

Early Years and Young People's Sub-Committee

Monday, 10 December 2012 at 14:00

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting held on 17 October 2012 | 3 - 4 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Service Update (presentation) | |
| 5 | Performance Reporting April - September 2012 | 5 - 10 |
| 6 | Delivery of Play in Nottinghamshire from 2013-14 | 11 - 24 |
| 7 | Proposals for the Restructuring of the Play for Disabled Children's Team, Young People's Service | 25 - 32 |
| 8 | Establishment of Posts at Beeston Youth and Community Centre | 33 - 36 |
| 9 | Proposals for Changes to Staffing Structure and Budget for Targeted Support and Youth Justice Service | 37 - 54 |
| 10 | Work Programme | 55 - 58 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Christine Marson (Tel. 0115 977 3887) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting EARLY YEARS & YOUNG PEOPLE'S SUB-COMMITTEE

Date 17 October 2012 (commencing at 2.00 pm)

Membership

Persons absent are marked with `A`

COUNCILLORS

Lynn Sykes(Chairman)

Dr John Doddy (Vice-Chairman)

A	Bob Cross	Mrs Stella Smedley, MBE
A	Keith Longdon	Stuart Wallace
	Mel Shepherd MBE	
	Ex-officio (non-voting)	
A	Mrs Kay Cutts	

OFFICERS IN ATTENDANCE

Steve Bradley – Group Manager, Cultural and Enrichment Services
Claire Dixon – Policy, Planning and Corporate Services Department
Derek Higton – Service Director, Youth, Families and Cultural Services
Philippa Milbourne – Children, Families and Cultural Services
Simon Redfern – Policy, Planning and Corporate Services Department
Daniel Reynafarje – Policy, Planning and Corporate Services Department
Anna Vincent – Policy, Planning and Corporate Services Department
Chris Warren – Group Manager, Young People's Service

MINUTES

The minutes of the last meeting held on 24th September 2012 were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Keith Longdon (medical/illness) and Councillor Bob Cross (medical/illness).

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

SERVICE UPDATE (ORAL REPORT)

Mr Chris Warren gave a presentation updating Members on the Young People's service provided by Nottinghamshire County Council.

NEW STATUTORY GUIDANCE FOR LOCAL AUTHORITIES ON SERVICES AND ACTIVITIES TO IMPROVE YOUNG PEOPLE'S WELL-BEING ISSUED IN JUNE 2012

RESOLVED: 2012/013

That the report be noted.

NOTTINGHAMSHIRE MEMBERS OF THE NATIONAL YOUTH PARLIAMENT: ELECTIONS FOR THE 2013-2014 SITTING

RESOLVED: 2012/014

That the report be noted.

UPDATE ON THE 2012 NOTTINGHAMSHIRE OUTSTANDING ACHIEVEMENT FOR YOUTH AWARDS

RESOLVED: 2012/015

That the report be noted.

YOUNG PEOPLE'S BOARD PROGRESS REPORT

RESOLVED: 2012/016

That the report be noted.

ESTABLISHMENT OF A TEMPORARY OUTDOOR EDUCATION VISIT TUTOR POST AT SHERWOOD FOREST COUNTRY PARK AND A TEMPORARY BUSINESS SUPPORT ADMINISTRATOR POST AT PERLETHORPE ENVIRONMENTAL DAY CENTRE

RESOLVED: 2012/017

1. That the establishment of a temporary (18 months) post of 0.4 fte Visit Tutor (Grade 5) be approved.
2. That the disestablishment of the post of 0.68 fte Administrative Assistant (Grade 2) (term time only) and establishment of a temporary (18 months) post of 0.8 fte Business Support Administrator (Grade 4) within the CFCS Business Support Service be approved.

The meeting closed at 2.41pm.

10 December 2012**Agenda Item: 5**

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE PERFORMANCE REPORTING (1 APRIL – 30 SEPTEMBER 2012)

Purpose of the Report

1. The purpose of this report is to:
 - set out a framework for presenting performance information to the Sub-Committee about the Council's services for children and young people that fall within its remit;
 - provide the Sub-Committee with a summary of performance during the period 1 April – 30 September 2012; and
 - to seek approval for a proposed process and frequency by which performance information is presented to the Committee in the future.

Information and Advice

2. The Children, Families and Cultural Services Department's performance management framework is linked to annual business planning processes. This provides a common means of assessing and reviewing performance from service level plans through to the Departmental Business Plan, the Cultural Strategy, and the Council's Strategic Plan.

Performance Indicators

3. A set of almost 50 departmental key performance indicators (KPIs), which cover the full range of services across the Department, has been established. It is proposed that these form the basis of quantitative performance reporting to this Sub-Committee, in particular those relating to the Early Years and Early Intervention Service, the Young People's Service, the Targeted Support and Youth Justice Service and relevant aspects of the Culture and Enrichment Service. Subject to the approval of the Sub-Committee, these headline KPIs will be supplemented by key service indicators that will be measured against objectives within the respective service specific business plans, together with a summary of key achievements across the service areas.
4. Target setting has also been reviewed across the Department to ensure greater consistency in relation to assessment of performance relative to the national average and to the Council's statistical neighbours. It is recommended that this is the basis of reporting performance to the Sub-Committee, wherever this level of information is available.

Reporting to Committee

5. It is recommended that the Sub-Committee receives periodic reports that review performance across the Council's services for children and young people that fall within its remit. Moving forward, it is recommended that these reports are presented on a quarterly basis, which is in line with the frequency of similar reports to the Children and Young People's Committee. The reports will normally be presented to the meetings in February, May, September and November and will be in addition to other reports that may be presented to the Sub-Committee from time to time providing performance-related information about specific initiatives and projects.
6. Performance data for the first six months of the financial year 2012/13 is set out in the table at **Appendix A**.

Other Options Considered

7. The process for presenting performance information set out in this report is in line with corporate guidance, which has itself been established following an appropriate analysis of alternative options.

Reason/s for Recommendation/s

8. The recommendation for quarterly reporting to Committee, and the KPIs that will form the basis of the report, is in line with the established processes of reporting and publishing performance information across all of the services within the Children, Families and Cultural Services Department. It is also consistent with the agreed process and timetable for reporting performance across the wider set of the Council's services for children and young people to the Children and Young People's Committee.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee notes the contents of the report and approves the intended process for reporting performance to Committee on a quarterly basis set out within it.

Derek Highton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Jon Hawketts
Senior Executive Officer
T: 0115 9773696
E: jon.hawketts@nottsc.gov.uk

Constitutional Comments

10. As this report is for noting, no constitutional comments are required.

Financial Comments

11. There are no financial implications arising directly from this report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0104

Youth, Families and Cultural Services

REPORT TO EARLY YEARS & YOUNG PEOPLE'S SUB-COMITTEE

Our Performance from April to September 2012

What have we achieved?

Early Years & Early Intervention	Complete the Service's management restructure.	✓
	Implement and refresh the early intervention strategy.	⊙
	Embed the enhanced core offer for families and children aged 0 - 12 years.	⊙
	Develop and implement a Service performance framework	⊙
	Complete work to recommission Nottinghamshire's Children's Centres.	⊙
	Develop the new Locality Management arrangements for early intervention services.	✓
Targeted Support & Youth Justice	Extend Targeted Support arrangements.	⊙
	Embed the new service management and delivery structures.	⊙
	Deliver year 3 of the Nottinghamshire Youth Crime strategy.	⊙
	Deliver service improvements in line with the Core Case inspection recommendations.	⊙
Young Peoples Service	Engage the maximum number of young people in positive activities.	⊙
	Ensure the Young People's Service's capital projects (West Bridgford, Eastbourne and Garibaldi) open on time and on within budget.	⊙
	To restructure the Skills for Employment Team to meet the needs of the 12/13 academic year.	⊙
	Ensure that the Children in Care Council continue to be fully operational and representative of the children and young people	⊙
	Ensure the operation of the service meets the new H&S requirements of OHSAS 18001.	⊙

Our achievement is rated by: [✓ achieved ⊙ on schedule ● progress being made, but behind schedule ✗ not started or will not complete]

Early Years and Early Intervention Service	Yr Target	Apr-Sep	On Target?	Nat/Reg
The percentage of Nottinghamshire's focused population are registered with a children's centre	(70%)	74%	✓	
The percentage of Nottinghamshire's focused population are seen by a children's centre	(65%)	42% ²	●	
The percentage CC inspections are graded Good or Outstanding	(75%)	80% ¹	✓	
The number of parents accessing evidence based parenting programmes	475	287	✓	
Increase in the number of parent volunteers	433	411	✓	
Increase in children achieving satisfactory Early Years Foundation Stage Profile scores	56%	64.2%	✓	
Increase in the number of CAFs initiated by children's centres	250	135 ²	✓	
Decrease in the gap between the average Early Years Foundation Stage Profile score and the lowest 20% of children	(1% dec)	2.1%	✓	
Support an increase in breastfeeding at 6-8 weeks Notts/Bass	(1% inc)	-	-	
Targeted Support and Youth Justice Service	Yr Target	Apr-Jun	On Target?	Nat/Reg
First time entrants to the criminal justice system maintained at the 2011-12 figure per 100,000 of youth population	(643)	107	✓	
Frequency of re-offending by young people reduced below the 2011-12 rate per 100 offenders	(0.79)	0.16	✓	
The number of violent crimes committed by children and young people reduced below the 2011-12 rate	(470)	66	✓	
The number of young people experiencing custody maintained at the 2011-12 figure for remands and custodial sentences	(19/33)	2 / 10	●	
The percentage of young people leaving substance misuse treatment in an agreed and planned way	(80%)	87%	✓	
The percentage of young people in years 12-14 not in education, employment or training reduced by the 2011/12 figure	(5%)	3.6%(p)	✓	
Young Peoples Service	Yr Target	Apr-Sep	On Target?	Nat/Reg
The number of Individual children and young people in positive activities delivered by the Young People's Service	(22,000)	11,271 ²	✓	
The number of attendances at positive activities delivered by the Young People's Service	(250,000)	112,500 ²	✓	
The number of adult volunteers to support the delivery of positive activities by the Young People's Service	(250)	196	✓	
The number of unique individual young people enrolled on the C Card Scheme	(8,000)	8,400	✓	
Youth work quality assurance assessments are graded satisfactory or better under the Service's framework	(90%)	>90%	✓	
Cultural and Enrichment Service	Yr Target	Apr-Sep	On Target?	Nat/Reg
Occupancy levels at environmental and outdoor education settings / adventure	(80%)	81% / 60%	✓ / ✗	
The number of pupils learning music within the KS2/IVT programme over the 2011/12 figure	(3,180)	3,500	✓	
The number of teachers, governors and support staff trained by over the 2011/12 figure (Achievement & Equality Team)	(3,981)	530	✗	
Service user and customer satisfaction levels achieved across the service area	(90%)	>90%	✓	

Our achievement is rated by: [✓ on or above target / ● off target (by less than 10%) / ✗ off target (by more than 10%)]

¹data not yet received in full ²against quarter profile (p) provisional figure (annual) figure not reported on a quarterly basis **TSYJ Reports previous quarter
Nat/Reg I Shows our performance against comparative authorities by either national or regional averages, where available

10 December 2012

Agenda Item: 6

REPORT OF THE GROUP MANAGER, YOUNG PEOPLE'S SERVICE**DELIVERY OF PLAY IN NOTTINGHAMSHIRE FROM 2013/14****Purpose of the Report**

1. To update the Sub-Committee on the commissioning of the Council's play provision, and to seek approval for the establishment of a post to directly support the voluntary play and youth sector in Nottinghamshire.

Information and Advice

2. The Council's play provision is managed within the Young People's Service. The current play budget totals £387,128. On 23 February 2012, the Council's play budget business case was approved by County Council. This comprised the disestablishment of seven Locality Play Worker posts from 31 March 2013, new commissioning arrangements for play and the creation of a voluntary play and youth sector Technical Specialist post from 1 April 2013. The annual saving to the Council arising from these decisions will be £211,333, with the overall volume of play delivery remaining at its current level.
3. The remaining budget for delivering play will be £175,795, of which £140,000 is to be used to commission direct play provision across Nottinghamshire.
4. The commissioning process commenced on 29 October 2012 with the issue of tender documentation to potential play delivery organisations. The contract will commence on 1 April 2013. **Appendix 1** shows the full play commissioning specification.
5. The remaining budget of £35,795 will be used to directly support voluntary sector play and youth providers across Nottinghamshire, ensuring that provision offered by voluntary partners is safe and appropriate for children and young people to access. The Voluntary Play and Youth Sector Technical Specialist post (1 FTE Hay Band A indicative grade) will be responsible for supporting this area of work in line with the Government's new Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well-Being, issued in June 2012.

Other Options Considered

6. None. The business case approved by Council in February 2012 authorised in broad terms the arrangements set out in this report.

Reason/s for Recommendation/s

7. Nottinghamshire has always provided high quality open access play opportunities across the whole County, based on the rationale that play is an essential part of every child's life and vital to their development. Play is the way children explore the world around them and develop practical skills; it is essential for physical, emotional and intellectual growth, along with the acquisition of social behavioural skills.
8. Through the commissioning process and improved support to the voluntary sector, the Council will be able to provide the same quality and quantity of direct play opportunities, whilst meeting its budget realignment requirements.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

10. This report follows the principles of the Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well-being issued in June 2012 to commission those services that can deliver best value through the voluntary/third or private sector. The commissioning process is designed to ensure that the principles of safeguarding, safer recruitment and health and safety are enshrined within the final contract.

RECOMMENDATION/S

That:

- 1) the play commissioning process for direct delivery of play in Nottinghamshire from 2013/14 be noted.
- 2) the establishment of a Voluntary Play and Youth Sector Technical Specialist post be approved.

Chris Warren
Group Manager, Young People's Service

For any enquiries about this report please contact:

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Constitutional Comments

11. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (NDR 06/11/12)

12. There are no financial implications arising directly from this report.

Background Papers

Budget Report: Cabinet on 8 February 2012

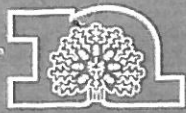
Budget Report: County Council on 23 February 2012

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0118



**Nottinghamshire
County Council**

**Positive Play Activities in
Nottinghamshire**

Tender Reference: PR0000721

**Invitation to Tender (ITT) –
PART THREE
Service Specification**

1. INTRODUCTION

- 1.1 The purpose of this service specification is to inform the tendering process for an organisation to provide play delivery across the seven districts in Nottinghamshire (Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Sherwood, and Rushcliffe).
- 1.2 Nottinghamshire County Council requires a single organisation (or a lead bidder representing a consortium) to deliver play to children and young people between the ages of 3 and 13 (up to 18 with a disability), at positive play activities after school, at weekends and during school holidays.
- 1.3 The contract is initially for a two year period. There will be opportunities for of two yearlong extensions to this contract dependant upon satisfactory outcomes and NCC budget reviews. The successful organisation will be expected to deliver the contract with our budget ceiling without further funds or resources available from NCC.
- 1.4 NCC recognises that there is a disparity of deprivation across the county and within each of the districts. Whilst there needs to be a minimum delivery in each of the districts, there will be an expectation that the areas of higher deprivation will be offered additional provision.
- 1.5 This service is currently provided in-house, as part of the roles of our Locality Play Workers who are responsible for developing and supporting Play in each of the seven districts across Nottinghamshire. The service has been restructured and these roles will cease to exist from 31st March 2013. Commissioning this contract will represent minor percentage of the former job role of the Locality Play workers. The council does not believe there will be any TUPE implications with this commissioned service.

2. PROFILE OF DEMAND

- 2.1. There are 179,500 children and young people aged 0-19 in Nottinghamshire and this population is set to increase by 13% on average across the county by 2030, with the largest growth in the 5-9 population (23%).
- 2.2. There is an estimated 6.6% black and minority ethnic 0-19 population in Nottinghamshire, concentrated in the conurbation areas of Broxtowe, Gedling and Rushcliffe. 3.5% of Nottinghamshire school pupils speak English as an additional language.
- 2.3. The vast majority of children and young people in the county are registered as Christian (122,414), of no religion (38,816) or religion not stated (17,222). The largest religion after Christianity is the Muslim faith (1,343).
- 2.4. More than one in five Nottinghamshire pupils has some kind of special educational need (SEN) and 1.1% have a Statement of SEN. The main SEN is behavioural/emotional/social need and diagnoses of Autistic Spectrum Disorder have seen a steep rise in recent years.
- 2.5. Child poverty is concentrated in the north-west of the county, with additional clusters in Retford, Newark, Arnold and Carlton, Hucknall and several scattered wards in Broxtowe. 14,463 school pupils are eligible for free school meals in

Nottinghamshire, 12.55% of the whole school population. The highest numbers are in Ashfield and Mansfield.

- 2.6. The Indices of Deprivation last published by the Government in 2007 shows that there is a disparity of multiple deprivation across the seven districts. This is demonstrated in the table below (the lower the score the higher the Index of Multiple Deprivation IMD)

Local Authority	IMD 2004	IMD 2007
Ashfield	52	72
Bassetlaw	77	101
Broxtowe	194	219
Gedling	183	205
Mansfield	32	34
Newark & Sherwood	143	175
Rushcliffe	309	330

Within each district are areas of higher deprivation. The service will focus the provision in and around these areas as a priority.

The full information on these areas can be found in Nottinghamshire's Child Poverty Needs Assessment by following the link below:

<http://cms.nottinghamshire.gov.uk/nottschildpovertyneedsassessmentfinal240211.pdf>

3. OVERALL OUTCOMES

- 3.1 The service will meet the following recorded outcomes

- To ensure **a minimum 1000 individual children and young people**, between the ages of 3 and 13 (up to 18 with a disability), at positive play activities (Play Days, Street Play and Park Play) in each District (**total 7000 across the county**) which take place outside of the school day
- To ensure that children and young people, between the ages of 3 and 13 (up to 18 with a disability), **engage in a minimum of 2000 attendances** at positive play activities (Play Days, Street Play and Park Play) in each District (**total 14000 across the county**) which take place outside of the school day

- 3.2 The purchasers require a service that aims to:

- 3.2.1 Offers children and young people innovative play opportunities
- 3.2.2 Protects and safeguards the most vulnerable children and young people

- 3.2.3 Improve children and young people's progress and life chances in line with the following outcomes: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being
- 3.2.4 Enable children and young people who are looked-after to have the same opportunities and life chances as other children and young people and to reduce/prevent the negative impact on children and young people from being looked-after
- 3.2.5 Advise on and create mechanisms which enable children and young people to contribute to service developments and policy formulation.

4. GENERAL CONDITIONS

- 4.1. The service will provide play outside of the school day, at weekends and during school holidays in each district, which will offer the appropriate balance of direct delivery across the district.
- 4.2. The service will include at a minimum in each district:
 - one large scale Play Day for a minimum of 300 children and young people and their families to be held in the school summer holiday
 - three smaller Play Days to be held during other school holiday periods (half terms, Easter, Christmas)
 - a minimum of 50 sessions of street and/or park play throughout the year after school and at weekends
- 4.3. The service will ensure that those children and young people from at least the top five most deprived wards in each district have access to play provision at least twice a year
- 4.4. The service must provide evidence that innovative and creative play opportunities have been offered at each play session and that the sessions were accessible for disabled young people
- 4.5. The service must have regard to Government guidance, regulations and National Standards.
- 4.6. The service must provide monitoring information on the age and addresses of all children and young people attending the play opportunities on a quarterly basis.
- 4.7. The service must provide the necessary administrative support to the service including files, records, a database of consumers and activity, expenses, reports and agreements.

5. CONTRACT OPERATION

- 5.1. The service manager must liaise with the designated Lead Officer from Nottinghamshire County Council.

- 5.2. The organisation must work in partnership with Nottinghamshire County Council's Youth Service to avoid duplication of and add value to provision where appropriate.
- 5.3. Any changes that impact on the service must be discussed and agreed with the Lead Officer from Nottinghamshire County Council.
- 5.4. The service will demonstrate appropriate safe guarding practices (including safer recruitment processes and full engagement with Nottinghamshire County Council's Pathway to Provision process) and health & safety measures, and provide adequate insurance for both staff, children, young people and the general public are in place for all events
- 5.5. The Organisation, including local staff and volunteers must have a detailed understanding of each of the seven Nottinghamshire districts and their individual play needs

6. MONITORING AND REVIEW ARRANGEMENTS

- 6.1. The Provider shall at all times co-operate with the processes of the Purchaser for monitoring, evaluation and quality audit in whatever way reasonably requested, and shall provide copies of any documents that are reasonably requested by the Purchaser.
- 6.2. An annual review of the service will be held to discuss the service and agree future arrangements. The provider manager(s) will attend. Representation from the staff and young people will also be sought.
- 5.3 The Provider shall demonstrate to the Purchaser that it has a commitment to providing quality services and ensuring Service User satisfaction. In order to do this, the Provider shall have in place a quality assurance system which continuously reviews and improves the standards of service delivery. Such a system will include but not be limited to the following -
 - 5.3.1 seeking the views of Service Users (children and young people and their families)
 - 5.3.2 checking that the specified Service is consistently being delivered efficiently, effectively and sensitively, taking account of Service Users' needs and preferences
 - 5.3.3 ensuring that appropriate changes are promptly made where the Service is not consistently being delivered efficiently, effectively and/or sensitively, taking account of Service Users' needs and preferences
 - 5.3.4 checking that all records are properly maintained and updated
 - 5.3.5 regular monitoring and evaluation of complaints/concerns, in addition to the requirements of the Service Provider's complaints procedure
 - 5.3.6 producing an annual review of Service performance and Service User satisfaction

- 5.4 The Provider shall maintain regular communication with the Lead Officer from Nottinghamshire County Council in whatever way reasonably required by the Purchaser.
- 5.5 The Provider shall allow authorised officers of the Purchaser reasonable access to the premises where the Service is provided and access to all documents relating to the performance of the Service under this Agreement.
- 5.6 The Provider shall provide relevant information concerning Service Users on request from the Purchaser.
- 5.7 The Purchaser retains the right to confidentially canvass the views of the Service Users and/ or their Representative(s) in relation to the Service
- 5.8 The Project Manager must attend an annual review of the service and provide an annual report with monitoring information.
- 5.9 The Purchaser and the Service Provider shall arrange to meet at quarterly intervals to review the work of the previous quarter. The service manager shall send to the Purchaser one week in advance of such meetings a written report containing monitoring information.
- 5.10 Quarterly reports should be received by the purchaser on the 10th of the month for the previous quarter, with the final quarter and annual reports being received by 10th April.
- Quarter 1 (April – June) received 10th July
- Quarter 2 (July – September) received 10th October
- Quarter 3 (October – December) received 10th January
- Quarter 4 (January – March) and Annual Report, received 10th April
- 5.11 Information submitted in relation to each district of the Service shall be broken down for the Purchaser.
- 5.12 In annual review of the Service shall be undertaken by the Lead Officer with the Provider. An annual report shall be prepared by the Provider to be considered at the usual quarterly meeting. It shall include the usual quarterly report and a summary of the year's activity across the Service.
- 5.13 The annual review shall consider the Provider's ability to deliver the Service and whether it is compliant with the terms and conditions of the Agreement.
- 5.14 The annual review shall determine whether any alterations are required to the Service Specification, the monitoring arrangements as detailed in this Schedule 4, or any other parts of the Agreement.
- 5.15 The review panel may meet at other times to discuss any major issues. Any member can ask for a meeting to be convened. Depending on the issue, other people may be invited to the meeting, for example a senior manager from either the provider or Nottinghamshire County Council.

6. PERFORMANCE MANAGEMENT FRAMEWORK

OUTCOME 1 – Delivery of Play opportunities		
Service Requirement	Performance Indicator	Evidence
Ensure a minimum 1000 individual children and young people, between the ages of 3 and 13 (up to 18 with a disability), at positive play activities (Play Days, Street Play, Holiday Park Play and Play Schemes) in each District (total 7000 across the county) which take place outside of the school day	Service Delivery Targets	Record of attendances
Ensure that children and young people, between the ages of 3 and 13 (up to 18 with a disability), engage in a minimum of 2000 attendances at positive play activities (Play Days, Street Play, Holiday Park Play and Play Schemes) in each District (total 14000 across the county) which take place outside of the school day	Service Delivery Targets	Record of attendances
<p>The service will include at a minimum in each district:</p> <ul style="list-style-type: none"> ▪ one large scale Play Day for a minimum of 300 children and young people and their families to be held in the school summer holiday ▪ three smaller Play Days to be held during other school holiday periods (half terms, Easter, Christmas) ▪ a minimum of 50 sessions of street and/or park play throughout the year after school and at weekends 	Service Delivery Targets	Record of attendances

Outcome 2 – improving outcomes for young people		
Service Requirement	Performance Indicator	Evidence
Improve children and young people's progress and life chances in line with the following outcomes: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.	Service delivery guidelines and methodologies	Record of activities delivered and outcomes for children and young people
Enable children and young people who are looked-after to have the same opportunities and life chances as other children and young people and to reduce/prevent the negative impact on children and young people from being looked-after.	Service delivery guidelines and promotion and publicity campaigns	Record of targeted promotion and publicity campaigns and record of numbers of attendances of looked after children and young people
Advise on and create mechanisms which enable children and young people to contribute to service developments and policy formulation.	Providers engagement and participation procedures	Record of children and young people's views are taken into account
Knowledge of the needs of the respective cohorts of children and young people in each of the districts and how to engage with diverse groups of children and young people	Service delivery guidelines and methodologies of engagement for diverse groups	Record of the varieties of activities delivered and the profile of attendances at provision

Outcome 3 – Operation of the organisation			
Service Requirements	Performance Indicators	Evidence	
Ensure that the service manager is appropriately qualified to oversee the supervision, support and training of the workers providing the service.	Provider performance management policy	Provider records	
Ensure that staff employed to deliver the service (including sessional workers and volunteers) are appropriately trained, supported and supervised	Provider staff policies and procedures	Provider records	
Ensure the recruitment of staff (including sessional workers and volunteers) follow safer recruitment processes	Provider recruitment policies and procedures	Provider records	

Outcome 4 – Safety of Children and Young People			
Service Requirements	Performance Indicators	Evidence	
Protect and safeguard the most vulnerable children and young people.	Provider safeguarding policy and procedures	Record of measures and guidelines followed	
Adhere to the procedures outlined in Nottinghamshire County Council's <i>Pathway to Provision</i> http://cms.nottinghamshire.gov.uk/home/learningandwork/childrenstrust/earlyinterventionandprevention/pathwaytoprovision.htm	Provider safeguarding policy and procedures	Record of measures and guidelines followed	

Ensure adequate Health and Safety measures are in place for all provision, including generic, specific and dynamic risk assessments	Provider Health and Safety and policy procedures	Record of measures and procedures, including Risk Assessments
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Outcome 5 – Promotion, Publicity and Marketing		
Service Requirements	Performance Indicators	Evidence
Ensure that there is an appropriate marketing campaign in each of the districts that promotes and publicises the service provision	Numbers of children and young people attending because of the marketing campaign	Record of the success of the marketing campaign. Various publicity and promotional materials.
Ensure service provision is promoted and publicised widely, in appropriate formats and with regard to the target audience	Numbers of children and young people attending because of the publicity/promotion	Numbers of children and young people attending as a result of marketing

10 December 2012

Agenda Item: 7

REPORT OF THE GROUP MANAGER, YOUNG PEOPLE'S SERVICE

PROPOSALS FOR THE RESTRUCTURE OF THE PLAY FOR DISABLED CHILDREN'S TEAM, YOUNG PEOPLE'S SERVICE, CHILDREN, FAMILIES AND CULTURAL SERVICES, FROM 1 APRIL 2013

Purpose of the Report

1. This report seeks approval for proposed structural changes within the Play for Disabled Children's Team, Young People's Service, from 1 April 2013 to enable a more focused approach to the delivery of work including a widening of the age range to include young people up to 16 years old.

Information and Advice

2. The work of the Team is funded by Children's Social Care, with its primary function being to form part of the Council's statutory offer of respite care to families of disabled children. All children and young people accessing the service have been referred through Children's Social Care or the Flexible Short Breaks Scheme, and are able to access positive fun activities outside of the school day through Saturday Clubs, Holiday Clubs and through support in accessing other services in private and Council settings. The Team delivers provision in line with Ofsted criteria for child care provision.
3. The current structure of the Team and the roles and responsibilities within it have been reviewed. The proposed revised structure, which has taken into account the views of both staff and stakeholders, is intended to ensure that children, young people and their families or carers receive an improved and more efficient service.
4. The proposed changes to the structure of the Team include reducing the number of full time posts by one and amending other posts to meet changing role requirements. These changes can be seen in **Appendix 1**, current Play for Disabled Team Structure, and **Appendix 2**, proposed structure.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. Through the consultation process, it was agreed that the most effective way of maintaining a quality service for children, young people and their families, was to amend the structure of the Team to fit the requirements of the services being delivered. The proposed

restructure of the Play for Disabled Children's Team will support more effective service delivery as it will ensure appropriate job responsibilities for particular projects of work within the Team.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment, and those using the service, and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

8. Service users will receive an improved quality of service from the Team.

Financial Implications

9. The restructure will reduce the costs of delivering the service by £35,169 whilst not compromising on quality of delivery.

Equalities Implications

10. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
 - Eliminate unlawful discrimination, harassment and victimisation.
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
 - Foster good relations between people who share protected characteristics and those who do not.
11. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
12. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Crime and Disorder Implications

13. Children and young people accessing the service may include; Looked After Children and those receiving family support services, and those which may be particularly vulnerable "at risk" groups. The proposed restructure will not affect the service that these families receive from the Play for Disabled Children's Team.

Safeguarding of Children Implications

14. The safeguarding of children and young people will not be compromised as a result of the restructure. All those staff working with children and young people within the team will continue to follow safeguarding protocols within the service, and will continue to deliver provision that fully meets Ofsted requirements.

Human Resources Implications

15. The personnel implications are included in the report. These proposals have been subject to the normal consultation procedures with the appropriate Trade Unions and affected staff.

RECOMMENDATION/S

- 1) That the revised structure for the Play for Disabled Children's Team, Young People's Service, be approved.

Chris Warren
Group Manager, Young People's Service

For any enquiries about this report please contact:

Chris O'Brien
Locality Manager
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E: chris.obrien@nottsccl.gov.uk

Constitutional Comments (LM 05/11/12)

16. The Early Years & Young People's Sub-Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (NDR 29/11/12)

17. The financial implications are set out in paragraph 9 of the report.

Background Papers

Equality Impact Assessment

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

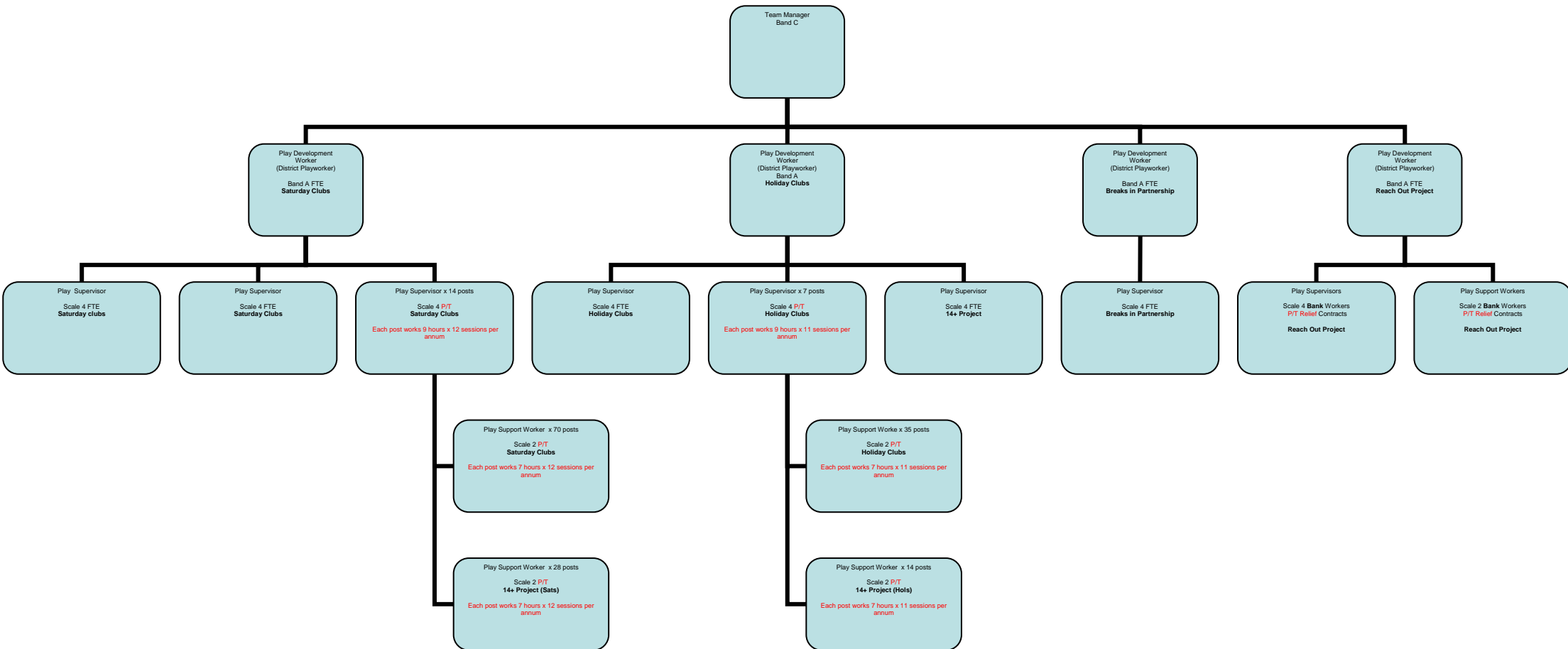
Electoral Division(s) and Member(s) Affected

All.

C0051

Appendix 1

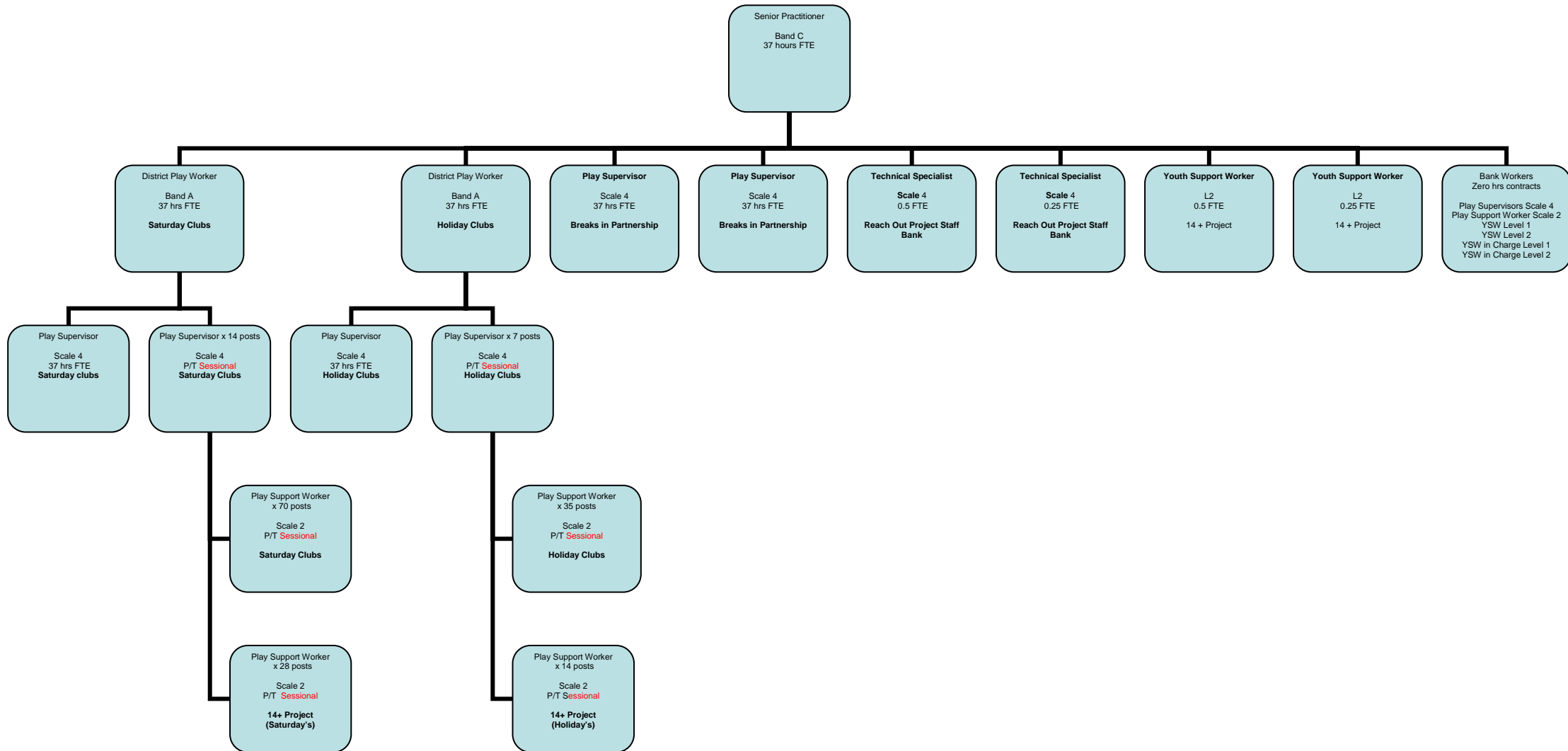
Play for Disabled Children Team Structure 1st April 2012



Appendix 2

Proposed Play for Disabled Children Team Structure

1st April 2013



10 December 2012

Agenda Item: 8**REPORT OF THE GROUP MANAGER, YOUNG PEOPLE'S SERVICE****ESTABLISHMENT OF POSTS AT BEESTON YOUTH AND COMMUNITY
CENTRE****Purpose of the Report**

1. This report seeks approval for the establishment of externally funded posts at Beeston Youth and Community Centre.

Information and Advice

2. Beeston Youth and Community Centre is a registered charity regulated by a Scheme of the Charity Commission dated 26 September 1975, subsequently amended by a Scheme dated 30 July 1985. This latter scheme states that '*The County Council of Nottinghamshire shall be the Trustees of the Charity*'. The Centre's land and buildings were originally left to a previous set of Trustees via an individual will in 1949.
3. In 2011 a new scheme of delegation was granted for the day to day management of Beeston Youth and Community Centre, in order to ensure compliance with charities law.
4. Through this new scheme Council officers have delegated responsibility for the day to day coordination and management of Beeston Youth and Community Centre. Through a lease agreement, the Young People's Centre on the site will continue to be managed by the Council's Young People's Service, which delivers an extensive programme of youth work and positive activities for young people from the Centre.
5. The Community Centre hosts a substantial number of community groups and events. At present payment of facilities and bar staff working for Beeston Youth and Community Centre is made by cash or cheque, and paid directly from the Centre's bank account.
6. The Council's Internal Audit Service has recommended that staff be placed on the Council's payroll so that appropriate statutory deductions are made.
7. In order to ensure that the Community Centre is managed in accordance with its charitable purpose and operates within financial regulations and procedures, it is therefore proposed that approval is given for the establishment of a Grade 2 facilities assistant post (0.95 FTE) and casual bar staff on Grade 1, who will be seconded from Nottinghamshire County Council to Beeston Youth and Community Centre.

Other Options Considered

8. None.

Reason/s for Recommendation/s

9. In order to ensure that Beeston Youth and Community Centre is managed in accordance with its charitable purpose and operates within the Council's financial regulations and procedures.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

11. The proposed changes do not alter the availability of youth work provision at the Centre but will ensure that local community use is maintained and developed.

Financial Implications

12. The cost of a Grade 2 facilities assistant post (0.95 FTE) will be £26,152 including on-costs. The number of casual bar staff employed will vary according to the range of bookings taken by the Centre at any one time. However, all salary and on-costs will be met from current income generated through room hire and bar sales at Beeston Youth and Community Centre and recharged on a quarterly basis to the Council.

Human Resources Implications

13. This proposal has been subject to the normal consultation procedures with the appropriate Trade Unions.

RECOMMENDATION/S

That the establishment of a Grade 2 (0.95 FTE) facilities assistant post and Grade 1 casual bar staff, seconded from Nottinghamshire County Council to Beeston Youth and Community Centre, be approved.

Chris Warren
Group Manager, Young People's Service

For any enquiries about this report please contact:

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Group Manager, Young People's Service
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E: christopher.warren@nottsc.gov.uk

or

Pom Bhogal
Broxtowe Locality Manager, Young People's Service
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E: pom.bhogal@nottsc.gov.uk

Constitutional Comments (LM 30/10/12)

14. The Early Years and Young People's Sub-Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (NDR 02/11/12)

15. The financial implications are set out in paragraph 12 of the report.

Background Papers

Change of Governance – Beeston Youth and Community Centre: report to County Council on 22 September 2011.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0070

10 December 2012**Agenda Item: 9****REPORT OF THE GROUP MANAGER, TARGETED SUPPORT AND YOUTH
JUSTICE SERVICES****PROPOSALS FOR CHANGES TO THE STAFFING STRUCTURE AND
BUDGET FOR TARGETED SUPPORT AND YOUTH JUSTICE SERVICES****Purpose of the Report**

1. To seek approval for the implementation of a revised staffing structure for the Targeted Support and Youth Justice Service, and revisions to budget proposals in response to service demands and a reduction in service income in 2013-14.

Information and Advice**Background – Financial Pressures and Changes in Demand**

2. Central government has planned for some time to change the formula Youth Justice Grant (YJG) paid to local authorities from 2013-14 onwards. The change had been aimed at tackling inequalities in funding across geographical areas that had grown over a number of years due to varying criteria for youth justice related projects. The original proposed formula change has now been rejected by the Secretary of State. However, the projection is still that national Youth Justice Board funding will reduce from £365m to £340m in 2013-14, a drop of 9.3%. If applied to the Nottinghamshire YJG this would equate to £134,000. However, some of this funding (approximately £70,000) will be added to £79,000 transferred to the Nottinghamshire Police Authority this financial year to support the responsibilities of the new Police and Crime Commissioner. Dependent upon the contents of the Police and Crime Plan, this could be recovered as income for youth crime prevention activity within the Service.
3. The Service's savings business case, as approved by County Council in February 2011, requires the Service to save £30,000 in 2013/14.
4. Further financial pressure is also anticipated due to probable funding reductions from the Probation Trust, which contributes some funding to the Service on an annual basis as a statutory partner.
5. These factors, coupled with the anticipated full utilisation by the Service of its existing partnership reserves in the current financial year, mean that it is anticipated that the Service will be required to identify approximately £300,000 of savings for 2013-14.
6. There are also changes to demands on the Service projected, resulting from service developments and internal business need. These are driven by legislative changes, the

staffing position within the Service and an evaluation of value for money in relation to a number of existing service delivery contracts.

The Rationale for Changes to the Structure and Budget

7. The Targeted Support and Youth Justice Partnership Board, chaired by the Corporate Director for Children, Families and Cultural Services and with senior membership from the local authorities, police, probation and health, has produced the following proposals for approval by Committee. A rationale for each change is set out below:

- **a reduction in the Young Carers contract of 10%** – this would be achieved by co-locating the Family Action staff involved in delivery of this service within Targeted Support. This would mean that there would be no reduction in service provision. This would generate a saving of £25,000.
- **the cessation of the Intensive Supervision and Surveillance Provision Contract** – the current assessment is that better value for money would be achieved through a more flexible and controllable internal provision through the direct recruitment of a Basic Skills Tutor and purchase of bespoke activities for individual young people where required. This would generate a saving of £6,000.
- **a Reduction in the Restorative Justice contract of 10%** – a market assessment suggests that efficiency savings of £25,000 could be found through re-tendering for this element of the Service in 2013-14 without any negative impact on service delivery.
- **a Reduction in the Nottinghamshire Futures contract in relation to premises, training and quality assurance** – there are a number of elements within the Futures contract which no longer need to be provided, in the light of the integration of Futures advisors within the Service's wider Targeted Support arrangements. These include "shop front" access points for young people, training and quality assurance functions for case work within the Company. This will not affect any current delivery and would generate a saving of £165,000.
- **the cessation of budgeting for National Standards implementation** – whilst further changes to National Standards for Youth Justice are likely, these are not currently assessed as having a further financial impact and any re-training required can be built into the existing occupational standards programme. This will save £15,000.
- **cease outsourcing Substance Misuse Performance Management** – by April 2013 the Joint Strategic Needs Assessment refresh on young people's substance misuse will have been completed and improved performance reports from central government will mean that these functions can be taken back into the Service and performed by existing managers. This will save £36,000.
- **cessation of Redundancy Contingencies Fund** – there are no redundancies planned in 2013/14, and so funding for re-deployment and late leaver costs are not required. This will save £55,000.
- **a reduction in hours for the Specialist Services Manager** – this post is already operating successfully on reduced hours following a request from the post holder and it is proposed to formalise this arrangement. This will save £9,576
- **implementation of increased Staffing Turnover allowance of 1.4%** – an analysis of staff turnover suggests that a reduction of the staffing budget of 1.4% would be achievable. This would realise savings of £37,000.
- **deletion of two YOT Senior Case Manager posts and the establishment of two YOT Officer posts** – an examination of the case load profiles in the Youth Offending

Teams in the North and South of Nottinghamshire suggests that a Hay Band B Senior Case Manager post in each team could be successfully replaced by a Scale 5 YOT Officer post. This would be delivered at the point that posts became vacant and would not lead to any compulsory redundancies. This would generate a saving on £6,000.

- **creation of an additional 0.5fte Case Manager for Homelessness post** – current assessment suggests that additional case management time for homelessness is needed to meet increased demands due to the complexity of young people presenting as homeless. This would be at a cost of £18,184.
- **increased Business Support for the single waiting list for supported accommodation** - the creation of a single waiting list for young people's supported accommodation, giving improved control over commissioned places, requires additional administration to operate effectively. This would be at a cost of £8,836.
- **support for new Occupational Standards and QCF Qualifications** – the Service contains a large number of specialist staff requiring ongoing professional development. There are also changes to occupational standards and QCF qualification which the Service must be mindful of. This investment is required to enable the Service to continue to deliver the necessary staff development. The projected cost is £19,000.
- **creation of a 0.5fte Volunteer Recruitment and Induction Worker post** – the changes to Enhanced CRB checking for volunteers means that additional focus on their recruitment and induction is required for safeguarding purposes. This post would focus on those aspects of volunteer development. The cost of this post would be £18,814.
- **conversion of three Youth Justice Senior Case Managers to Advanced Practitioners** – changes to the structure of the YOT teams will mean that an increased number of case managers will be operating from within each team. This will increase the need for specialist supervision and oversight. Therefore three Advanced Practitioner posts would be created to help to provide specialist supervision alongside continued case work at a cost of £9,000.

8. This proposed package of savings and re-investment will generate overall savings of £306,372.

Proposals for Staffing Changes in Targeted Support and Youth Justice

9. The above proposals for changes to staffing will not have a negative impact on existing staff. Trades Unions have been consulted regarding the changes and are in agreement with them. The number of posts/grades in the current and proposed structures are summarised below. Redundancies are not anticipated as a result of these changes. The current structure chart is attached at **Appendix 1** and the proposed structure is attached at **Appendix 2**.

North Youth Offending Team – Newark & Bassetlaw

Post	Current	Proposed
Locality YOT Manager (Hay Band D)	1	1
Advanced Practitioner (Hay Band C)	0	1
Case Manager/Senior Case Manager (Hay Band A/B)	7	5
Youth Offending Service Officer (Scale 5)	1	2

West Youth Offending Team – Mansfield & Ashfield

Post	Current	Proposed
Locality YOT Manager (Hay Band D)	1	1
Advanced Practitioner (Hay Band C)	0	1
Case Manager/Senior Case Manager (Hay Band A/B)	8	7
Youth Offending Service Officer (Scale 5)	1.5	1.5

South Youth Offending Team

Post	Current	Proposed
Locality YOT Manager (Hay Band D)	1	1
Advanced Practitioner (Hay Band C)	0	1
Case Manager/Senior Case Manager (Hay Band A/B)	7	5
Youth Offending Service Officer (Scale 5)	3	4

Specialist Services Team

Post	Current	Proposed
Specialist Services Manager (Hay Band D)	1	0.8
Case Manager – Homelessness (Hay Band A)	3	3.5
Targeted Support Officer (Scale 5)	0.5	0.5

Operational Support Team

Post	Current	Proposed
Operational Support Manager (Hay Band D)	1	1
Senior Practitioner (Hay Band B)	1	1
Basic Skills Tutor (Hay Band A)	0	1
Youth Offending Service Officer (Scale 5)	3.75	3.75
Volunteer Recruitment and Induction Worker (Hay Band A)	0	0.5

Business Support

Post	Proposed
Business Support Administrator (Grade 3)	Funding additional 0.4 FTE in the Business Support Service

10. In total this would create an additional four posts or 2.2 if expressed as full time equivalents.

Other options considered

11. These proposals have been carefully constructed following an assessment of value for money, service demand and the delivery of effective outcomes. Other options have been ruled out as not meeting these criteria.

Reason for recommendations

12. These recommendations are formulated around the need to meet demand, to provide good outcomes for vulnerable young people and to present a balanced budget.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

14. These proposals have been formulated following an assessment of need and demand both currently and in the future.

Financial Implications

15. There is an identified need for savings of approximately £300,000 in 2013-14. The proposals above identify a total saving of £438,576 and a need for reinvestment of £138,204, thereby enabling a balanced budget to be constructed for next financial year.

Equalities Implications

16. The recommendations of this report have been considered and no negative impact on equalities has been highlighted.

Crime and Disorder Implications

17. The recommendations take account of the Council's duties to reduce crime and anti-social behaviour and to prevent youth offending and re-offending under the Crime and Disorder Act (1998).

Safeguarding of Children Implications

18. These recommendations support the offer of early help to children, young people and families to reduce future safeguarding needs.

RECOMMENDATION/S

- 1) That the Committee approves the proposed changes to the Targeted Support and Youth Justice Service structure and the budget for 2013-14.

Laurence Jones

Group Manager, Targeted Support and Youth Justice Service

For any enquiries about this report please contact:

Laurence Jones

Group Manager, Targeted Support and Youth Justice Service

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E: laurence.jones@nottsc.gov.uk

Constitutional Comments (LM 28//11/12)

20. The Early Years and Young People's Sub Committee has delegated authority to approve the recommendations in the report.

Financial Comments (NDR 29/11/12)

21. The financial implications are set out in paragraph 15 of the report.

Background Papers

None.

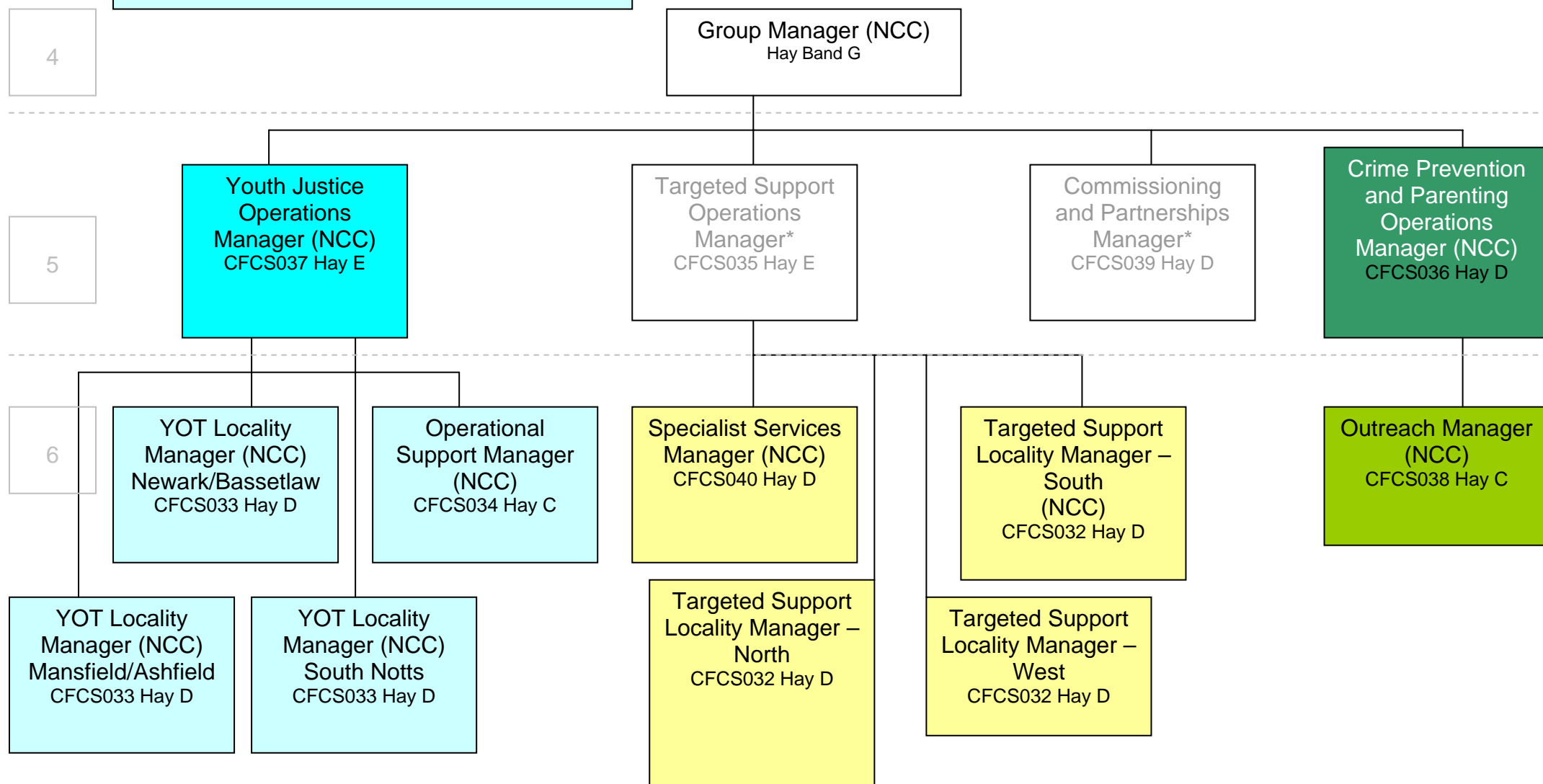
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0133

Management Structure



Operational Support

6

Operational Support
Manager (NCC)

7

Police Officer
(Notts Police)

Police
Administrator
(Notts Police)

Youth Justice
Senior x 1 (NCC)
Hay Band B

Youth Offending
Service Officer X
3.75
(NCC)
Grade 5

YJ ETE
Coordinator
(Futures)

YOT – Mansfield/Ashfield

6

YOT Locality Manager
(NCC)
Mansfield/Ashfield

7

Probation Officer
(NPT)

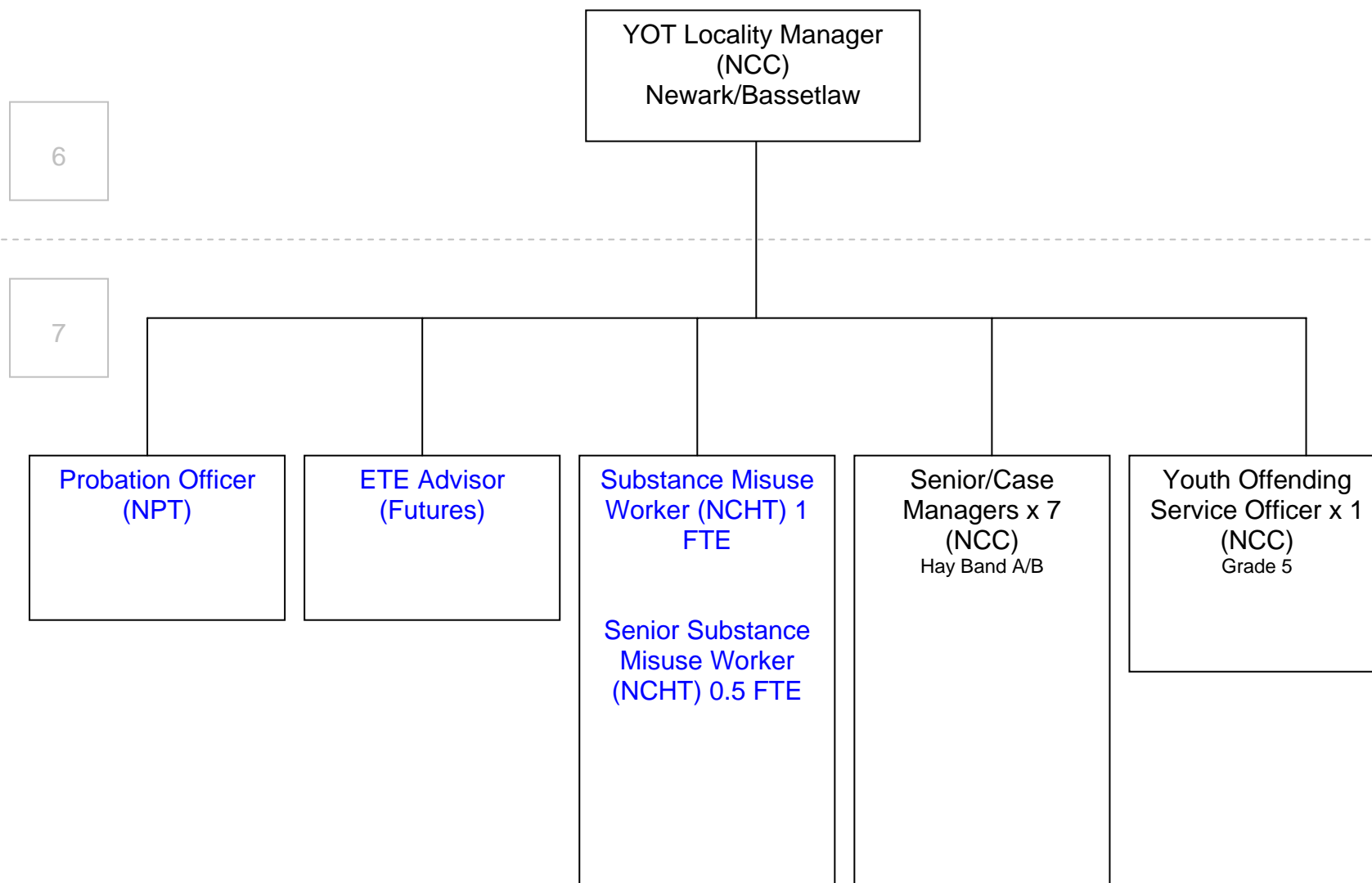
ETE Advisor
(Futures)

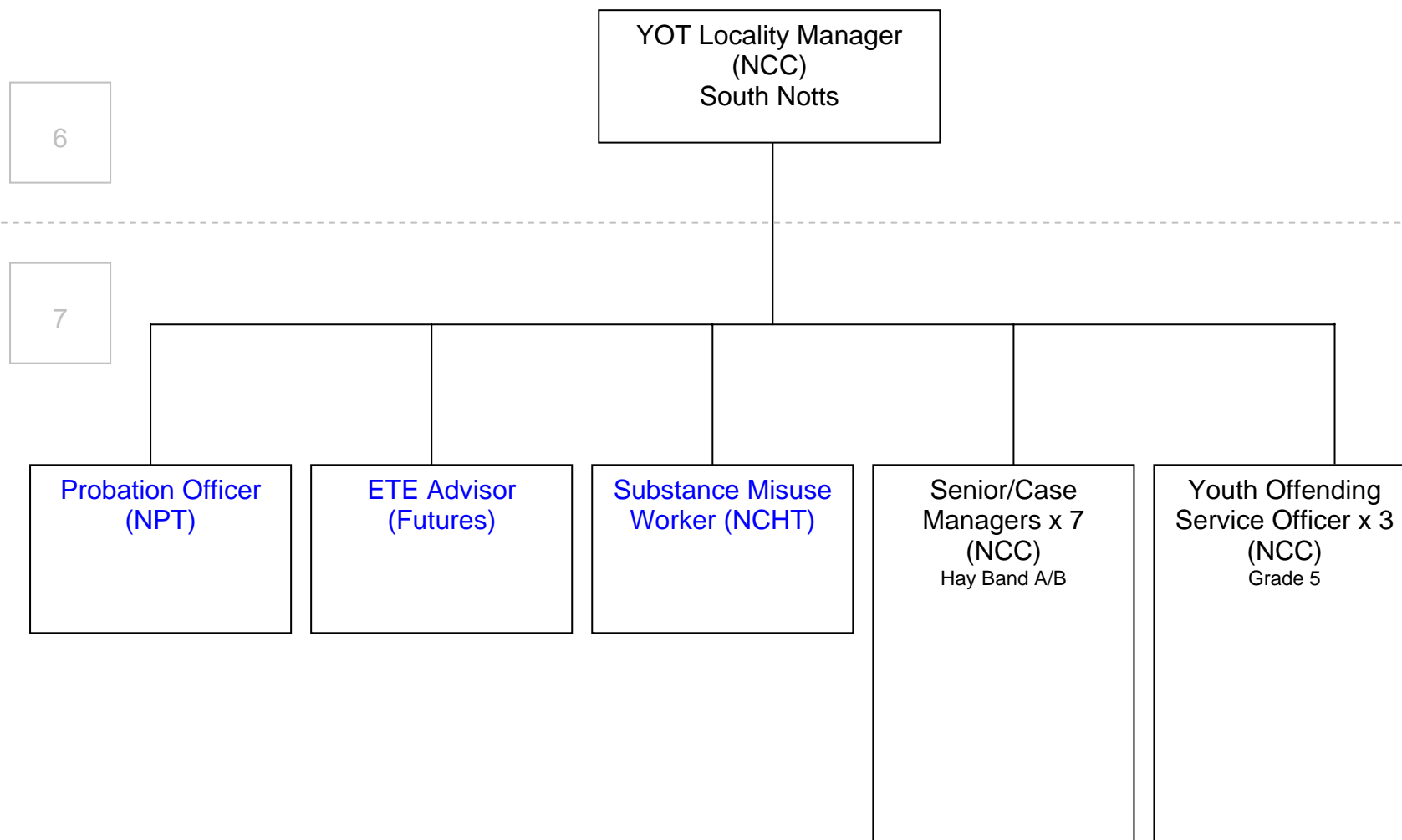
Substance Misuse
Worker (NCHT) 1
FTE

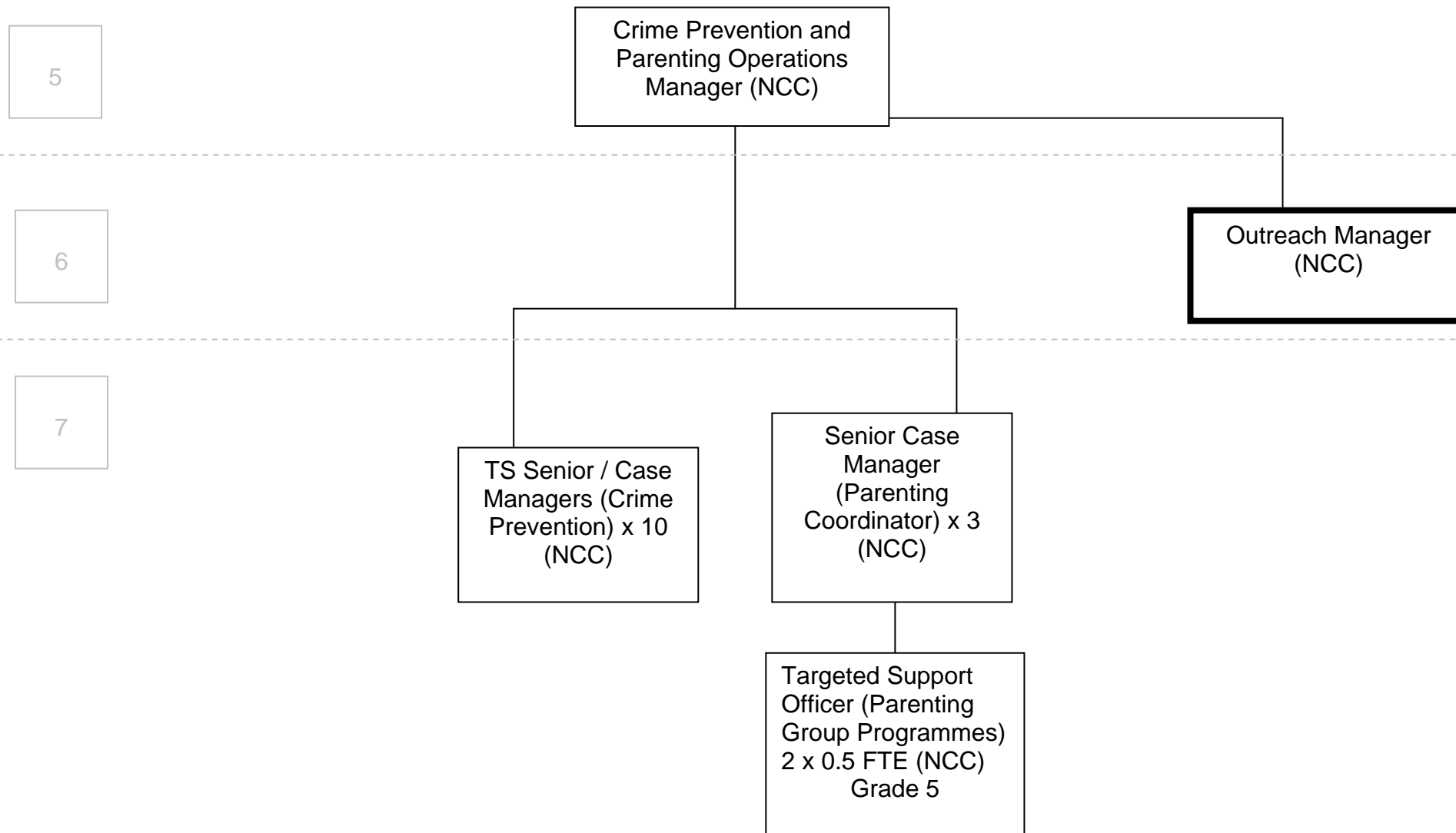
Senior Substance
Misuse Worker
(NCHT) 1 FTE

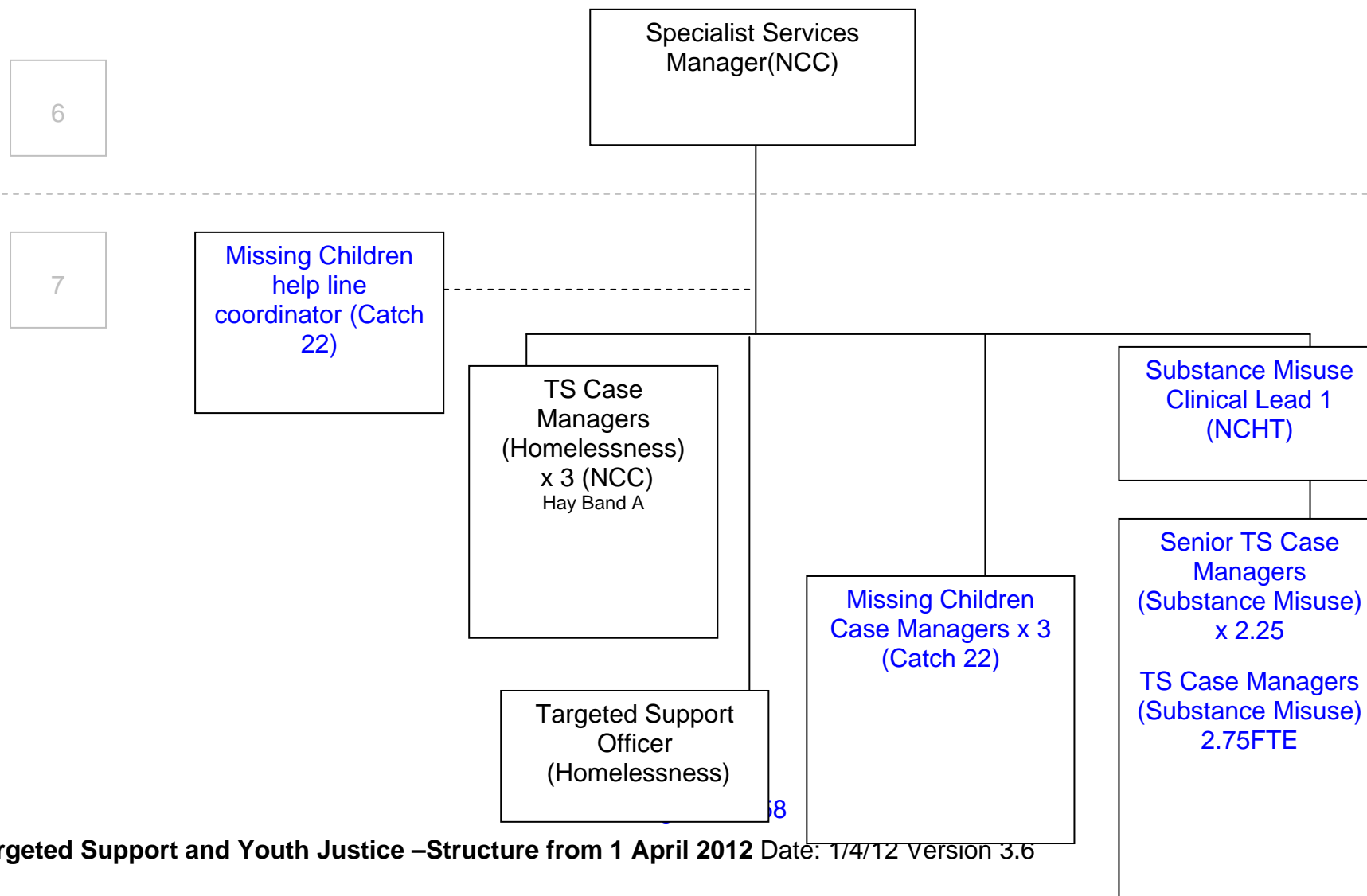
Senior/Case
Managers x 8
(NCC)
Hay Band A/B

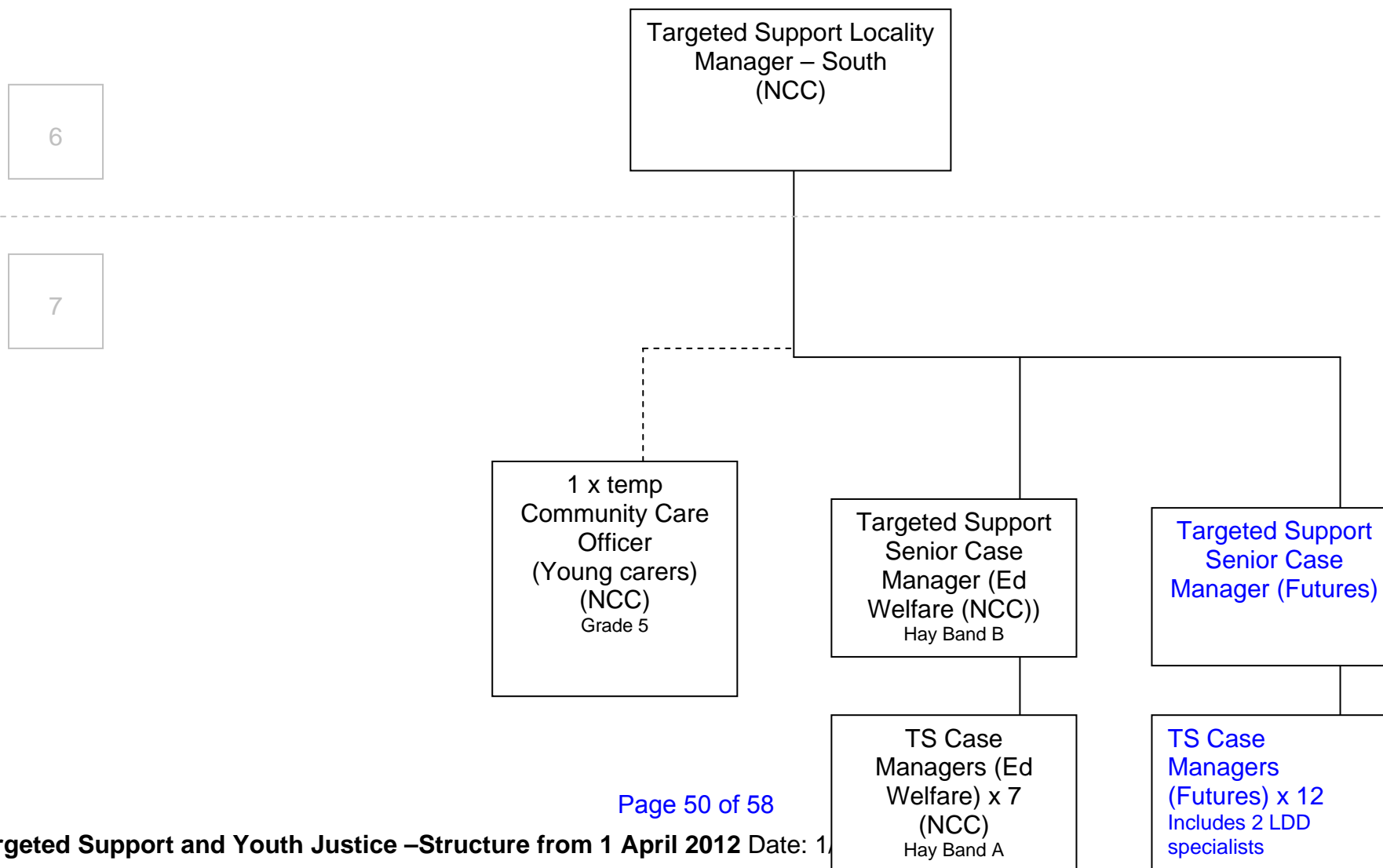
Youth Offending
Service Officer
x 1.5
(NCC)
Grade 5

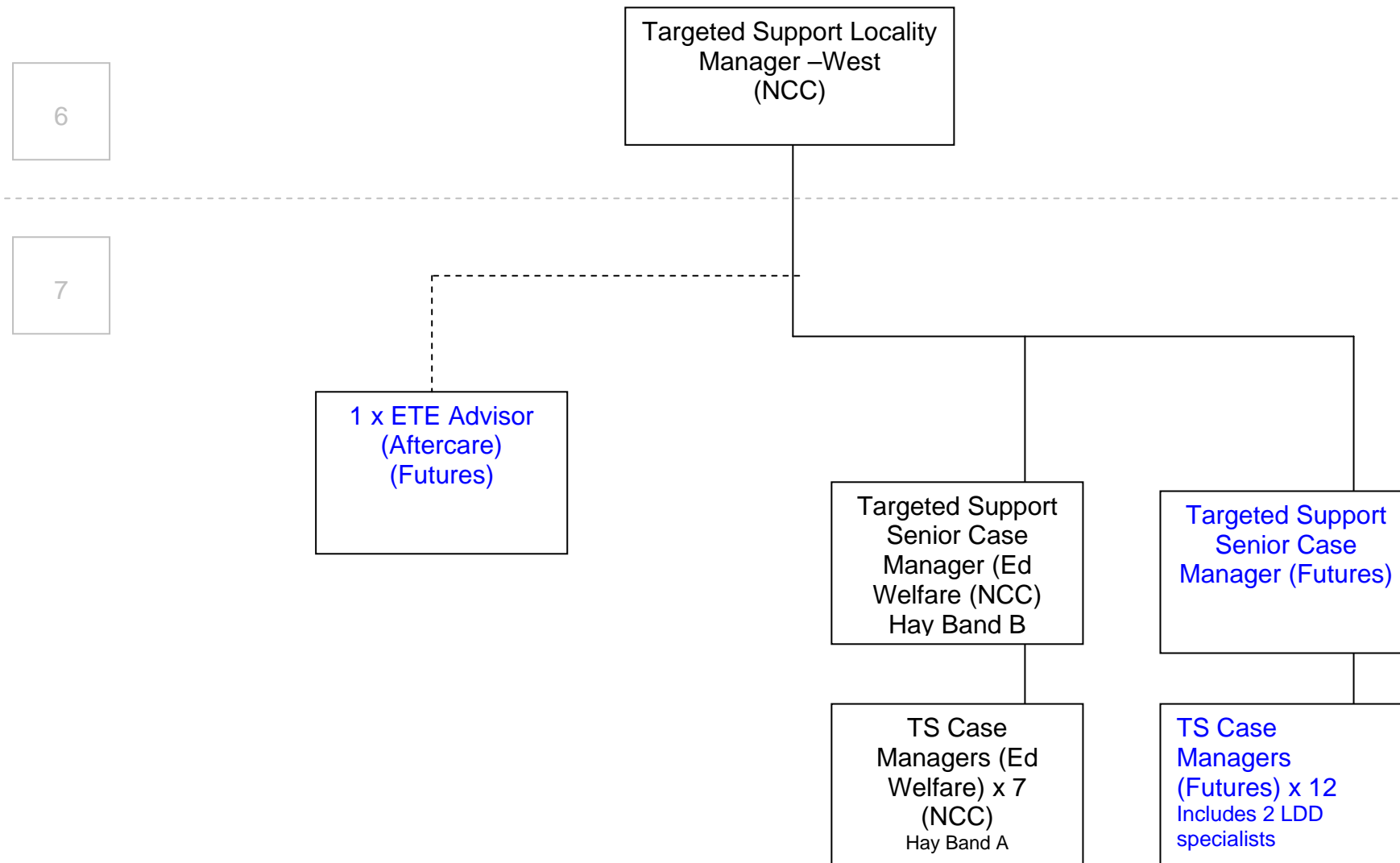
YOT – Newark / Bassetlaw

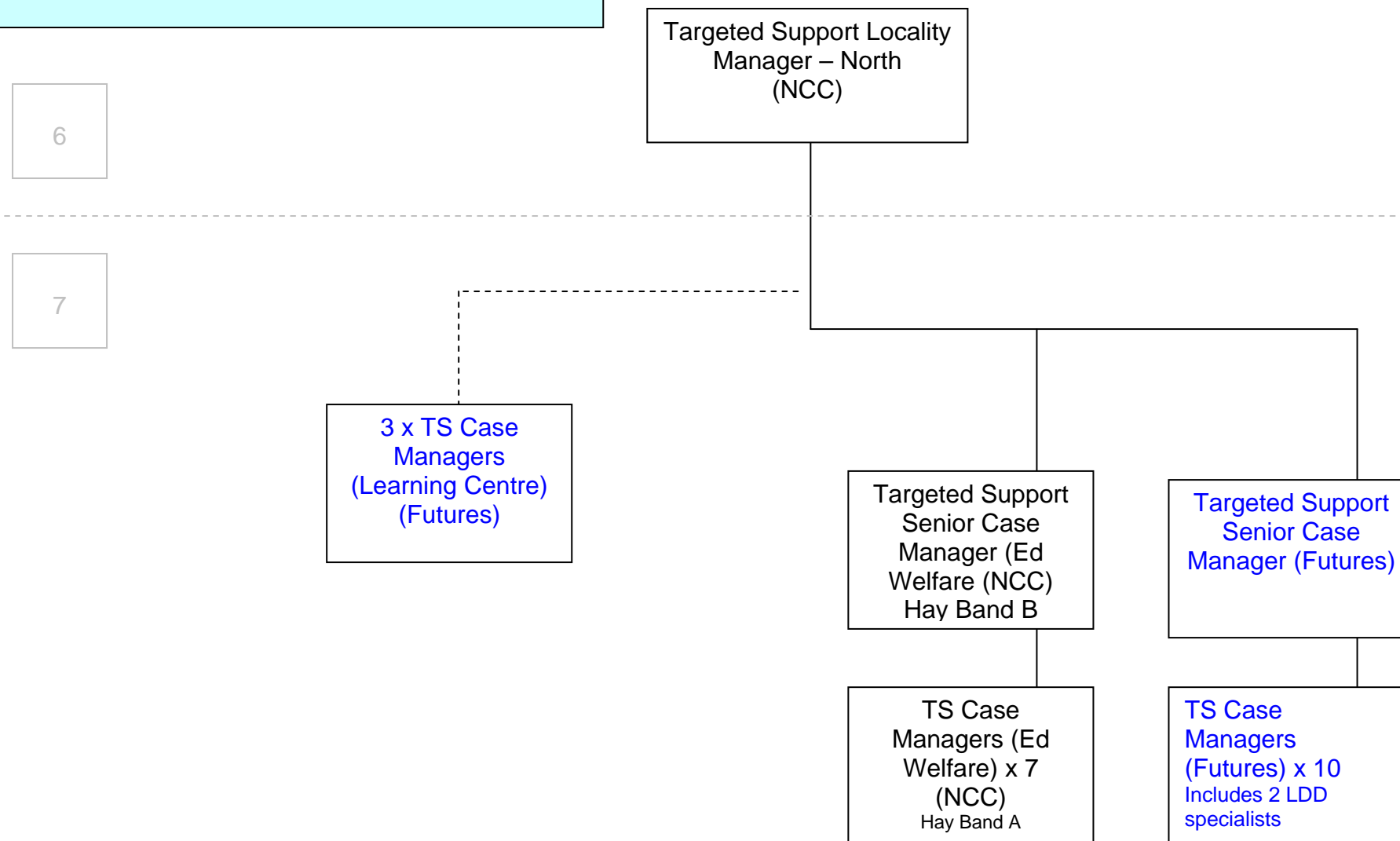
YOT – South Notts

Crime Prevention and Parenting Team

Specialist Services Team

Targeted Support Operations - South

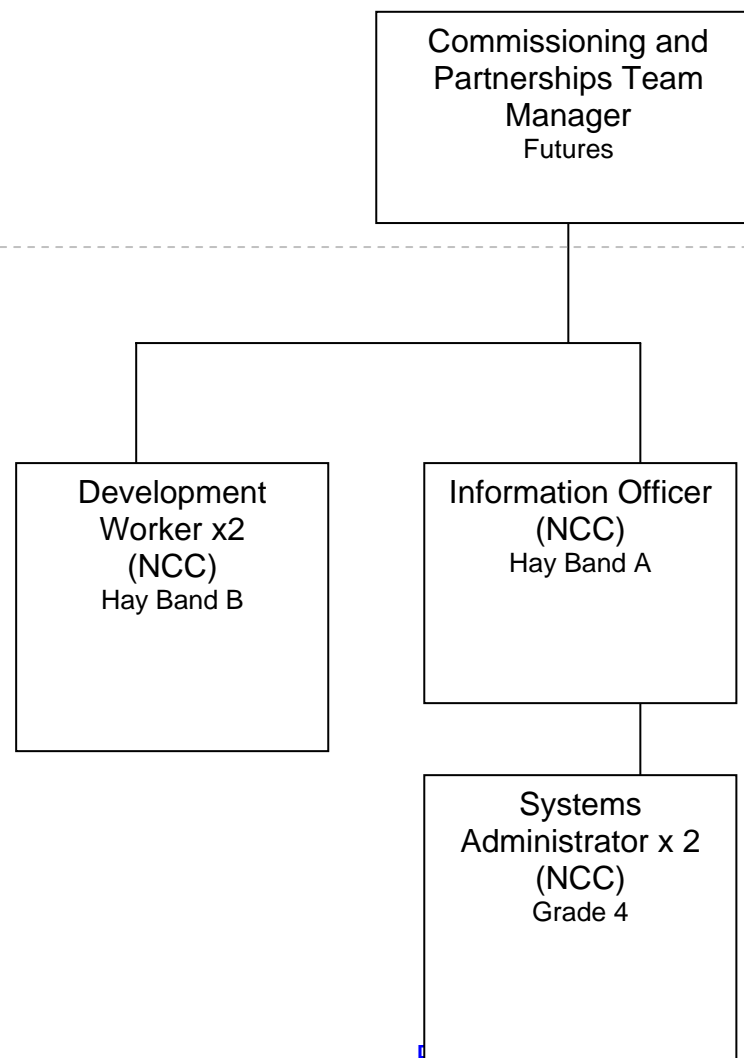
Targeted Support Operations - West

Targeted Support Operations - North

Commissioning and Partnerships Team

6

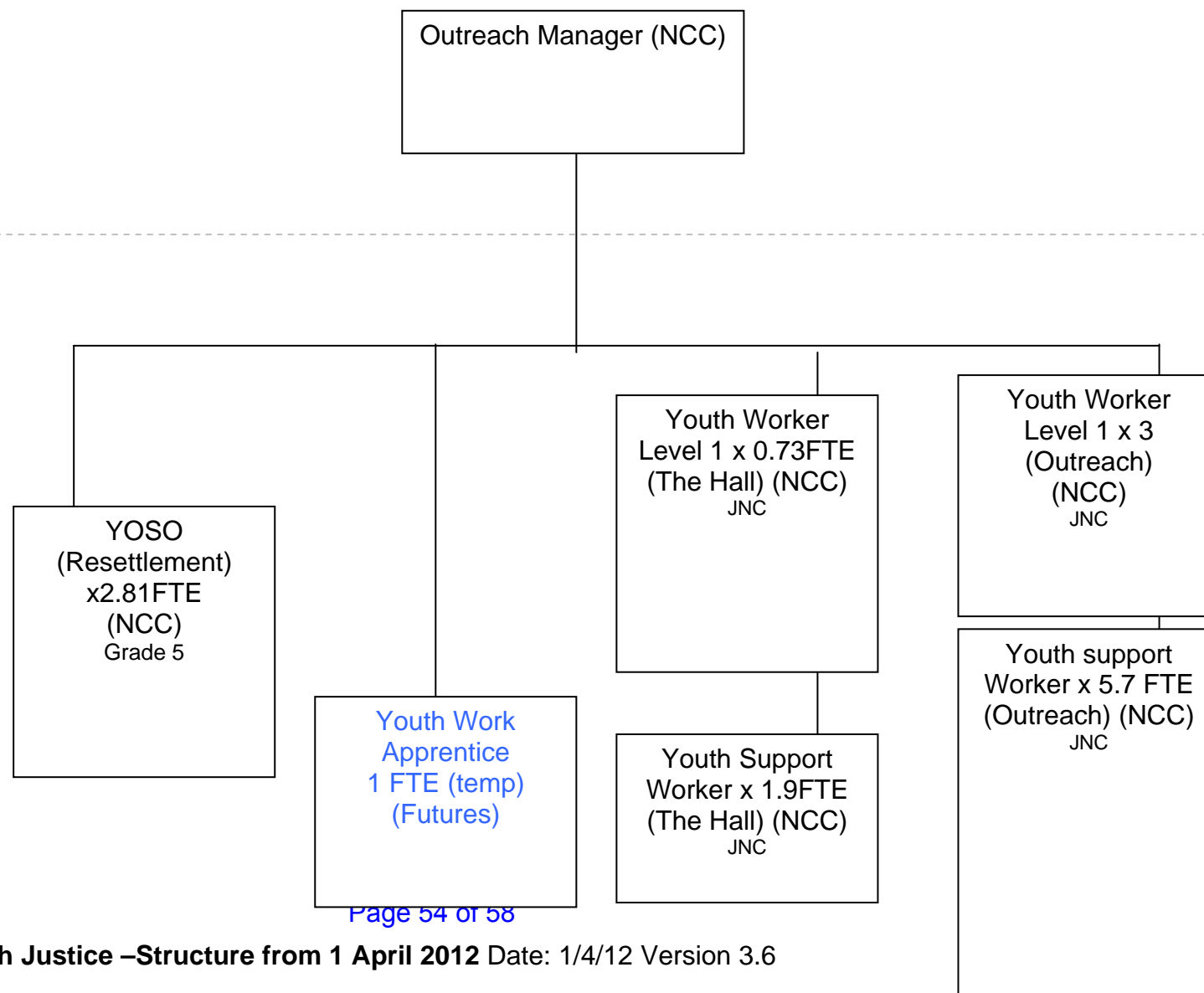
7



Outreach and Open Access Team

6

7



10 December 2012**Agenda Item: 10****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Sub-Committee's work programme for 2012/13.

Information and Advice

1. The County Council requires each committee or sub-committee to maintain a work programme. The work programme will assist the management of the sub-committee's agenda, the scheduling of the sub-committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and sub-committee meeting. Any member of the sub-committee is able to suggest items for possible inclusion.
2. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
3. As part of the transparency introduced by the new committee arrangements, committees and sub-committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the sub-committee will wish to commission periodic reports on such decisions. The sub-committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the sub-committee's remit will help to inform this.

Other Options Considered

4. None.

Reason for Recommendation

5. To assist the sub-committee in preparing its work programme.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the sub-committee's work programme be noted and consideration be given to any changes which the sub-committee wishes to make

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Christine Marson
Assistant Democratic Services Officer
T: 0115 977 3887

Constitutional Comments (HD)

7. The Sub-Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

8. There are no direct financial implications arising from the contents of this report. Any future reports to the Sub-Committee on operational activities and officer working groups, will contain relevant financial information and comments.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All.

EARLY YEARS & YOUNG PEOPLE'S SUB-COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
15 January 2013			
Service update		Derek Higton	Derek Higton
Achievement and Equality Service future management arrangements		Steve Bradley	Steve Bradley
13 February 2013			
Service update		Derek Higton	Derek Higton
Sub-Committee budget 2013/14		Derek Higton	Neil Robinson
Performance monitoring	Quarterly report	Derek Higton	Derek Higton
Work Programme		Derek Higton	Derek Higton
19 March 2013			
Service update		Derek Higton	Derek Higton
April 2013 date tbc			
Young People's Board	Six monthly officer group report		
May 2013 date tbc			
Performance monitoring	Quarterly report	Derek Higton	Derek Higton
Work Programme		Derek Higton	Derek Higton
To be placed			
Budget monitoring	Quarterly reports	Derek Higton	Neil Robinson
Early Intervention & Prevention Strategy – refresh/review		Derek Higton	Justine Gibling

