems

- Formal partnerships with support organisations; food banks; supported housing; community facilities etc
- Better 'self-care/self-help' options
- Financial literacy and support to access bank accounts
- Retention and sharing of expertise across providers
- Consistent approach
- Local knowledge and expertise

Taking into account the above and planned budget reductions, service specifications were drawn up which incorporated a service transformational process. These would require the sector to work together once contracts were awarded to improve the customer journey, share knowledge and skills and develop joint working to improve the sustainability of the sector.

To make the procurement process accessible to the maximum number of providers the tender was broken down into 5 separate lots. These were;

1. Area based lots; 4 separate lots; one each for Bradford East; Bradford West; Bradford South and a combined lot for Shipley and Keighley to cover Airedale. These specified the need to deliver high quality advice across the areas of benefits, debt, housing, employment and immigration
2. One specialist lot; with a focus on complex and continuing health conditions to provide cover across the whole of the district.

(See link in background documents- [service specifications](#) )

To strengthen and maintain diversity in the provider sector 'bidding' into these opportunities was restricted to a maximum number of three services per organisation. This encouraged more providers to consider the opportunity.

### **Procurement**

The tender opportunities were advertised on the Council's electronic tendering systems -Yortender on the 24<sup>th</sup> June 2016 with a closing date for completed submissions of 17<sup>th</sup> August 2016.

The Pre-Qualification Questions (PQQ) were incorporated into the main tender thereby streamlining processes for interested parties.

In all 7 completed tenders were received from organisations already providing services in the district. Significant numbers of the tenders were multi-agency in nature, including sub-contracting and partnering arrangements with other providers.

The evaluation of received tenders was conducted in two parts; a financial and PQQ assessment completed by colleagues in finance and a panel marking system for the questions submitted by bidders. The outcome of which allowed the council to appoint providers to all 5 of the contracts. In the case of one of the services, 'South Area locality based welfare advice; a final clarification and presentation interview was held by the panel to complete the scoring processes.

## **3. OTHER CONSIDERATIONS**

### **Service Transformation**

An outcome of the service review & evaluation programme was the recognition that change was required across the sector. In order to facilitate better access for service users there was a need to introduce new triage systems; reducing waiting times; resolving simple queries quicker; extending services via new methods of delivery including media options - such as instant messaging and web chat; strengthen; support cross sector partnerships etc. Taking forward this change it was hoped that this would also help to build support between the advice providers and their staff; increasing opportunities for joint working to address common issues and to improve morale in a sector undergoing large scale change.

To reflect the above, the contracts issued were 'transformational' and outlined the change processes expected over the next 4 years. This will be captured through routine performance



---

management requirements along with the service usage figures – to demonstrate outcomes as well as outputs.

### ***Implementation***

New service contracts commenced on the 16<sup>th</sup> January 2017. Council officers held regular meetings with providers during the implementation period; providers submitted and worked through formal implementation plans. Lead providers have now managed the initial transition process; capturing existing client details, managing any TUPE arrangements where these apply and taking on the existing services and their case loads as smoothly as possible.

A small group made up of these new providers and lead commissioning officers now meets monthly to manage the transformational changes required in the new contracts. This group also creates a positive platform for sharing good practice including improved monitoring and addressing mutual concerns across the providers as they begin to work more co-operatively. The Council remains an active part of this group and will continue to do so as service changes begin to embed.

### ***Poverty Review***

The Corporate Overview and Scrutiny (O&S) Committee carried out a poverty review in 2014/15 which included testimony by welfare advice providers amongst others. The resulting report has now been presented back to the Committee for comments and outcome monitoring. New welfare advice providers are expected to be part of these processes and are important to ensuring that vulnerable households receive appropriate support relating to welfare benefits and/or debt in a timely manner.

### ***Communication strategy***

Providers are working with the Council's media department to get information out to referrers; stakeholder; elected members and partners about the changes taking place. This includes who the new providers are; where they will be operating and how to get in touch. This was late being produced and it is acknowledged that better, timelier communication is required in the future as the services change and progress.

## **4. OPTIONS**

- To acknowledge this report; welcoming the work carried out to identify new service needs and subsequently new providers
- To welcome new providers, strengthen relationships and work with them to support vulnerable householders in the areas
- To provide feedback to officers and providers on implementation and change issues as they arise

## **5. FINANCIAL & RESOURCE APPRAISAL**

The budget for advice across the district is approximately £2.7 million; this year's budget proposals indicate that this will be subject to a future review in 2019/20/21

The transformational nature of the contracts issued and the fundamental changes expected in working practices across welfare advice services require support and guidance from the Council. It is likely therefore that officer input from Health and Well-being will be required throughout the remaining life of the contract.

## **6. RISK MANAGEMENT AND GOVERNANCE ISSUES**

A partnership group which includes Providers and Council lead officers has been established and meets monthly to develop joint working. In addition formal contract management arrangements are in place. Providers are accountable for their implementation and change plans as part of contract conditions.

---

The Council is committed to supporting service change and will continue to work alongside providers to support these processes and mitigate against risks as they arise. The provision and development of welfare advice services is a key aspect of the poverty review and will be reflected as part of the future key actions process.

## **7. LEGAL APPRAISAL**

It is a legal requirement for Local Authorities to support access to welfare & debt advice and other advice based services. This is particularly pertinent in relation to the Health and Social Care Act and Housing/Homelessness acts. In both cases there is a need to ensure fair access to services and demonstrate that advice and care is accessible to those not eligible for direct support.

## **8. OTHER IMPLICATIONS**

N/A

### **8.1 EQUALITY & DIVERSITY**

Welfare advice is accessed by a wide range of disadvantaged groups of people; those in poverty, people from black and minority ethnic groups; women and/or lone parents etc. As part of the new commissions a separate contract has been awarded for services aimed at people with continuing and complex health conditions which includes those with disabilities and/or mental health problems.

In addition to the above it is a stipulation from the new service specifications that service are delivered within an equalities framework; with appropriate language speakers and staff who can appreciate and acknowledge the cultural needs of the populations they serve.

### **8.2 SUSTAINABILITY IMPLICATIONS**

The contracts have been issued on a 4 plus one year basis.

### **8.3 GREENHOUSE GAS EMISSIONS IMPACTS**

It is stipulated that services must be easily accessed via public transport; acknowledging that those on low incomes quite often rely on public transport.

During the service review it was found that not all existing office bases have the most appropriate facilities for advice clients. The contract specification outlined what is expected in the future which includes adequate heating; warm welcoming atmosphere; access to private interview rooms; better use of internet based services etc.

Where necessary this may result in fixed office and/or sessional based service closures, reducing overall the number of buildings this contract supports.

### **8.4 COMMUNITY SAFETY IMPLICATIONS**

Housing and welfare advice helps to stabilise householders; families and single people alike. Evidence from programmes aimed at reducing repeat offending show that early intervention for those released from prison; access to the right benefits and housing can dramatically change the likelihood of re-offending in the future. This is a similar experience for those tackling drugs and/or alcohol misuse and people faced with partner violence and abuse.

### **8.5 HUMAN RIGHTS ACT**

Advice services assist families and/or individuals to access a range of 'entitlements' under legislation; this includes housing; welfare benefits; support services and social care; immigration status etc. All of these underpin rights enshrined within the Human Rights act.

### **8.6 TRADE UNION**

The nature of the funding reductions means that inevitably there are likely to be staffing changes across the providers. The implementation process included identifying and managing TUPE implications and/or the possibility of redundancies and possible changes to pay and conditions in the longer term.

---

## **8.7 WARD IMPLICATIONS**

4 of the 5 contracts issued are based on Ward boundaries and are expected to service those areas in particular.

## **8.8 AREA COMMITTEE WARD PLAN IMPLICATIONS (for reports to Area Committees only)**

As above, services are divided on a ward and area basis. Strong working partnerships will be vital in ensuring that service users can and do use the provider they most know and trust; irrespective of where these are located.

