



## ***Delegated Decisions by Cabinet Member Decisions for Children, Young People & Families***

***Tuesday, 6 October 2009 at 12.00 pm  
County Hall***

### ***Items for Decision***

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Wednesday 14 October 2009 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

**These proceedings are open to the public**

A handwritten signature in black ink that reads 'Tony Cloke'.

Tony Cloke  
Assistant Head of Legal & Democratic Services

September 2009

**Contact Officer: Graham Warrington, Tel: (01865) 815321; E-Mail: [graham.warrington@oxfordshire.gov.uk](mailto:graham.warrington@oxfordshire.gov.uk)**

*Note: Date of next meeting: 4 November 2009*

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

## Items for Decision

1. **Petitions and Public Address**
2. **Questions from County Councillors**

Any county councillor may, by giving notice to the Proper Officer by 9 am on the working day before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. **Declarations of Interest**
4. **Improving and Extending Provision for Children and Young People in Oxfordshire - Chill Out Fund 2009/10** (Pages 1 - 20)

Contact: Ruth Ashwell, Area Service Manager – Youth (Central)  
(01865 810649)

Report by Director of Children, Young People & Families (CMDCY4)

### EXEMPT ITEM

***It is RECOMMENDED that the public be excluded during discussion of Annex 2 to item 5E since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to the item***

***3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)***

***and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information in that where information has been supplied in commercial confidence such disclosure would prejudice the commercial position of the parties involved.***

Note: The report itself does not contain exempt information and is thus available to the public. The exempt information is contained in a confidential annex 2 to the report that has been circulated only to members and officers entitled to receive it.

**ANNEX 2 RELATING TO THE ITEM HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS STRICTLY PRIVATE TO MEMBERS AND OFFICERS ENTITLED TO RECEIVE IT.**

**5E. Joint Commissioning and Procurement of Housing and Related Support for Young People, Asylum Seeking Children, Vulnerable Young People and Teenage Parents (Pages 21 - 26)**

*Contact: Janet Pring, Service manager, Commissioning (01865 815693)*

Report by the Director for Children, Young People & Families (**CMDCY5**)

**6. Witney Young People's Centre - Phase 2 (Pages 27 - 32)**

*Contact: Diane Cameron, Asset Management School Organisation & Planning (01865 816445)*

Report by Director for Children, Young People & Families (**CMDCY6**)

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Division(s): N/A

## **CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE & FAMILIES - 6 OCTOBER 2009**

### **IMPROVING AND EXTENDING PROVISION FOR CHILDREN AND YOUNG PEOPLE IN OXFORDSHIRE CHILL OUT BIDS FOR 2009**

Report by Director for Children, Young People & Families

#### **Introduction**

1. Oxfordshire County Council believes that YOUTH MATTERS and has set up a fund of £100,000 revenue and £100,000 capital to support work with children and young people across the county. The fund supports the aspirations of those working with children and young people in Oxfordshire to ensure all children and young people can access positive activities in their leisure-time by 2020.
2. How children and young people spend their leisure time has an important influence and impact on their resilience and quality of life. Engaging in constructive activities can increase their positive attitudes, improve motivation, increase aspirations, develop social and life skills, enhance interpersonal skills and help build social capital. Participation in positive activities can also help increase resilience of vulnerable children and young people who are trying to rebuild their lives. For children and young people with physical or learning disabilities it can be a lifeline and reduce social isolation. For groups such as young carers, positive activities provide respite and can improve their outlook and quality of life.
3. Projects must meet the broad aspirations above and be targeted at children and young people 8 – 19 years (extended to 24 years for young people with learning disabilities).
4. The Chill Out Fund will consider a wide range of bids supporting children and young people's access to positive activity. Applications for funding are invited that comply with the following criteria:
  - Capital or revenue funding – if both ensure the split is clear
  - Aimed at children and young people 8 – 19 (up to 24 for those with learning disabilities).
  - Show evidence of the involvement of young people in the application.
  - Demonstrate increased access to positive leisure-time activity.
  - Show matched funding from a source external to the county council.
  - Demonstrate the ability to account for funding.

5. Applications will be considered on a monthly basis.

**Bids for October 2009**

6. 4 Applications have been received – 3 revenue and 1 capital:

<b>Applicant organization</b>	<b>Revenue</b>	<b>Capital</b>	<b>Amount recommended</b>
North Leigh Youth Project	5000		5000
Northway girls and boys Football Club	1500		1000
Oxon Foster	1250		1250
Icknield Community College		5000	3000
<b>TOTAL</b>	<b>7750</b>	<b>5000</b>	<b>10250</b>

7. **Grant awarded to date is as follows:**

Revenue - £79,136 this represents 79% of the available budget. Bids to this meeting = £7,750

Capital - £42,702 this represents 42% of the available budget. Bids to this meeting = £5,000.

**RECOMMENDATIONS**

8. **The Cabinet Member for Children, Young People & Families is RECOMMENDED to consider the applications (listed in paragraph 6 of this report) for grant support in the light of the officer recommendations as set out for each application and annexed to this report.**

JANET TOMLINSON  
 Director for Children, Young People & