

# PLEASE NOTE VENUE

## GRANTS COMMITTEE AGENDA



**Monday 21 April 2008**

**at 2.00 pm**

**in Committee Room A, Civic Centre, Hartlepool**

**MEMBERS: GRANTS COMMITTEE:**

The Mayor, Stuart Drummond, Councillors Payne and Tumilty

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
  - 3.1 To receive the minutes of the meeting held on 6 March 2008 (attached)
- 4. KEY DECISIONS**

No items
- 5. OTHER ITEMS REQUIRING DECISION**
  - 5.1 Youth Service – Proposed Service Level Agreements with Abbey Street (Headland Future) and Banardos, B76, Voluntary Youth Projects for 2008/11 – *Director of Children's Services*
  - 5.2 Civic Lottery Grant Applications – *Assistant Chief Executive*
  - 5.3 Play Opportunities Pool Award 2008/2009 – *Director of Children's Services*
- 6. ITEMS FOR INFORMATION**

No items

# **GRANTS COMMITTEE**

## **MINUTES AND DECISION RECORD**

6 March 2008

The meeting commenced at 3.30 pm in Belle Vue Community Sports and Youth Centre, Hartlepool

**Present:**

Councillor Robbie Payne (In the Chair)

Councillors: The Mayor

Officers: John Mennear, Assistant Director, Adult and Community Services  
Susan Ryback, Grants Officer  
Pat Wormald, Senior Clerical Officer – Adult and Community Services  
Denise Wimpenny – Principal Democratic Services Officer

**Also Present:**

Tony Rowsell, Hartlepool Music Studio

### **26. Apologies for Absence**

An apology for absence was received on behalf of Councillor Victor Tumilty

### **27. Declarations of interest by members**

The Mayor, Stuart Drummond and Councillor Robbie Payne declared a personal and non-prejudicial interest in minute number 29 relating to an application from Belle Vue Community Sports and Youth Centre as Members of Belle Vue Management Committee and suggested that this application be referred to Cabinet for decision.

### **28. Confirmation of the minutes of the meeting held on 6 February**

Received

## **29. Community Pool 2008/2009** *(Director of Adult and Community Services)*

### **Type of decision**

Non-key

### **Purpose of report**

The report sought approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2007/2008

### **Issue(s) for consideration by the Committee**

The Community Pool budget for the 2008/2009 financial year had been set at £470,822. The balance of the 2007/2008 Community Pool was £124,045 which, when added to the 2008/2008 budget, would give a total of £594,867 available for distribution within 2008/09.

In the 2007/2008 financial year, one award from the Community Pool was approved on a tapering basis. As it was agreed, in principle, and as funding was available, the second year tapered awards to Owton Manor Neighbourhood Watch and Residents Association of £6,128 was being reserved from the total budget available. In the 2007/2008 financial year, a three year funding package was approved in principle for Shopmobility. As funding was available for 2008/2009 this award, amounting to £22,575 was being reserved from the total budget available. After deduction of the Direct Lettings allocation and funding for the tapered awards as well as the award for Shopmobility this would leave a balance for distribution at this meeting of £562,664.

One application from the Adventure Youth Sea Training Trust (AYSTT) did not meet the application criteria and was not recommended for funding at this time. Details of this application and the reasons for rejection were provided as outlined in the report. It was suggested that the Adventure Youth Sea Training Trust contact Hartlepool Voluntary Development Agency to request support with putting in place the policies and procedures highlighted in the report.

Members were referred to Appendix 2 of the report which provided a list of all the applications to the Community Pool for 2008/09 and details of the recommendations relating to those applications. Five applications had been received from groups who had not been previously supported with grant aid from the Community Pool. However, it was recommended that the decision relating to three of these applications, Hartlepool Hospice, Making a Difference and Hartlepool Credit Union Forum be deferred to the next meeting of the Grants Committee pending receipt of additional information. Officers suggested that the decision relating to applications received from Manor Residents Association and Belle Vue Community Sports and Youth Centre should also be deferred to the next meeting pending receipt of further information.

In relation to tapered awards 2005/2006 to 2007/2008, Members were advised that due to pressures faced by the voluntary sector and as a result of the reduction in funding from other sources, two groups, Headland Future and Manor Residents Association had submitted bids for funding for 2008/2009 with a specific request for the Grants Committee to relax the criteria to consider their applications in light of the current situation to enable them to lever in other sources of funding to sustain their current service provision.

In conclusion, the Assistant Director of Community Services advised that a total of 25 applications had been made by community groups and voluntary organisations, as detailed in Appendix 2. The value of the applications totalling £697,034 far exceeded the budget available of £594,867, a summary of which was detailed in the report. It was recommended that £405,363.00 be allocated at round 1, with the remaining balance of £189,504.00 to be committed at a later date.

As a result of the Mayor's and Councillor Payne's declarations of interest, it was agreed that the application relating to Belle Vue Sports and Youth Centre be referred to Cabinet for decision.

Members raised a number of queries in relation to individual applications, particularly in relation to those applications recommended for deferral, to which the Assistant Director of Community Services provided clarification. Following discussion in relation to the Credit Union application, it was suggested that financial advice and assistance be provided by the Council's Finance team in relation to the provision of outstanding information in order to progress the application and that a meeting be convened as a matter of urgency. It was also suggested that this application be considered by Cabinet together with the Belle Vue application.

In relation to the application from AYSTT, whilst Members agreed that this application should not be funded at this time, it was suggested that advice and assistance be provided in relation to implementing the relevant policies and procedures which were not currently in place, as highlighted in the report.

Members debated the implications of relaxing the criteria for the two applications received from Headland Future and Manor Residents Association whilst acknowledging the difficulties faced by community groups in securing funding.

### **Decision**

- (i) That the budget allocated for direct lettings (£3,500), be approved.
- (ii) That Grant aid to those organisations recommended for approval in Appendix 2 be approved, with the exception of the following

applications submitted by:-

- (a) Hartlepool Hospice, Making a Difference, Manor Residents Association be deferred to a future meeting of the Grants Committee, pending receipt of satisfactory additional information.
- (b) Belle Vue Community Sports and Youth Centre and Hartlepool Credit Union be referred to Cabinet for consideration upon receipt of satisfactory additional information with a recommendation that the application from the Hartlepool Credit Union be approved.
- (iii) That financial advice and support be provided by the Council's Finance Team to the Hartlepool Credit Union Forum in relation to the provision of outstanding information in order to progress their application.
- (iv) Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
- (v) That the application submitted on behalf of Adventure Youth Sea Training Trust (AYSTT) be rejected as detailed in paragraph 4.1 of the report.
- (vi) The balance of the Community Pool £189,504 be considered for allocation against bids at future meetings within the financial year.

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 12 MARCH 2008**

## GRANTS COMMITTEE

21<sup>st</sup> April 2008



**Report of:** Director of Children's Services

**Subject:** YOUTH SERVICE - PROPOSED SERVICE LEVEL AGREEMENTS WITH ABBEY STREET (HEADLAND FUTURE), AND BANARDOS, B76, VOLUNTARY YOUTH PROJECTS FOR 2008/11.

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### SUMMARY

#### 1. PURPOSE OF REPORT

To consider service level agreements towards the running costs of Abbey Street and B76 Voluntary Youth Projects.

#### 2. SUMMARY OF CONTENTS

Background and detail of the Abbey Street and B76 Voluntary Youth Projects, their partnership work with the Youth Service, and the level of support proposed.

#### 3. RELEVANCE TO GRANTS COMMITTEE

The Grants Committee is the appropriate body to consider these items, whilst the commissioning process for the Children's Trust is being developed.

#### 4. TYPE OF DECISION

Non-key.

#### 5. DECISION MAKING ROUTE

Grants Committee 21<sup>st</sup> April 2008.

#### 6. DECISION(S) REQUIRED

Approval of S.L.A.'s for Abbey Street and B76 Voluntary Youth Projects.

**Report of:** Director of Children's Services

**Subject:** YOUTH SERVICE – PROPOSED SERVICE LEVEL AGREEMENTS TO ABBEY STREET (HEADLAND FUTURE), AND B76 (BANARDOS), VOLUNTARY YOUTH PROJECTS FOR 2008/11.

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## **1. PURPOSE OF REPORT**

1.1 To consider details and seek members' approval of service level agreements, and associated funding allocations, for the support of youth work at the Abbey Street and B76 Voluntary Youth Projects.

## **2. BACKGROUND**

2.2 The Youth Service provides support to voluntary youth groups, which are complementary to town-wide provision for young people 13-19 years. Very often this can be a cost-effective way of making provision and avoiding duplication of youth work facilities.

2.3 Service level agreements are assessed against criteria involving need (where services are required) and the potential of the voluntary organisations to contribute to the Youth Service's outcomes and targets. Abbey Street and B76 Voluntary Youth Projects continue to successfully meet both criteria, and have delivered consistently good programmes of work over recent years.

2.4 Any monies issued are on the basis of delivering a specification which details the quantity/quality of youth work expected, and the service level agreements for the Abbey Street and B76 Projects are attached to this report as a separate appendix.

2.5 In previous years, the funding for Abbey Street was released in the form of a grant, whereas B76 had a service level agreement. This year is a transitional year as the Children's Trust is currently developing its commissioning framework. In future years, this commissioning process will oversee the approval of service level agreements, with the providers of services. However, until this is developed, it is considered appropriate to seek approval from the Grants Committee for this year's arrangements, as the committee has had oversight of this particular area of activity in the past. It is further important, during this transitional year, not to disrupt voluntary services' funding, as this may have a significant effect on their capacity and resources to deliver youth work programmes in the future.

### 3. **ABBEY STREET VOLUNTARY YOUTH PROJECT – (Headland Future Ltd)**

3.1 Over recent years the Borough Council has given support to the development of the Abbey Street Youth Project. Five years ago the project opened its doors to young people and has been operating a range of programmes of activity to meet the needs of young people on the Headland.

3.2 The Youth Service continues to advise and support the project as it is a significant deliverer of support to young people in the area, particularly following the closure of the Friarage Centre. The Abbey Street project operates an appropriate curriculum and is particularly successful in encouraging young people's participation through a user committee. It delivers open youth work both in the Headland and Dyke House areas, both of which have limited local authority presence. Abbey Street will be effective in contributing outcomes towards the Youth Service Reach target of 25% of 13-19 year olds, and further has the capacity to deliver recorded and accredited outcomes.

3.3 Visits by Youth Service Officers, and members of the peer inspection process, have reflected positive experiences for young people who regularly use the provision offered.

3.4 The youth staff at Abbey Street have undertaken training over the past year and this is to be applauded. They presently have staff in training with the Youth Service to qualify as youth workers and it is intended that eventually all of their youth work staff will become qualified as part of a rolling programme. They are also included in the Youth Service's self-inspection programme.

3.5 The administration and finances of the organisation are on a sound footing, however, few voluntary organisations can guarantee funding beyond 2 or 3 financial years, and in this respect Abbey Street has made good progress. Service level agreements, enable voluntary projects to plan longer term, and secure appropriate staffing to deliver their work effectively.

3.6 Abbey Street operates to a specification in respect of the quantity and quality of work, and this will be monitored by Youth Service Officers (see the **Appendix** ). The agreement will be reviewed during, and at the end of each year, to ensure the satisfaction of both parties, and further give the opportunity for changes if these are required. Such changes will be subject to the terms of the agreement.

### 4. **B76 VOLUNTARY YOUTH PROJECT (BARNARDOS).**

4.1 Whereas, Abbey Street operates an open youth work programme, B76 delivers more targeted work via certain core activities. It also has the support and stability provided by a larger umbrella organisation, namely Barnardos.

4.2 The comments made about Abbey Street regarding good work; positive outcomes; qualified staff and training; self/peer-inspection; viability and



monitoring, apply equally to B76, if not more so. As an established provider in the town, this project has consistently delivered high quality youth work over a number of years.

4.3 The Core Activities, which differentiate this work from open access work are advice, information and action on:

- Sexual health, pregnancy/chlamydia testing and condom distribution.
- Homelessness and housing advice with accreditation on independent living, and other areas as appropriate.
- Addictions advice and referral.
- A voice through advocacy for young people, and related services/participation activities.
- Lifeskills, including, but not limited to, mental health, eating disorders, anger management, etc.
- An Artreach Project.
- The HOT Project dealing with young people Not in Education, Employment or Training (NEET).

4.4 Both projects work strictly within the context of Hartlepool's Youth Work Curriculum Document, which underpins the practices and processes appropriate to the work.

## **5. FINANCIAL IMPLICATIONS**

5.1 The support proposed for 2008/9, in respect of Abbey Street is £28,638, and for B76 is £65,565, which will increase by inflation annually, (providing funds continue to be available), and given the continued satisfactory compliance with the service level agreement.

5.2 The Youth Service Budget for 2008/9 has funding to cover these allocations.

## **6. RISK**

6.1 Given the stability in terms of sustainable financial resources of the projects, and the continued monitoring by Youth Service staff, the risk that they will fail to deliver services is acceptable and manageable.

## **7. RECOMMENDATIONS**

7.1 Members are requested to approve the support funding to Abbey Street Project (Headland Future Ltd.) of £28,638 and to B76 (Barnardos) of £65,565, as payment for delivering the work detailed in their respective Service Level Agreements, (draft), as shown in the appendix.

**CONTACT OFFICER: Peter Davies, Principal Youth Officer**

Background Papers

Appendix Service Level Agreements (draft), for Abbey Street and B76.

**DATED THIS 1st April 2008**

**(DRAFT)**

**BETWEEN:**

**(1) HARTLEPOOL BOROUGH COUNCIL**

**AND**

**(2) HEADLAND FUTURE (ABBAY STREEY PROJECT)**

**SERVICE SPECIFICATION AGREEMENT FOR THE  
PROVISION OF YOUTH WORK AND RELATED  
SERVICES**

Mr J A Brown  
Chief Solicitor  
Hartlepool Borough Council

**THIS AGREEMENT** is made this day of 1<sup>st</sup> April 2008.

**BETWEEN:**

- (1) **HARTLEPOOL BOROUGH COUNCIL (YOUTH SERVICES)** of the Archive Unit, Upper Church Street, Hartlepool, TS24 7EQ (hereinafter “the Council”);

**AND**

- (2) **HEADLAND FUTURE (ABBEY STREET)** whose registered office is situated INSERT HERE (hereinafter called “the Service Provider”);

**BACKGROUND**

1. The Council is a Local Authority with social services and related functions and has a power to promote the well being of its area pursuant to the Local Government Act, 2000.
2. The Service Provider is a registered charity and through Abbey Street Project is able to provide youth work staffing so enabling the delivery of certain core activities as outlined herein.
3. The parties hereby agree on the terms and conditions as set out herein to enter into an agreement for the provision of youth work and related services by the Provider for and on behalf of the Council

**TERMS AND CONDITIONS**

1. **Definitions and Interpretations**

- 1.1 The words/phrases Contact, Participation, Recorded Outcome, and Accredited Outcome are said to be those as interpreted by the National Youth Agency (NYA).

- 1.2 Words denoting the singular shall include the plural and vice versa, words denoting the masculine gender shall include the feminine gender and vice versa and words denoting persons shall include corporations;
- 1.3 Reference to a clause or a schedule shall be deemed to be a reference to a clause of or a schedule to this Agreement a reference to a sub-clause shall deemed to be reference to a sub-clause of a clause in which the reference appears;
- 1.4 In this Agreement clause headings are included for ease of reference only and shall not affect this Agreement or the interpretation thereof.

**2. Commencement and Duration**

- 2.1 This Agreement will commence on the 1<sup>st</sup> April 2008. and will remain in force for a period of three years from the date hereof unless determined through limitation on funding at the absolute discretion of the Council or through sub-clause 2.2 below.
- 2.2 Notwithstanding clause 2.1 above, either party to this Agreement can end the Agreement forthwith in the event of a breach being occasioned under clause 16 (**termination**).

**3. Entire Agreement**

This Agreement sets out all of the terms and conditions which the parties have agreed regarding the operation of a youth work staffing and related service. This means that it supersedes any representations, documents, negotiations or understandings whether oral or written made, or carried out or entered into before the date of this Agreement.

**4. Service Objectives**

- 4.1 In conjunction with the payment provided by the Council to the Service Provider specified in the Payments clause herein, the Provider shall engage in the direct provision of youth work staffing to deliver the core activities

mentioned below. Such provision shall be directed towards young people from the Borough of Hartlepool aged 13-19 years of age, in line with the Council's and the Service Provider's equality practice. The provision shall wholly reflect the principles of the Hartlepool Youth Work Curriculum Document, and the intentions contained in the draft Youth Work Commissioning Self-Assessment Tool and draft Quality Standards and Indicators Profile. Over the period of this agreement the provider shall:

- 4.1.1 provide specific outcomes in respect of Participants and Contacts, as well as Recorded and Accredited Outcomes, and to include names, addresses and dates of birth relating to these Participants/Contacts.
- 4.1.2 produce on a quarterly basis, the said outcomes, to be collected pro-rata as a percentage of the payment provision in relation to the Service Provider's youth work staffing budget.
- 4.1.3 undertake such referrals from the Council as deemed appropriate.
- 4.1.4 undertake duties pursuant to the Common Assessment Framework (CAF) including initiating CAF, participating as a contributory agency, or acting as a lead practitioner where appropriate.

**5 Good Faith**

The parties to this Agreement shall in all matters act loyally and faithfully to the other and shall obey orders and instructions as may be given and in any case where it is not possible to obtain such orders or instructions in relation to any particular matter act in such manner as the party reasonably considers to be the most beneficial to the other party's interests.

**6 Core Activities**

- 6.1 The Service Provider in consideration of the payment specified herein and in accordance with the service specification shall provide the following "core activities" in the furtherance of this Agreement;

- 6.1.1 Generic youth work provision at Abbey Street and Wharton Terrace sites.
- 6.1.2 Youth work wholly reflective of the principles outlined in the Hartlepool Youth Work Curriculum Document.
- 6.1.3 A range of youth work activities wholly reflective of the 5 Every Child Matters outcomes, contained in the above Curriculum Document.
- 6.1.4 A “voice” through advocacy and related services and participation activities, for young people;
- 6.1.5 A minimum of 10 hours open access youth work as described in 6.1.2 above.

**7 Payment**

The Council shall in respect of adherence to the service specification and in the provision of the core activities, pay to the Service Provider the sum of £2b added for the period 2008/09 and a similar amount in the subsequent years of this agreement, until determined on the expiration of the fixed term of this Agreement or through any form of funding shortage or inhibition, or through the exercise of any rights of termination. In the event of such event or breach, the Service Provider shall repay to the Council such sum or sums relating to such future provision of service upon which the Council have made a distribution of payment. Thereafter, the Service Provider shall make repayment to the Council in accordance with this clause upon demand. The provider will be entitled to an annual increase to reflect the effects of inflation or material changes to the nature of the service provided. The amount of the increase will be agreed between parties in advance of each financial year.

**8     Staffing**

- 8.1 The Service Provider shall employ sufficient numbers of people of sufficient ability, skill, knowledge, training and experience so as to properly provide the service specification and core activities relating to this Agreement, and in the context of the documents highlighted in 4.1.
- 8.2 The Service Provider shall carry out checks with the Criminal Records Bureau on all staff employed or (if any) volunteers engaged to provide, or supervise the provision of the service specification and core activities.

**9     Data Protection**

The parties at all times shall adhere to the requirements of the Data Protection Act 1998 in so far as they apply to the provision of this Agreement.

**10    Health and Safety**

- 10.1 The parties shall comply with requirements of the Health and Safety at Work Act 1974 in so far as the same applies to the provisions of this Agreement.
- 10.2 For as long as this Agreement is in force the parties shall have in place a health and safety policy which complies with all the statutory requirements.

**11    Confidentiality**

The parties at all times should use their reasonable endeavours to ensure that confidential information that comes to the attention of the parties is used solely for purposes of this Agreement and there is no disclosure of such confidential information to any third party other than through the prior written consent of the other party to this Agreement.

**12    Equal Opportunities**

- 12.1 The Service Provider shall operate an equal opportunities policy for as long as this Agreement is in force and shall provide a copy of such a policy to the Council on request.



- 12.2 The Service Provider shall make available to the Council such information as the Council may reasonably require in order to assess the Service Provider's compliance with this clause.

**13 Service Standard**

- 13.1 The Service Provider will arrange the provision of the service with all the skill, care and diligence to be expected of a competent provider of youth work and related services, and in the context of the documents highlighted in 4.1.

- 13.2 In providing the said services, the Service Provider must also comply with:

13.2.1 any and all codes of practice, performance ratings and quality standards that are either laid down in this Agreement or that are issued to the Service Provider by the Council in the furtherance of this Agreement or as part of an agreed variation; (i.e. those highlighted in section 4.1)

13.2.2 all statutory provisions which apply to the provision of this service.

**14 Monitoring and Review**

- 14.1 The Council during the concurrency of this Agreement shall conduct and the Service Provider shall engage in such monitoring of the service and its review as the Council at its absolute discretion shall determine.

- 14.2 The Service Provider shall compile and maintain such information as the Council may reasonably require in pursuance of this clause. For the avoidance of doubt, the Service Provider shall allow authorised officers of the Council, at all reasonable times, to inspect or witness the provision of the service.

**15 Force Majeure**

Either of the parties to this Agreement shall not become liable for or be in default in respect of their obligations under the terms and conditions of this Agreement through any event or circumstance which was beyond the reasonable control of the parties and which could not have been prevented by acting prudently, diligently or with reasonable foresight.

**16 Termination**

- 16.1 Either party to this Agreement may issue a written notice to the other in the event of the other party committing a breach of this Agreement. Such notice will require the defaulting party to rectify the specified breach in accordance with the terms of this Agreement within the period as defined by the notice. If the defaulting party fails to comply with such notice, the other party reserves the right to terminate this Agreement immediately without notice.
- 16.2 Either party to this Agreement may terminate this Agreement immediately without notice if the other commits a serious breach of its obligations, which in the opinion of the other party cannot be remedied by giving notice under clause 16.1.
- 16.3 For any reason or circumstances not covered by clauses 16.1 and 16.2 and other than the natural expiry of the term of this Agreement, any party may terminate this Agreement by giving the other party not less than 3 months written notice.

**17 Dispute Resolution**

- 17.1 In the event of a dispute or difference arising between the parties to this Agreement, the parties shall seek to resolve the dispute without recourse to the formal dispute procedure provided below.
- 17.2 If the parties are unable to resolve the dispute informally, either party may invoke the following disputes procedures:
- 17.2.1 request a meeting between representatives of the parties to discuss the issue with a view to resolving the dispute by mutual agreement. If the dispute remains unresolved, then a further meeting may be requested involving senior representatives if appropriate;
- 17.2.2 if the dispute is still not resolved the matter will, if the parties agree, be referred to independent mediation as soon as is reasonably practicable. The mediator shall be an individual agreeable to all parties;

17.2.3 if a matter cannot be satisfactorily resolved through mediation, it may be referred to an independent arbitrator, again as agreed by all parties.

17.3 Use of the disputes procedure will not delay or take precedent over any use of the termination procedures as outlined in clause 16 of this Agreement.

**18 Variations to the Agreement**

18.1 A variation to this Agreement shall only be valid if both parties to this Agreement have agreed it in writing.

18.2 If either of the party wishes to vary this Agreement then it shall serve upon the other parties a variation notice which will set out the nature of the variation sought and the reasons for it.

18.3 If either of the party receives a variation notice, then within 28 days of receipt they shall notify the other parties whether or not it agrees to the variation and if not the reasons.

**19 Contract (Rights of Third Parties) Act 1999**

Neither the party intends to confer any right or benefit on any third party and for the avoidance of doubt, the provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby expressly excluded from this Agreement.

**20 Notices**

Any notice to the parties shall be deemed to be good service if addressed and delivered personally to or sent by recorded delivery post to the other at its last known address. Notices sent by post shall be deemed to be received on the second working day after posting and notices delivered personally shall be deemed to be received on the day on which they are served.

**21 Severability**

If one or more of the provisions of this Agreement are or become to any extent invalid or re-enforceable under any applicable law that the remainder of this Agreement shall continue in full force and effect.

**22 Conclusion of Agreement**

22.1 Where this Agreement ends, be it through termination or otherwise, the parties shall on request from the other provide all data, information, files, records, documents and the like (in whatever format they may have been held) which were supplied by a party to the other for the purposes of this Agreement.

22.2 The above clause will be subject to statutory compliance and confidentiality as set out within the terms and conditions of this Agreement.

SIGNED on behalf of **HARTLEPOOL BOROUGH**

**COUNCIL** by:

\_\_\_\_\_

Dated \_\_\_\_\_

SIGNED on behalf of HEADLAND FUTURE (Abbey Street) by:

\_\_\_\_\_

Dated \_\_\_\_\_

**DATED 1<sup>st</sup> April 2008.**

**BETWEEN:**

**(1) HARTLEPOOL BOROUGH  
COUNCIL**

**AND**

**(2) HEADLAND FUTURE (Abbey Street)**

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**SERVICE SPECIFICATION  
AGREEMENT FOR YOUTH  
WORK AND RELATED  
SERVICES**

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**DATED THIS 1<sup>st</sup> April 2008**

**(DRAFT)**

**BETWEEN:**

**(1) HARTLEPOOL BOROUGH COUNCIL**

**AND**

**(2) BARNARDOS (B76)**

**SERVICE SPECIFICATION AGREEMENT FOR THE  
PROVISION OF YOUTH WORK AND RELATED  
SERVICES**

Mr J A Brown  
Chief Solicitor  
Hartlepool Borough Council

**THIS AGREEMENT** is made this day of 1<sup>st</sup> April 2008.

**BETWEEN:**

- (1) **HARTLEPOOL BOROUGH COUNCIL (YOUTH SERVICES)** of the Archive Unit, Upper Church Street, Hartlepool, TS24 7EQ (hereinafter “the Council”);

**AND**

- (2) **BARNARDOS** (registered charity no 216250) whose registered office is situate at Tanners Lane, Barkinside, Ilford, Essex, IG6 IQG (hereinafter called “the Service Provider”);

**BACKGROUND**

1. The Council is a Local Authority with social services and related functions and has a power to promote the well being of its area pursuant to the Local Government Act, 2000.
2. The Service Provider is a registered charity and through Barnardos B76 is able to provide youth work staffing so enabling the delivery of certain core activities as outlined herein.
3. The parties hereby agree on the terms and conditions as set out herein to enter into an agreement for the provision of youth work and related services by the Provider for and on behalf of the Council

**TERMS AND CONDITIONS**

1. **Definitions and Interpretations**

- 1.1 Where they are used in this Agreement, the terms and expressions set out below in the first column shall have the meaning set out in the second column;

|                   |                                                                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “Artreach”        | means engaging groups of young people via the medium of drama, arts, photography, radio and camera skills to develop skills and build self-esteem, leading to recorded and accredited outcomes.       |
| “Barnardos B76”   | means the overall B76 project which is the umbrella project of all others mentioned. Additionally B76 offers an advice and information service to young people living in Hartlepool.                  |
| “Care Standards”  | means The Barnardo’s care standards which staff adhere to via their work within children services. They cover the areas of staff supervision; child protection; equality; recording and participation |
| “Hot Project”     | means a support package for young people aged 16-19 who are defined as NEET.                                                                                                                          |
| “OCNNE”           | means B76 courses which have been accredited via the Open College Network, North East.                                                                                                                |
| “Core Activities” | A further range of activities listed under 6.1.                                                                                                                                                       |
| “Youth Service”   | means Hartlepool Borough Council Youth Service.                                                                                                                                                       |

- 1.2 Words denoting the singular shall include the plural and vice versa, words denoting the masculine gender shall include the feminine gender and vice versa and words denoting persons shall include corporations;
- 1.3 Reference to a clause or a schedule shall be deemed to be a reference to a clause of or a schedule to this Agreement a reference to a sub-clause shall deemed to be reference to a sub-clause of a clause in which the reference appears;



- 1.4 In this Agreement clause headings are included for ease of reference only and shall not affect this Agreement or the interpretation thereof.

2. **Commencement and Duration**

- 2.1 This Agreement will commence on the 1<sup>st</sup> April 2008. and will remain in force for a period of three years from the date hereof unless determined through limitation on funding at the absolute discretion of the Council or through sub-clause 2.2 below.

- 2.2 Notwithstanding clause 2.1 above, either party to this Agreement can end the Agreement forthwith in the event of a breach being occasioned under clause 16 (**termination**).

3. **Entire Agreement**

This Agreement sets out all of the terms and conditions which the parties have agreed regarding the operation of a youth work staffing and related service. This means that it supersedes any representations, documents, negotiations or understandings whether oral or written made, or carried out or entered into before the date of this Agreement.

4. **Service Objectives**

- 4.1 In conjunction with the payment provided by the Council to the Service Provider specified in the Payments clause herein, the Provider shall engage in the direct provision of youth work staffing to deliver the core activities mentioned below. Such provision shall be directed towards young people from the Borough of Hartlepool aged 13-19 years of age, in line with the Council's and the Service Provider's equality practice. The provision shall also wholly reflect the principles of the Hartlepool Youth Curriculum Document, and the intentions contained in the draft Youth Commissioning Self Assessment Tool and draft Quality standards Indicators Profile. Over the period of this Agreement, the Service Provider shall:

- 4.1.1 provide specific outcomes in respect of Participants and Contacts, as well as Recorded and Accredited Outcomes, and to include names, addresses, and dates of birth relating to those Participants/ Contacts. The term Contact, Participant, Recorded and Accredited Outcomes, to be interpreted as those used by the National Youth Agency.
- 4.1.2 produce on a quarterly basis, the said outcomes, to be collected pro-rata as a percentage of the payment provision in relation to the Service Provider's youth work staffing budget.
- 4.1.3 undertake such referrals from the Council as deemed appropriate.
- 4.1.4 undertake duties pursuant to the Common Assessment Framework (CAF) including initiating; participating as a contributory agency, or acting as lead practitioner where appropriate.

## 5 **Good Faith**

The parties to this Agreement shall in all matters act loyally and faithfully to the other and shall obey orders and instructions as may be given and in any case where it is not possible to obtain such orders or instructions in relation to any particular matter act in such manner as the party reasonably considers to be the most beneficial to the other party's interests.

## 6 **Core Activities**

- 6.1 The Service Provider in consideration of the payment specified herein and in accordance with the service specification shall provide the following "core activities" in the furtherance of this Agreement;
  - 6.1.1 sexual health, pregnancy testing , condom distribution, and chlamydia testing
  - 6.1.2 homelessness and general housing advice and OCNNE independent living courses, and developing additional accreditation where appropriate

- 6.1.3 addictions, advice and referral;
- 6.1.4 a “voice” through advocacy and related services and participation activities for young people;
- 6.1.5 lifeskills, including but not limited to eating disorders, mental health, anger management and referral of the same, where required/necessary,
- 6.1.6 Artreach;
- 6.1.7 HOT Project.

## **7 Payment**

The Council shall in respect of adherence to the service specification and in the provision of the core activities, pay to the Service Provider the sum of £X for the period 2008/09 and a similar amount in the subsequent years of this agreement, until determined on the expiration of the fixed term of this Agreement or through any form of funding shortage or inhibition, or through the exercise of any rights of termination. In the event of such event or breach, the Service Provider shall repay to the Council such sum or sums relating to such future provision of service upon which the Council have made a distribution of payment. Thereafter, the Service Provider shall make repayment to the Council in accordance with this clause upon demand. The provider will be entitled to an annual increase to reflect the effects of inflation or material changes to the nature of the Service provided. The amount of the increase will be agreed between the parties in advance of each financial year.

## **8 Staffing**

- 8.1 The Service Provider shall employ sufficient numbers of people of sufficient ability, skill, knowledge, training and experience so as to properly provide the service specification and core activities relating to this Agreement, and in the context of the documents highlighted in 4.1.

- 8.2 The Service Provider shall carry out checks with the Criminal Records Bureau on all staff employed or (if any) volunteers engaged to provide, or supervise the provision of the service specification and core activities.

9 **Data Protection**

The parties at all times shall adhere to the requirements of the Data Protection Act 1998 in so far as they apply to the provision of this Agreement.

10 **Health and Safety**

- 10.1 The parties shall comply with requirements of the Health and Safety at Work Act 1974 in so far as the same applies to the provisions of this Agreement.

- 10.2 For as long as this Agreement is in force the parties shall have in place a health and safety policy which complies with all the statutory requirements.

11 **Confidentiality**

The parties at all times should use their reasonable endeavours to ensure that confidential information that comes to the attention of the parties is used solely for purposes of this Agreement and there is no disclosure of such confidential information to any third party other than through the prior written consent of the other party to this Agreement.

12 **Equal Opportunities**

- 12.1 The Service Provider shall operate an equal opportunities policy for as long as this Agreement is in force and shall provide a copy of such a policy to the Council on request.

- 12.2 The Service Provider shall make available to the Council such information as the Council may reasonably require in order to assess the Service Provider's compliance with this clause.

13 **Service Standard**

13.1 The Service Provider will arrange the provision of the service with all the skill, care and diligence to be expected of a competent provider of youth work and related services, and in the context of the documents highlighted in 4.1.

13.2 In providing the said services, the Service Provider must also comply with:

13.2.1 any and all codes of practice, performance ratings and quality standards (include the Service Provider's Care Standards in respect of Child Protection) that are either laid down in this Agreement or that are issued to the Service Provider by the Council in the furtherance of this Agreement or as part of an agreed variation, (i.e. those highlighted in section 4.1)

13.2.2 all statutory provisions which apply to the provision of this service.

14 **Monitoring and Review**

14.1 The Council during the concurrency of this Agreement shall conduct and the Service Provider shall engage in such monitoring of the service and its review as the Council at its absolute discretion shall determine.

14.2 The Service Provider shall compile and maintain such information as the Council may reasonably require in pursuance of this clause. For the avoidance of doubt, the Service Provider shall allow authorised officers of the Council, at all reasonable times, to inspect or witness the provision of the service.

15 **Force Majeure**

Either of the parties to this Agreement shall not become liable for or be in default in respect of their obligations under the terms and conditions of this Agreement through any event or circumstance which was beyond the reasonable control of the parties and which could not have been prevented by acting prudently, diligently or with reasonable foresight.

**16 Termination**

- 16.1 Either party to this Agreement may issue a written notice to the other in the event of the other party committing a breach of this Agreement. Such notice will require the defaulting party to rectify the specified breach in accordance with the terms of this Agreement within the period as defined by the notice. If the defaulting party fails to comply with such notice, the other party reserves the right to terminate this Agreement immediately without notice.
- 16.2 Either party to this Agreement may terminate this Agreement immediately without notice if the other commits a serious breach of its obligations, which in the opinion of the other party cannot be remedied by giving notice under clause 16.1.
- 16.3 For any reason or circumstances not covered by clauses 16.1 and 16.2 and other than the natural expiry of the term of this Agreement, any party may terminate this Agreement by giving the other party not less than 3 months written notice.

**17 Dispute Resolution**

- 17.1 In the event of a dispute or difference arising between the parties to this Agreement, the parties shall seek to resolve the dispute without recourse to the formal dispute procedure provided below.
- 17.2 If the parties are unable to resolve the dispute informally, either party may invoke the following disputes procedures:
- 17.2.1 request a meeting between representatives of the parties to discuss the issue with a view to resolving the dispute by mutual agreement. If the dispute remains unresolved, then a further meeting may be requested involving senior representatives if appropriate;
  - 17.2.2 if the dispute is still not resolved the matter will, if the parties agree, be referred to independent mediation as soon as is reasonably practicable. The mediator shall be an individual agreeable to all parties;

17.2.3 if a matter cannot be satisfactorily resolved through mediation, it may be referred to an independent arbitrator, again as agreed by all parties.

17.3 Use of the disputes procedure will not delay or take precedent over any use of the termination procedures as outlined in clause 16 of this Agreement.

18 **Variations to the Agreement**

18.1 A variation to this Agreement shall only be valid if both parties to this Agreement have agreed it in writing.

18.2 If either of the party wishes to vary this Agreement then it shall serve upon the other parties a variation notice, which will set out the nature of the variation sought and the reasons for it.

18.3 If either of the party receives a variation notice, then within 28 days of receipt they shall notify the other parties whether or not it agrees to the variation and if not the reasons.

19 **Contract (Rights of Third Parties) Act 1999**

Neither the party intends to confer any right or benefit on any third party and for the avoidance of doubt, the provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby expressly excluded from this Agreement.

20 **Notices**

Any notice to the parties shall be deemed to be good service if addressed and delivered personally to or sent by recorded delivery post to the other at its last known address. Notices sent by post shall be deemed to be received on the second working day after posting and notices delivered personally shall be deemed to be received on the day on which they are served.

21 **Severability**

If one or more of the provisions of this Agreement are or become to any extent invalid or re-enforceable under any applicable law that the remainder of this Agreement shall continue in full force and effect.

22 **Conclusion of Agreement**

22.1 Where this Agreement ends, be it through termination or otherwise, the parties shall on request from the other provide all data, information, files, records, documents and the like (in whatever format they may have been held) which were supplied by a party to the other for the purposes of this Agreement.

22.2 The above clause will be subject to statutory compliance and confidentiality as set out within the terms and conditions of this Agreement.

SIGNED on behalf of **HARTLEPOOL BOROUGH**

**COUNCIL** by:

\_\_\_\_\_

Dated \_\_\_\_\_

SIGNED on behalf of **BARNARDOS** by:

\_\_\_\_\_

Dated \_\_\_\_\_



**DATED 1<sup>st</sup> April 2008.**

**BETWEEN:**

**(1) HARTLEPOOL BOROUGH  
COUNCIL**

**AND**

**(2) BARNARDOS**

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**SERVICE SPECIFICATION  
AGREEMENT FOR YOUTH  
WORK AND RELATED  
SERVICES**

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## GRANTS COMMITTEE

21 April 2008



**Report of:** Assistant Chief Executive

**Subject:** CIVIC LOTTERY GRANT APPLICATIONS

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### SUMMARY

#### 1. PURPOSE OF REPORT

To consider Civic Lottery Grant Applications.

#### 2. SUMMARY OF CONTENTS

The report asks members to consider the following:

- applications where no previous grants have been awarded.
- applications where grants have previously been awarded but there is a request for change in use.
- applications where grants have previously been awarded.

#### 3. RELEVANCE TO THE GRANTS COMMITTEE

The Committee is responsible for determining these grant applications.

#### 4. TYPE OF DECISION

Non-key decision.

#### 5. DECISION MAKING ROUTE

Grants Committee.

#### 6. DECISION(S) REQUIRED

To consider applications for the allocation of grants as detailed in sections 3 (A), (B) and (C) of the report and to distribute proportionately.

**Report of:** Assistant Chief Executive

**Subject:** CIVIC LOTTERY GRANT APPLICATIONS

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## **PURPOSE OF REPORT**

1.1 To consider Civic Lottery Grant Applications.

## **2. BACKGROUND**

2.1 In accordance with the procedure previously approved by Members, the current criteria for eligibility, and distribution from the Civic Lottery Fund requires Members to consider applications three times a year in order that an overall view of applications can be obtained.

This is the third tranche for consideration of applications. Members previously agreed to distribute the balance available at three meetings proportionately. Normally the amount of grants requested outweighs the allocation available. In that case, awards are usually made on a pro rata basis. In this tranche the sum of the grants sought totals £17,335.50. Each of the three tranches was allocated £6,119.66 at the start of the financial year. Members therefore will not be able to fully support each of the grant applications.

2.2 Following the allocation of grants in the first two tranches there was a balance of £0.32. This makes the current balance available, £6119.98.

## **3. ISSUES FOR CONSIDERATION AND FINANCIAL IMPLICATIONS**

### **(A) APPLICATIONS FOR CONSIDERATION – WHERE NO PREVIOUS GRANTS HAVE BEEN AWARDED**

Copies of the application forms are available in the Members' Library.

| <b>APP NO</b> | <b>ORGANISATION</b>                         | <b>REASON FOR APPLICATION</b>                                                | <b>TOTAL COST</b> | <b>SUM SOUGHT</b> |
|---------------|---------------------------------------------|------------------------------------------------------------------------------|-------------------|-------------------|
| <b>3294</b>   | <b>Hartlepool Blind Welfare Association</b> | Funding to enable member to partake as disabled crew on the Lord Nelson Ship | £716.00           | £400.00           |

| APP NO | ORGANISATION                     | REASON FOR APPLICATION                                                                                                | TOTAL COST | SUM SOUGHT |
|--------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------|------------|
| 3297   | Orcel Sea Training               | Funding to charter Hartlepool based sail training vessel and take 6 local residents sailing for 5 days in summer 2008 | £2,000.00  | £2,000.00  |
| 3302   | Methodist Church Friendship Club | Funding for bus outing with meal for 35 members                                                                       | £600.00    | £100.00    |
| 3315   | Hartlepool Young Stroke Club     | Games consoles for stroke victims                                                                                     | £600       | £600       |
| 3314   | New Life Music                   | Funding to support the provision of musical opportunities for people in deprived areas                                | £2,000     | £2,000     |
| 3312   | Hartlepool Gymnastics Club       | Funding for equipment as unable to use school premises anymore                                                        | £2063.88   | £2,000     |
| 3311   | The Wharton Trust                | Funding for young people to participate in the Cairdin Trust (6 day sailing trip on N E Coast)                        | £7,050     | £2,000     |
| 3310   | Tramshed Potters                 | Funding to develop group to improve work and exhibiting including the updating of basic tools and equipment           | £500       | £500       |

**(B) APPLICATION FOR CONSIDERATION – CHANGE OF USE OF MONEY ALREADY APPROVED**

| APP NO | ORGANISATION                                                                 | REASON FOR APPLICATION                                                                                             | TOTAL COST | SUM SOUGHT |
|--------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------|------------|
| 3237   | The Princess Royal (ex Hartlepool Lifeboat) Trust Community Interest Company | Ongoing cost to keep boat in sea-worthy condition<br><br>£500 was awarded on 16.7.07 but this amount was unclaimed | £372.62    | £0         |

**(C) APPLICATIONS FOR CONSIDERATION – SECOND AND SUBSEQUENT REQUESTS**

Copies of the application forms are available in the Members' Library.

| <b>APP NO</b> | <b>ORGANISATION</b>                    | <b>REASON FOR APPLICATION</b>                                      | <b>TOTAL COST</b> | <b>SUM SOUGHT</b> |
|---------------|----------------------------------------|--------------------------------------------------------------------|-------------------|-------------------|
| <b>3303</b>   | <b>Heugh Battery Trust</b>             | Funding to obtain, renovate and put in place an historical exhibit | £975.00           | £475.00           |
|               | PREVIOUS GRANTS                        |                                                                    |                   |                   |
|               | £ 250 4.10.01                          | artillery pieces                                                   |                   |                   |
|               | £ 111 2.07.02                          | service uniforms                                                   |                   |                   |
| <b>3307</b>   | <b>Hartlepool Stage Society</b>        | Funding to stage the musical "Oliver"                              | £9,500            | £2,000            |
|               | PREVIOUS GRANTS                        |                                                                    |                   |                   |
|               | £300 29.3.01                           | Christmas Party                                                    |                   |                   |
| <b>3308</b>   | <b>Engineers Tea Dance</b>             | Christmas Party                                                    | £154              | £100              |
|               | PREVIOUS GRANTS                        |                                                                    |                   |                   |
|               | £70 15.6.00                            | Christmas Party                                                    |                   |                   |
|               | £50 14.6.01                            | Christmas Party                                                    |                   |                   |
|               | £50 28.7.03                            | Christmas Party                                                    |                   |                   |
|               | £50 5.7.05                             | Christmas Party                                                    |                   |                   |
| <b>3317</b>   | <b>Hartlepool Swimming Club</b>        | Replacement of tracksuits/hire of venues/coach hire                | £2,500            | £2,000            |
|               | PREVIOUS GRANTS                        | awarded before 2000                                                |                   |                   |
| <b>3316</b>   | <b>Walking Tall</b>                    | Annual insurance costs                                             | £367.50           | £367.50           |
|               | PREVIOUS GRANTS                        |                                                                    |                   |                   |
|               | £474.93 14.11.05                       | Stilt walking classes                                              |                   |                   |
| <b>3313</b>   | <b>Hartlepool and District Hospice</b> | Planned respite service                                            | £45,077           | £2,000            |
|               | PREVIOUS GRANTS                        |                                                                    |                   |                   |
|               | £500 14.6.01                           | Lymphoedema service                                                |                   |                   |
|               | £452.31 28.7.03                        | Day trip to Durham Cathedral                                       |                   |                   |
|               | £500 14.11.05                          | Crockery, glass and cutlery                                        |                   |                   |
|               | £500 12.3.06                           | 24 hour helpline                                                   |                   |                   |

|             |                           |                                                 |      |      |
|-------------|---------------------------|-------------------------------------------------|------|------|
| <b>3309</b> | <b>Hartlepool Town FC</b> | Pitch and league fees<br>and players' insurance | £793 | £793 |
|             | PREVIOUS GRANTS           |                                                 |      |      |
|             | £452.31 28.7.03           | Pitch and league fees and insurance             |      |      |
|             | £500 20.12.04             | Pitch and league fees and insurance             |      |      |
|             | £500 11.4.06              | Pitch and league fees and insurance             |      |      |
|             | £500 12.3.06              | Pitch and league fees and insurance             |      |      |

#### 4. RECOMMENDATIONS

To consider applications for the allocation of grants as detailed in Sections 3(A) (B) and (C) of the report and to distribute proportionately.

**GRANTS COMMITTEE**21<sup>st</sup> April 2008**Report of:** Director of Children's Services**Subject:** PLAY OPPORTUNITIES POOL AWARD  
2008/2009**SUMMARY****1. PURPOSE OF REPORT**

The purpose of this report is to advise members of applications to the Play Opportunities Pool and seek approval for recommended grant awards.

**2. SUMMARY OF CONTENTS**

The total amount of Play Opportunities funding (2008-2009) available is £18,000.

The proposed awards for Play Opportunities Grants to the Voluntary Sector are as follows:

| <u>Group</u>                           | <u>Recommended</u> |
|----------------------------------------|--------------------|
| Manor West Youth Project               | £2021.00           |
| Hartlepool Special Needs Support Group | £2600.00           |
| Manor Residents Association            | £1957.00           |
| CHILD Deaf Youth Project               | £1735.80           |
| West View Project                      | £3000.00           |
| Hartlepool Families First              | £2580.00           |
| <b>TOTAL</b>                           | <b>£13893.80</b>   |

**This leaves a balance of £4106.20, available for distribution.**

**3. RELEVANCE TO THE GRANTS COMMITTEE**

The Committee has responsibility for determining the levels of grant awarded to the voluntary sector.

**4. TYPE OF DECISION**

Non – key decision.

**5. DECISION MAKING ROUTE**

Grants Committee, 21<sup>st</sup> April 2008.

**6. DECISION(S) REQUIRED**

Members of the Grants Committee are requested:

To approve grant awards to 6 groups, totalling £13893.80



**Report of:** Director of Children's Services

**Subject:** PLAY OPPORTUNITIES POOL AWARD 2008/2009

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## **1. PURPOSE OF REPORT**

The purpose of the report is to advise members of applications to the Play Opportunities Pool and to seek approval for recommended grant awards.

## **2. BACKGROUND**

The Play Opportunities Grant which totals £18,000 is available to community groups and voluntary organisations. The grant fund supports organisations to provide play opportunities throughout the year complementing provision delivered through Children's Centres and Extended Services. The allocation of play grants also enables groups to provide play to meet local needs, especially in areas of disadvantage.

Grant awards are used as a contribution towards the cost of a play opportunity, with the Authority's funding often attracting matched funding. In total 6 applications have been assessed with requests from the grant pool for staff costs, equipment, venue hire, transport etc.

The criteria used to assess applications are detailed in **Appendix 1**. If the grant is approved it is stated within the terms and conditions of the grant that the group will provide specific monitoring information at the end of each appropriate financial year. The monitoring information required includes:

- evidence of the contribution of grant funding,
- a report of the project,
- number of beneficiaries,
- staff training,
- any matched funding.

This information is used to analyse gaps in provision across the town and will be used to inform members on the success of funded projects at a later date.

## **3. FINANCIAL IMPLICATIONS**

£18,000 in total is available for the year 2008/2009.

#### 4. APPLICATIONS

Details of the group requesting funding are as follows:

##### 4.1 MANOR WEST YOUTH PROJECT

The group has been established since July 2003, providing services for children and young people aged 7 – 16 years residing in the Owton Ward of the town.

The aim of the group is to:

- Provide leisure, social and educational opportunities for young people;
- Provide activities that build upon self esteem and divert young people away from anti social behaviour/or criminal activity;
- Promote healthy activities thus reducing the risks associated with obesity and other health factors;
- Work in partnership with both statutory and voluntary organisations for the benefit of young people within the Owton Manor area.

The group is requesting a contribution towards the delivery of swimming activities following the success of last years pilot scheme. The activity has been requested by the children and young people to be continued and increased to cover 40 weeks extending the pilot of 23 weeks in 2007/2008.

The sessions will help the young people engage in healthy exercise out of school hours and the sessions will also help with team building, increasing self esteem and confidence, together with reducing anti social behaviour by offering young people alternative activities.

This activity contributes to the Be Healthy and Enjoy and Achieve Every Child Matters outcomes.

The group are hoping to commence the programme in May 2008, providing 1 session per week, for up to 40 weeks, subject to funding. In total up to 40 young people will benefit from this activity each week with the assistance of a Qualified Life Guard and Community Sports Leader Volunteer.

The total cost to deliver this activity for a period of 40 weeks is detailed below:

|                                           |           |
|-------------------------------------------|-----------|
| Lifeguard costs 40 weeks@ £15.45 per hour | £618.00   |
| Volunteers' Expenses                      | £412.00   |
| Pool Hire 40 weeks@ £39.14 per session    | £1,565.60 |

|                    |                  |
|--------------------|------------------|
| Insurance          | £100.30          |
| Administration     | £50.00           |
| Management Costs   | £183.56          |
| Fruit              | £400.00          |
| <b>Total Costs</b> | <b>£3,329.46</b> |

In addition to the Play Opportunities Pool contribution, the group will charge a nominal fee for children to access the service equating to a total of £1,200. This income will contribute towards the cost of free fruit for the young people after the swimming sessions and towards the additional sessions not funded through the Grant Funding.

### **Recommendation**

**A contribution of £2,021.00 to cover the delivery of 26 weeks of swimming sessions, including staff, volunteers' expenses, venue hire, insurance, administration and management costs. Any balance of the total cost will be covered by the contributions of the young people and the organisation.**

## **4.2 HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP**

The group has been established since 1989. It caters for approximately 70 children and young people from birth upwards who have varying degrees of disability and specific need. The playschemes provide respite to parents, carers and siblings. The scheme currently operates from both the Resource Centre and High Tunstall College of Science, providing Ofsted registered care between the hours of 10.00am and 4.00pm.

The aim of the group is to:

- Support the development of children and young people who have profound learning and or physical disabilities, with varying complex needs;
- Support families and carers;
- Provide facilities for recreation and other leisure activities, including play;
- Provide a flexible service focusing on individual needs.

The group wishes to operate Easter, Whitsun, Summer, October and February holiday schemes over the coming year. During these periods the children will take part in a number of fun and stimulating activities, outings and trips. They will have the opportunity to enjoy time with their peer groups, enabling them to gain confidence, raise their self esteem and reduce long periods of isolation. The service also allows the children and young people to enjoy play opportunities in a safe and caring environment.

A high percentage of these children require one to one supervision and care due to their disability. The group will be employing staff and attracting volunteers to care for the children whilst attending these sessions.

These holiday activities contribute to the Stay Safe and Enjoy and Achieve Every Child Matters outcomes.

The total cost of the school holiday activity programme is estimated as follows:

|                                   |           |
|-----------------------------------|-----------|
| Staff Costs                       | £1873.00  |
| Volunteers' Expenses              | £616.00   |
| Venue Hire                        | £320.00   |
| Insurance                         | £322.00   |
| Transportation                    | £1500.00  |
| Admissions/ Activities            | £6874.00  |
| Equipment & Resources             | £207.00   |
| Administration                    | £171.00   |
| Management Costs                  | £4,150.00 |
| Audit/Preparation of accounts     | £280.00   |
| Promotion                         | £212.00   |
| Other consumables and contingency | £176.00   |
| National Insurance Contributions  | £922.00   |

|                                                 |                   |
|-------------------------------------------------|-------------------|
| <b>Total Cost to deliver holiday activities</b> | <b>£17,623.00</b> |
|-------------------------------------------------|-------------------|

In addition to the Play Opportunities Grant, the organisation is awaiting a decision for BBC Children in Need funding. It has secured funding for 50% of management costs and continues to actively source funding from various grant givers and trusts. To further offset the total cost of the annual programme a fee of £4.00 per child is levied and families also contribute towards social outings and admissions.

### **Recommendation**

**A contribution of £2600.00 is recommended towards the cost of volunteers, staff costs, transport, Children's entertainers and craft workshops.**

## **4.3 MANOR RESIDENTS ASSOCIATION**

The group has been established since 1989 and operates from the Resource Centre, Kilmarnock Road. As part of its ongoing activities the group provides a range of play opportunities for children aged 5 – 11 years targeting the Owton Manor area of the town.

The group has successfully provided play opportunities over the last three years and want to continue to provide the same services in 2008. The group wants to provide three playschemes to take place during the Easter, Summer and Autumn school holidays. This totals 8 weeks of activity including a week long residential event.

All children taking part will be from the Owton Manor area of the town and the schemes will complement and enhance children's activities currently provided by the association during term time.

The focus of the activities will be on providing play opportunities in a safe environment and allowing children to visit other areas to widen their experiences.

The holiday playschemes contribute to the Stay Safe, Be Healthy and Enjoy and Achieve Every Child Matters outcomes.

The provision will provide play opportunities 5 days a week from 9.00am to 5.00pm each day, catering for up to 80 children at each session.

The cost to provide the service as detailed within the application is as follows:

|                       |                   |
|-----------------------|-------------------|
| Staff Wages           | £6,728.50         |
| Volunteers' Expenses  | £560.00           |
| Venue Hire            | £2,500.00         |
| Insurance             | £157.00           |
| Transport             | £3,500.00         |
| Admissions            | £1,500.00         |
| Equipment & Resources | £1,700.00         |
| Administration        | £1,700.00         |
| Management Costs      | £1,640.00         |
| <b>Total Costs:</b>   | <b>£19,985.50</b> |

In addition to the Play Opportunities Grant, the organisation has secured funding from Hartlepool Children's Fund of £9300 and have raised £2700 to date. The group will continue to actively seek additional funding and to offset some of the balance the group will make a nominal charge of £2.00 per session. Children and Young People from the Owton area will be targeted to ensure families on a low income can access high quality play opportunities.

### **Recommendation**

**A contribution of £1957.00 towards transport and insurance costs**

#### 4.4 CHILD DEAF YOUTH PROJECT

The group has been established since 1996 and has operated a summer playscheme since 1998. In addition to this service, the group has also provided a Youth Club Project since 2001. The group operates from the Cleveland Deaf Centre based in Middlesbrough, where the services are accessible to children from across the Tees Valley.

The aim of the group is to:

- Develop and co ordinate a range of services to meet the needs of deaf children and young people aged 5 – 25 years;
- Provide new opportunities and positive experiences for deaf children and young people to develop their skills and confidence;
- Facilitate and develop communication skills and provide deaf role models;
- Reduce isolation and encourage self esteem and independence;
- Empower deaf young people to make informed and positive decisions about their future.

##### Summer Playscheme Provision

The group is requesting assistance towards the cost of providing a summer holiday playscheme, operating 1 day per week over the 6 week period and envisages accommodating around 50 children per day. It is envisaged that 5 children out of the 50 will be accessing the service from Hartlepool, which will be operating between the hours of 10.00am and 3.00pm each day. The core hours do not take into consideration the transportation time for the children from Hartlepool to and from the centre.

The total cost of the playscheme activities is detailed below:

|                              |                 |
|------------------------------|-----------------|
| Staff                        | £1300.00        |
| Transport                    | £1200.00        |
| Activities                   | £1500.00        |
| Administration               | £413.00         |
| Travel Expenses (Volunteers) | £130.00         |
| <b>Total Costs</b>           | <b>£4543.00</b> |

Eligible funding has been calculated on a pro rata basis (as 5 children from Hartlepool will be benefiting from the scheme) in the following way:

|                                                        |              |
|--------------------------------------------------------|--------------|
| Total Cost                                             | £4543.00     |
| Less Ineligible criteria (outings/activity admissions) | £1500.00     |
| <br>Sub Total                                          | <br>£3043.00 |

$\text{£}3043.00/50 \text{ places} = \text{£}60.86 \text{ per place}$

Therefore, 5 places x  $\text{£}60.86 = \text{£}304.30$

Other funding to support the scheme comes from contributions from parents, ranging between  $\text{£}1$  and  $\text{£}5$ , dependent upon the activity delivered. In addition to the Play Opportunities Grant the organisation has made similar applications and requests to neighbouring authorities in the Tees Valley area. Funding has also been secured via Beverly Fund for Deaf Children and Lankelly Chase Foundation.

#### Youth Club Provision (CHILD Deaf Youth Project)

The group is also requesting assistance towards the operation of their Youth Project for children aged between 5 – 10 years, which operates 1 evening per week over a 42 week period. This project provides a wide range of recreational and educational activities within a warm, relaxed and safe environment where children and young people can interact with their peers. It is envisaged that 5 young people out of a total of 30 attending will be from Hartlepool.

The cost to provide the under 11's Youth Club over 42 weeks, operating 1 evening per week is as follows:

|                                 |                  |
|---------------------------------|------------------|
| Staff & Volunteer expenses      | £500.00          |
| Training for staff & volunteers | £500.00          |
| Equipment/Materials             | £250.00          |
| Premises Costs                  | £250.00          |
| Sessional Workers               | £4122.00         |
| Activities & Outings            | £1000.00         |
| Transport Costs                 | £2550.00         |
| Administration                  | £917.00          |
| <b>Total Costs</b>              | <b>£10089.00</b> |

Eligible funding has been calculated on a pro rata basis (as 5 children from Hartlepool will be benefiting from the scheme) in the following way:

|                                                      |           |
|------------------------------------------------------|-----------|
| Total Cost                                           | £10089.00 |
| Less ineligible funding                              | £1500.00  |
| $\text{£}8589.00/30 \text{ places} = \text{£}286.30$ |           |

Therefore, 5 places x  $\text{£}286.30 = \text{£}1431.50$

In addition to the Play Opportunities Grant, the organisation has made similar applications to neighbouring authorities in the Tees Valley area. Other funding to support the club comes from parental contributions and fund raising from the organisation itself.

The Child Deaf Youth Project activities will contribute to the Stay Safe and Enjoy and Achieve Every Child Matters outcomes.

### **Recommendation**

**A contribution of £304.30 is therefore recommended towards costs for the summer playscheme including staff, volunteers' expenses and transport.**

**A contribution of £1431.50 is therefore recommended towards costs for the under 11's Youth Project for sessional staff, transport, administration and volunteers' expenses.**

**In total a grant of £1735.80, is therefore recommended to support the delivery of both services.**

## **4.5 WEST VIEW PROJECT**

The group has been established for 27 years, operating in the West View area of the town offering a variety of planned activities and play opportunities for young people aged between 8 – 11 years.

In addition to the play opportunities, the group also offers outdoor pursuits, specialist activities and support to disaffected young people through the Children's Fund.

To complement the above services and to build on the success of previous schemes the group wishes to provide a series of playschemes during Easter, Summer, October and February school holidays.

In total the group wishes to provide a total of 34 days of play between the hours of 9.30am and 3.30pm each day for young people between the ages of 8 – 11 years.

The group intend to target young people from West View, Brus, St Hilda's, Hart and Dykehouse areas of the town.

The above schemes will contribute to the Be Healthy, Stay Safe, Enjoy and Achieve Every Child Matters outcomes.

The cost to provide the service is as follows:

|                       |                 |
|-----------------------|-----------------|
| Staff costs           | £3978.00        |
| Insurance             | £500.00         |
| Transportation        | £2100.00        |
| Admissions            | £1000.00        |
| Equipment & Resources | £500.00         |
| <b>Total Costs</b>    | <b>£8078.00</b> |



In addition to the Play Opportunities Pool, the organisation will utilise a percentage of Hartlepool Children's Fund monies, continue to seek alternative funding from other sources and charge a nominal amount for children if the shortfall cannot be secured.

### **Recommendation**

**A contribution of £3000.00 from the Play Opportunities Pool is recommended towards staff costs and transport**

## **4.6 HARTLEPOOL FAMILIES FIRST**

This organisation was established in 1988 and caters for children from birth to 13 years.

A variety of services are offered by the organisation which includes: a Play Bus, Special Needs Afterschool & Holiday Care Scheme, Switch to Play, MACS Toy Library and Scrap Resource Centre, together with a Health Bus, promoting health and well being.

The group wishes to continue the successful work of providing a dedicated Needs Home Support Officer to promote the development of play within the family environment. The Officer has the additional responsibility of offering support and advice to parents of children with profound physical /learning disabilities.

The project operates across Hartlepool and is available to parents, carers and families with disabled children. The Officer supports families offering stimulating, fun and safe toys, including specialist play equipment such as adapted bikes. This is operated through a loan scheme working alongside school nurses and play therapists.

The Officer also offers a Toy & Toast session. This is an opportunity for children to play together and parents to talk and share coping mechanisms outside of the home environment.

Families First are looking for funding to support the post for 9 hours of support per week. In total 22 children currently benefit from this service.

This project will contribute to a number of the Stay Safe and Enjoy and Achieve Every Child Matters outcomes.

The cost to provide the above service is as follows:

|                       |          |
|-----------------------|----------|
| Staff Costs           | £5190.00 |
| Transportation        | £250.00  |
| Equipment & Resources | £2500.00 |
| Management Costs      | £540.00  |

**Total Cost**

**£8480.00**

In addition to making an application to the Play Opportunities Grant the organisation has already secured funding of £2500 to purchase equipment and resources. The group are also identifying other sources of funding to enable the funding of the additional hours with the aim of making the post fulltime.

**Recommendation**

**A grant of £2580.00 is recommended to contribute towards, staff costs, transport and management costs to deliver 4 hours of support per week.**

**5. RECOMMENDATIONS**

Members are requested to:

Approve grant awards totalling £13893.80, as detailed above.

**6. CONTACT OFFICER:**

Danielle Swainston, Sure Start, Extended Services and Early Years Manager

**7. BACKGROUND PAPERS:**

Children's Services Department, Play Opportunities Monitoring File



# **HARTLEPOOL BOROUGH COUNCIL** **PLAY OPPORTUNITIES POOL** **CRITERIA**



## **NOTES FOR APPLICANTS**

*Before completing the application, please read the following notes carefully.*

### **1. Aim of the Play Opportunities Pool**

The aim of the Play Opportunities Pool is intended to provide a resource to enable organisations to co-ordinate and develop play opportunities in local areas to meet local needs.

The provision will complement those **services** provided by the Local Authority, at present, and address gaps in service delivery.

### **2. Types of Projects Which can be Funded**

The types of projects and activity which can be funded fall into the following areas:-

- ★ Out of School Care/Holiday Care/Playschemes.
- ★ Playgroups.
- ★ Planned Activity Sessions.
- ★ Inclusive Services
- ★ Specialised Play Services
- ★ Parent and Toddler.

### **3. Priorities for Support**

There are likely to be more applications than resources available. To assist in prioritising applications, the following elements will be considered and finance may be targeted towards:-

- ★ Areas of disadvantage.
- ★ Assistance in reducing crime levels.
- ★ Improve the value of play.

- ★ Encourage integration.
- ★ Children with special needs.
- ★ Ethnic minorities.
- ★ Safe play provision.
- ★ Provision of interesting, stimulating opportunities.
- ★ Inclusive Provision

#### **4. Awards**

The award will normally be granted once a year, therefore, if you are requesting funding for more than one project, this needs to be indicated and detailed on your application form and a full programme and timetable provided.

Age range for which grant funding is applicable is 0-19years of age, in line with Hartlepool's Play Strategy. There will be no ceiling limit on the level of funding you request however, you may not receive your full request.

Payments of grants will be staggered, dependent upon when your project(s) will operate.

#### **5. Other Requirements**

To ensure that a high quality of play and childcare provision is being provided you must meet, depending upon the service delivered some, if not all, of the following requirements:-

- ★ Must operate in a voluntary capacity or not for profit.
- ★ Must be constituted.
- ★ Suitable premises from which to operate.
- ★ Correct ratio of staff/volunteers to children.
- ★ Current valid registration certificate if providing for children under the age of 8.
- ★ Staff recruitment and vetting procedures.
- ★ CRB checking system in place.
- ★ Implement good codes of practice.
- ★ Identify age range.
- ★ Attend appropriate training workshops.
- ★ Your organisation operates by an inclusive policy
- ★ Your organisation has in place appropriate policies and Procedures to provide a quality service

Evidence of the above will be required as part of the terms and conditions, should your application be successful.

You must also be able to demonstrate within your application that the project you are delivering meets 1 or more of the 5 Every Child Matters Outcomes:

Be Safe  
Stay Healthy  
Enjoy and Achieve  
Make a Positive Contribution  
Achieve Economic Well-Being

Your request must also demonstrate that it will link to Hartlepool's Play strategy and commit to the key principles of the strategy and those principles and outcomes reflected within Hartlepool's Children and Young Peoples Plan.

## **6. Items Not Eligible for Funding**

- ★ Core costs to your organisation.
- ★ Catering.
- ★ Admission fees for young people.
- ★ Gifts/prizes/parties.

## **7. Alternative Funding**

Grant aid may not be approved when funding could be available from a more appropriate or alternative source.

## **8. How to Apply**

### **8.1 Completion of Application Form**

The application form is simple to complete. PART 1 asks for details about your organisation, why it was set up, what it does and where it meets. PART 2 asks for more details on the specific project or activities for which you are seeking grant aid. You must provide as much information as possible on the project including a breakdown of costs, without this information, your application cannot be processed.

### **8.2 Enclosures**

The form asks that you submit the additional information listed whenever possible. Please indicate as much as you can, if you do not, this will result in the processing of your application being delayed.

### 8.3 What Happens After I Posted the Form?

When the application is received in the Children's Services Department, you will be sent an acknowledgement by the Youth People and Play Co-ordinator. In due course, you will be contacted by the Children's Services Department staff, who will advise you on the processing of your application and when you are likely to receive a decision.

### 8.4 Play Opportunities Pool Monitoring

If you have any questions about completing this form or need advice or support in developing an appropriate play opportunity or how to progress with your application, please contact the Children's Services Section in Hartlepool, Tel: 01429 523411 and ask for the Young People and Play Co-ordinator.

Please return your completed form and enclosures to:-

Tracy Liveras  
Young People and Play Co-ordinator  
Hartlepool Borough Council  
Children's Services Department  
Level 4  
Civic Centre  
Victoria Road  
HARTLEPOOL  
TS24 8AY