## **9. NOT FOR PUBLICATION DOCUMENTS**

N/A

## **10. RECOMMENDATIONS**

1. To accept this report and its contents; allowing time for the new services to embed and commence their change programmes.
2. To encourage services to work closely with their ward members and to ensure service access data is up to date for a wide range of stakeholders and referrers

## **11. APPENDICES**

**Appendix 1** Area specific provider information

## **12. BACKGROUND DOCUMENTS**

1. Welfare Advice service evaluation report  
[evaluation report](#)
2. Welfare Advice Epidemiological Needs Analysis  
[published report](#)
3. Welfare Advice invitation to tender  
[service specifications](#)

This page is intentionally left blank

## Contract Specific Information

## APPENDIX 1

	Area	Provider details	Contact Details	What services?
1.	Bradford West	Citizens Advice Bradford & Airedale and Bradford Law Centre	03442 451282 Generalist Advice - (local rate number) 01274 758047 - Debt Advice	Area specific welfare advice services including; Welfare benefits; debt; immigration; housing; employment, community care etc. All delivered at basic through to complex-court & tribunal representation
2.	Bradford East	Family Action	01274 577571 <a href="mailto:canterburyadministrator@family-action.org.uk">canterburyadministrator@family-action.org.uk</a> These centres can be contacted directly: West Bowling Advice Centre - 01274 733770 Karmand Centre - 01274 669593	Area specific welfare advice services including; Welfare benefits; debt; immigration; housing; employment; community care etc. All delivered at basic through to complex-court & tribunal representation
3.	Bradford South	St. Vincent de Paul Society t/a CHAS @ St. Vincent's	01274 731909 <a href="mailto:bradfordsouthadvice@svphelpinglocally.org.uk">bradfordsouthadvice@svphelpinglocally.org.uk</a>	Area specific welfare advice services including; Welfare benefits; debt; immigration; housing; employment; community care etc. All delivered at basic through to complex-court & tribunal representation
4.	Airedale	Bradford and District Citizens Advice Bureau – CAB	03442 451282 Generalist Advice - (local rate number ) 01274 758047 - Debt Advice	Area specific welfare advice services including; Welfare benefits; debt; immigration; housing; employment; community care etc. All delivered at basic through to complex-court & tribunal representation
5.	District Wide	Equality Together (formerly Disability Advice Bradford, Bradford Alliance on Community Care and CONTACT)	Disability issues – 01274 594173 (Equality Together) Cancer related - 01274 776688 – (Cancer Support) Older people - 01274 395144 (Age UK) <a href="mailto:enquiry@equalitytogether.org.uk">enquiry@equalitytogether.org.uk</a>	Composite welfare advice services aimed at people with complex and/or continuing health conditions including; Welfare benefits; debt; immigration; housing; employment; community care etc. All delivered at basic through to complex-court & tribunal representation

## APPENDIX 1 continued

Area	Main Contractor	Partner details	Agencies where advice staff have been TUPE'd to new providers
<b>Bradford West</b>	Citizens Advice Bradford & Airedale and Bradford Law Centre	Manningham Project; Girdlington Centre; Foundation Housing	N/A As configured as partners
<b>Bradford East</b>	Family Action	Karmand Centre; West Bowling Community Centre; Citizens Advice Bradford & Airedale and Bradford Law Centre; Vincent de Paul Society t/a CHAS @ St. Vincent's	Ravenscliffe Community Association Thorpe Edge Community association
<b>Bradford South</b>	St. Vincent de Paul Society t/a CHAS @ St. Vincent's	Citizens Advice Bradford & Airedale and Bradford Law Centre; Family Action	Royds Community Association South Bradford Community Network West Bowling Community Centre
<b>Airedale</b>	Citizens Advice Bradford & Airedale and Bradford Law Centre	Bangladeshi Community Association; North East Windhill Community Association; Foundation Housing;	N/A As configured as partners
<b>District Wide</b>	Equality Together	Girdlington Centre; Age UK; Cancer Support Centre: Citizens Advice Bradford & Airedale and Bradford Law Centre	N/A As configured as partners

## **Report of the Assistant Director of Neighbourhood and Customer Services to the meeting of Bradford West Committee to be held on 26<sup>th</sup> April 2017**

**AH**

---

### **Subject:**

**Youth Opportunities Funding 2015 / 2016**

### **Summary statement:**

The report informs the Bradford West Area Committee of the projects funded by the Youth Opportunities Fund for the Bradford West area. The report will also highlight the range of activity provided and the achieved outcomes for young people.

---

Ian Day  
Assistant Director – Neighbourhood  
and Customer Services

Report Contact:  
Bhulla Singh  
Phone: (01274) 432597  
E-mail: [bhulla.singh@bradford.gov.uk](mailto:bhulla.singh@bradford.gov.uk)

### **Portfolio:**

**Neighbourhood & Community Safety**

### **Overview & Scrutiny Area:**

**Corporate**

## 1. SUMMARY

- 1.1 The report informs the Bradford West Area Committee of the projects funded by the Youth Opportunities Fund for the Bradford West area. The report will also highlight the range of activity provided, and the outcomes for young people.

## 2. BACKGROUND

- 2.1 At its meeting held on 22 July 2015, Bradford West Area Committee were informed that a total of £33,000 was available from the Youth Opportunities Fund (YOF) for Bradford West Youth Service. Bradford West Area Committee resolved to allocate the funding as follows:-

- **£2,000 to each ward towards the Youth Opportunities Fund for activities, things to do and places to go;**
- **£10,500 towards holiday provision and out of school activities; and,**
- **£10,500 towards Youth Service based activities.**

- 2.2 The Youth Opportunities Fund was available to increase 'things to do' for young people organised from within their local neighbourhood. Applications were made to each Area Committee's Panel of Young People and Councillors.

The broad aims of the Funds are to:

- Give a voice and influence to young people, particularly those facing disadvantage, in relation to things to do and convey a powerful message to young people that their needs and aspirations are important;
- Change the way local authorities and their partners commission and provide activities for young people, especially in deprived neighbourhoods, and to increase the responsiveness of providers to what young people want;
- Improve things to do in line with what young people want in their neighbourhoods and thereby increase participation in positive activities;
- Provide opportunities for young people to develop their confidence, knowledge, skills and abilities
- Enable young people to gain recognition and accreditation for their participation.
- Increase the well being of young people through their engagement in activities that have a positive impact on their development;
- Increase young people's engagement with services and with decision making processes at local level.



- Offer young people the opportunity to develop projects that promote and increase entrepreneurial skills
- 2.3 Applications received were from organisations working with young people aged between 11 and 19 (up to 25 years for young people with disabilities). The young people were required to have been involved in developing the proposals with the support of an experienced adult from that organisation. This was to ensure that there was adequate support for the implementation successful applications. The funding was accessible to organisations working with young people in the constituency area, and applications from organisations and services working with Looked after young people, vulnerable young people and those at risk and NEET young people were encouraged.
- 2.4 The YOF application process was widely publicised through a range of networks, through the Youth Service, the Voluntary Sector and Neighbourhood Services. There were 2 rounds completed (October 2015 & January 2016).
- 2.5 The process to determine Youth Opportunities Fund involved the development of a Youth Opportunities Fund Area Panel who worked with the Grants Advisory Group to consider applications and make recommendations to the Area Committee.
- 2.6 The panel consisted of young people acting as volunteers drawn from across the Constituency who have been trained as decision makers, working alongside local Councillors from the Area Committee. The panel assessed the application forms and shortlisted applications that meet the criteria and whether they:
- Meet the needs of young people identified through the ward planning process
  - Contribute to the Constituency priorities for young people
  - Have involved young people in the writing of the bid
  - Engage with disadvantaged/hard to reach groups of young people
  - Will have a positive impact
  - Encourage partnership working
  - Enable young people to gain outcomes and accreditations
  - Are considered good value for money.
- 2.7 Where there have been applications for District Wide provision or across more than one constituency area these have been assessed by the YOF Panel in the constituency area in which the organisation is based.
- 2.8 Young people reported they had made new friends, increased in confidence and appreciated the value and trust that was put in them to make recommendations to the Area Committee. Young people have used their experiences and increased skills to spring board into higher education and employment opportunities.
- 2.9 It is considered that the YOF process used over the last year has been successful and this has enabled an increased range of diverse opportunities to be made available to young people in the Bradford West area. Many of the funded activities have been attended by young people who are not existing users of youth service provisions, which has increased reach.

### **3. OTHER CONSIDERATIONS**

- 3.1 Bradford West Area Committee considered a report titled 'Youth Service – Bradford West' at it's held on 15 April 2015. This report stated that, each Area has an allocation of £33,000 to be divided between funding for Area-wide activities, including school holiday activities, and the Youth Opportunities Fund (YOF). The recommended split was as described in paragraph 2.1 above.  
The YOF funding should be used to fund initiatives which are led by young people and where young people are involved in identifying, agreeing and allocating funds alongside Area Committee members.
- 3.2 The report went on to add that £10,000 was being held centrally to fund District wide work with young people, for example work with LGBT young people, Duke of Edinburgh's Award and Voice and Influence work.

### **4. OPTIONS**

- 4.1 That Bradford West Area Committee adopts the recommendations outlined in this report.
- 4.2 That Bradford West Area Committee adopts the recommendations outlined in this report, with amendments.
- 4.3 That Bradford West Area Committee decides not to accept the recommendations outlined in this report.

### **5. FINANCIAL & RESOURCE APPRAISAL**

#### **5.1 Financial**

£33,000 was allocated to each Area Committee in 2015/2016 to determine which projects should receive funding from Youth Opportunities Fund.

#### **5.2 Staffing**

Support for the development and implementation to determine the Youth Opportunities Fund through Area Committees has been provided from within the existing resources of the Youth Service and Area Coordinator's Office.

### **6. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 6.1 There are no significant risks arising out of the proposed recommendations in this report.

### **7. LEGAL APPRAISAL**

- 7.1 This work relates directly to statutory guidance issued by the Department for Education and came into effect in June 2012. The Local Authority has a duty to secure services and activities for young people aged 13 to 19 (and up to 24 years

for those with learning difficulties) to improve their well-being. The duty is to practicably secure equality of access for all young people to positive, preventative and early help needed to improve their well-being. This includes youth work and other services and activities that:

- Connect young people with communities so they have a voice in decisions which affect their lives
- Offer safe opportunities in a wide range of activities, to develop a strong sense of belonging, socialise safely, enjoy social mixing, spend time with older people, and develop relationships with adults they trust
- Support personal and social development of young people so they build the capabilities they need for learning, work, and the transition to adulthood
- Improve young people's physical and mental health and emotional well-being;
- Help young people at risk of dropping out of learning or not achieving their full potential to engage and attain in education or training; and
- Raise young people's aspirations and build resilience

## **8. OTHER IMPLICATIONS**

### **8.1 EQUALITY & DIVERSITY**

- 8.1.1 The reporting of this funding is the responsibility of the City of Bradford Metropolitan District Council and that those projects and schemes supported will promote fairness and inclusion while supporting the Bradford West Area Committee's commitment to equal opportunities for all.

### **8.2 SUSTAINABILITY IMPLICATIONS**

- 8.2.1 The resources available to local organisations will support priorities within Bradford West Area Committee Ward Plans 2015-16 and the District's Sustainable Community Strategy.

### **8.3 GREENHOUSE GAS EMISSIONS IMPACTS**

- 8.3.1 It is anticipated that greenhouse gas emissions and wider environmental impacts will be a consideration in assessing activities.

### **8.4 COMMUNITY SAFETY IMPLICATIONS**

- 8.4.1 Community safety issues are acknowledged as a key contributor to the quality of life in neighbourhoods. It is anticipated that activity generated through these resources will have a positive impact on community safety issues across the area.

### **8.5 HUMAN RIGHTS ACT**

- 8.5.1 Local authorities must take steps to ascertain the views of young people and to take them into account in making decisions about services and activities for them, in line with Article 12 of the United Nations Convention on the Rights of the Child (UNCRC).

### **8.6 TRADE UNION**

8.6.1 There are no implications for Trade Unions.

## **8.7 WARD IMPLICATIONS**

8.7.1 The area covered by the recommendations of the Youth Opportunities Fund panel fall within the constituency boundary of Bradford West.

## **8.8 AREA COMMITTEE WARD PLAN IMPLICATIONS**

8.8.1 The process requires successful applications to contribute to addressing priority issues within the Ward Action Plans 2015 - 16 for the Bradford West area.

## **9. NOT FOR PUBLICATION DOCUMENTS**

9.1 None.

## **10. RECOMMENDATIONS**

10.1 That Bradford West Area Committee thanks the Bradford West GAG panel and all the young people involved in the decision making process.

10.2 That Bradford West Area Committee adopts, adopts with amendments or does not accept the recommendation outlined in this report.

## **11. APPENDICES**

Appendix 1: The Summary of YOF grants awarded.

Appendix 2: The Summary of outcomes and numbers of young people participating.

Appendix 3: Breakdown of Holiday provision/activities budget.

Appendix 4: The breakdown of YOF applications from across Bradford West Constituency.

## **12. BACKGROUND DOCUMENTS**

YOF Report" (**Document E**) report to Bradford West Area Committee on 22 July 2015.

## **Appendix 1**

### **Bradford West YOF - Summary of Grants awarded**

<b>Organisation</b>	<b>Funding Granted</b>	<b>Wards</b>	<b>Grant allocated to</b>	<b>Project</b>
Hollings Youth Association	£500.00	Manningham	Voluntary Organisation	Saturday Evening Sports Sessions for 15 weeks
Lower Grange Youth Club	£400.00	Clayton & Fair-weather Green	Youth Service Group	Reality Works Residential for 10 girls in March
BYO	£472.00	Manningham	Voluntary Organisation	International food cooking programme
St James Church Thornton	£380.00	Thornton & Allerton	Voluntary Organisation	Young people's photography and arts project.
Manningham Youth Action Group	£400.00	Manningham	Voluntary Organisation	London Residential Visit
Allerton Youth Club	£400.00	Thornton & Allerton	Youth Service Group	12 week girls project with 10 young females identified from across 2 wards
Girlington Community Centre	£500.00	Toller	Youth Service Group	Positive activities for young women across the ward with a focus on self esteem & confidence building.
Shear bridge Residents Association	£400.00	City	Voluntary Organisation	Community clean up day.
Café West	£220.00	Thornton & Allerton	Voluntary Organisation	Be Healthy project, that focuses on cook and eat and football.
Camouflage Crew	£500.00	Clayton & Fair-weather Green	Voluntary Organisation	Overnight camping, accreditations and weekly cook and eat sessions.
E Academy	£500.00	Manningham Ward	Voluntary Organisation	Cohesive environmental project that incorporates community clean up events and positive activities.
Clayton Youth Club	£431.96	Clayton & Fair-weather Green	Youth Service Group	Increasing resources within open access youth provision, to offer diversionary activities and support the work towards reducing ASB.
Joshua Project	£476.00	City	Voluntary Organisation	After School games creation workshop including the hire of a tutor.
STAR Project	£500.00	City	Youth Service Group	Decopath Art – an inclusive art project where the young people create a mascot for their club.
Heaton Youth Club	£500.00	Heaton	Youth Service	Boys project work – that includes accreditations, cook

			Group	and eat sessions and an educational activity.
Frizinghall Youth Club	£500.00	Heaton	Youth Service Group	Identity project exploring how our identity is created through the use of media and group activities.
Frizinghall Partnership	£300.00	Heaton	Voluntary Organisation	Citizen Project – that concludes in a residential.
Lower Grange Community Partnership[	£490.94	Clayton & Fair-weather Green	Voluntary Organisation	Resources to aid and support all youth activities delivered within the community.
Inclusion Project	£930.00	District Wide	Youth Service Group	Inclusion residential for young people with additional needs and be-frienders at Nell Bank Ilkley.
D of E	£1200	District Wide	Youth Service Group	Supporting young people on their D of E expeditions and training sessions.
<b>TOTAL ALLOCATED</b>	<b>£10,001</b>			

- Underspent this by £1,999.

**Bradford West -Summary of outcomes and numbers participating.**

Organisation	Numbers Participating (personal data recorded)	Outcomes for young people / difference made
Hollings Youth Association	15	<ul style="list-style-type: none"> <li>• Young people have been part of planning and running this project</li> <li>• By young people taking part in the activities and achieving a Lord Mayors Award there have demonstrated the above three ECM outcomes.</li> <li>• Increased numbers of young people engaging in physical activity whilst engaging in issue based Youth Work.</li> </ul>
Lower Grange Youth Club	10	<ul style="list-style-type: none"> <li>• Young people completed the accredited Reality Works project and Residential</li> <li>• Young people aware of challenges of been a teen parent</li> <li>• Young people increased awareness of responsibilities of parenting and the needs of a child.</li> <li>• Increased knowledge of sexual health, contraception and services available.</li> </ul>
BYO	10	<ul style="list-style-type: none"> <li>• 10 week programme exploring different food from various countries increasing awareness of culture and diversity.</li> <li>• Increasing knowledge of healthy eating options</li> <li>• Improved knowledge of food hygiene.</li> </ul>
St James Church Thornton	12	<ul style="list-style-type: none"> <li>• Young people learning new skills around abstract art, photography and lightening.</li> <li>• Young people increasing group work skills and building on their communication and confidence.</li> <li>• Young people have learnt different art techniques are independently using these within the session.</li> </ul>
Manningham Youth Action Group	12	<ul style="list-style-type: none"> <li>• Young people had a residential experience.</li> <li>• Young people further increased their knowledge on politics and visited London</li> <li>• 12 young people completed a volunteering project and increased confidence and communication skills.</li> <li>• Young people increased leadership skills when planning and running a residential activity – building budgeting and finance skills too.</li> </ul>
Allerton Youth Club	12	<ul style="list-style-type: none"> <li>• Young females increased awareness of staying safe.</li> <li>• Young people explored issues around CSE and are aware of services available if needed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Young people increased confidence and self esteem when complete body image and girl building workshops.</li> <li>• Young people increased awareness of appropriate relationships and aware of sexual health, contraception and services available to them.</li> </ul>
Girlington Community Centre	18	<ul style="list-style-type: none"> <li>• Increased stamina and team work techniques</li> <li>• Increased young peoples fitness</li> <li>• Increased understanding around rules and regulations of sport.</li> <li>• The young people learnt how to keep safe via personal safety training.</li> <li>• Young People increased planning and budgeting skills.</li> </ul>
Café West	45	<ul style="list-style-type: none"> <li>• Young people increased planning skills and budgeting skills when running the multi sports sessions.</li> <li>• Young people increased fitness and learnt about new sports their rules and regulations.</li> <li>• Young people increasing confidence when starting to take a lead on activities and tournaments.</li> </ul>
Camouflage Crew	32	<ul style="list-style-type: none"> <li>• Young people engaging in completion of the adventure service challenge.</li> <li>• Young people learnt the junior Highway Code increasing safety when out and about.</li> <li>• Young people increased cooking skills, knowledge on healthy eating and food hygiene.</li> <li>• Young people increased fitness and confidence when engaging in a variety of physical activities and outdoor challenges.</li> </ul>
Clayton Youth Club	45	<ul style="list-style-type: none"> <li>• Increased offer of things to do and places to go keeping young people safe.</li> <li>• Increased awareness of social responsibility looking after equipment and each other.</li> <li>• Young people have new opportunities and gain positive experiences.</li> </ul> <p>26 Young people achieving Lord Mayors Award.</p>
Joshua Project	20	<ul style="list-style-type: none"> <li>• Young people learn transferable skills in relation to game design, electronics and bespoke console construction.</li> <li>• Young people increase team work skills and communication skills when planning and working together.</li> <li>• Young build on budgeting skills when working within strict financial constraints.</li> </ul>
STAR Project	40	<ul style="list-style-type: none"> <li>• Inclusive and cohesive activity increasing group formation and confidence.</li> <li>• Young people had new opportunities to engage and learn new creative skills.</li> <li>• Young people further developed communication skills through group activities.</li> <li>• Young people explored and understood each others needs and communication skills further enhancing the cohesion within the provision.</li> </ul>
Heaton Youth Club	20	<ul style="list-style-type: none"> <li>• Young people increased awareness of healthy eating.</li> <li>• Young people developed new skills around food hygiene.</li> </ul>



		<ul style="list-style-type: none"> <li>• Young people increased confidence through cooking sessions and are now all able to make a basic meal incorporating their 5 a day.</li> </ul>
Frizinghall Youth Club	20	<ul style="list-style-type: none"> <li>• Young people increased awareness and understanding of identity.</li> <li>• Young people explored different identities and shared personal differences in reference to identity increasing cohesion between the groups.</li> <li>• Reflective sessions and informal discussions allowed young people to increase their confidence and share personal experiences again supporting cohesion and building positive relationships.</li> </ul>
Frizinghall Partnership	14	<ul style="list-style-type: none"> <li>• Young people had the opportunity to have a residential experience.</li> <li>• Young people engaged in a variety of citizenship sessions all building their life skills and confidence giving them the knowledge to make informed choices on a variety of issues that may affect their lives.</li> <li>• Young people increased group work skills when undertaking tasks and activities whilst away on residential.</li> </ul>
Lower Grange Community Partnership	56	<ul style="list-style-type: none"> <li>• Young people increased fitness skills</li> <li>• Young people engaged in weekly sessions building on fitness, supporting the development of social skills and providing young people with a safe place to go whilst engaging in informal learning.</li> <li>• Young people more aware of consequences of ASB when engaging in workshops and diversionary activities.</li> </ul>
Inclusion Project Residential	12	<ul style="list-style-type: none"> <li>• New residential opportunity for young people</li> <li>• Cohesion event</li> <li>• Developing and supporting be-friending between young people with and without disabilities.</li> <li>• The residential offered siblings the opportunity to engage in a residential experience with family.</li> <li>• The visit gave rest bite to families of the young people.</li> </ul>
D of E	25	<ul style="list-style-type: none"> <li>• Young people learning life skills when undertaking expeditions for their DoE</li> <li>• Young people completing their DoE accreditations giving them more opportunities when developing their CV.</li> <li>• Team building and group work developed by individuals and all supported community cohesion with young people from across the district engaging.</li> </ul>

**Total number of young people benefiting from Bradford West YOF Funding was 418.**

**Holiday Provision/Activities      £10,500**

Activity	Numbers Participating (personal data recorded)	Funding Breakdown	Outcomes for young people / difference made
Cycling	600	£2569.00	<ul style="list-style-type: none"> <li>• Community Cohesion</li> <li>• Outdoor Adventure</li> <li>• New Experiences.</li> <li>• Away from home</li> <li>• Community Cohesion</li> <li>• Accredited experiences</li> <li>• Inclusion</li> <li>• Healthy lifestyles</li> <li>• Make new friendships</li> <li>• New Opportunities</li> <li>• Reduce Teenage Pregnancy</li> </ul>
Residential's X 6	172	£ 7938.00	
	Total = 772	Total = £10,507	

**£12,499 Youth Service based activities.**

The Area Committee allocated £10,500 towards Youth Service based activities. The underspend of £1,999 from the YOF element of this funding (Appendix 1) was added to the Youth based activities, giving a total amount available of £12,499. This was used to enhance and develop accredited youth opportunities through new experiences, open access youth provision, utilising new resources and engaging young people in the use of outdoor spaces.

Additional to the ward based youth provision and activities this funding was utilised to engage young people in a variety of informal cohesive activities including, five a side football tournaments, Football games, cycling activities, Go Carting, Christmas party, cook and eat sessions and cinema and theatre visits.

Resources were also purchased to enhance and further develop existing provisions. Some of these resources included, sport equipment, music and DJ resources and other resources to support issue based workshops including, trophies and Lord Mayors Accreditations.

**Breakdown by Ward of completed YOF Allocations.**

<b>Ward</b>	<b>Round 1</b>	<b>Round 2</b>	<b>Total</b>
Clayton and Fairweather Green	2	2	<b>4</b>
Thornton and Allerton	4	0	<b>4</b>
Heaton	0	3	<b>3</b>
Toller	1	0	<b>1</b>
Manningham	3	0	<b>3</b>
City Ward	0	3	<b>3</b>
District Wide (D of E & Inclusion Projects)	0	2	<b>2</b>
<b>Total Applications</b>	<b>10</b>	<b>10</b>	<b>20</b>

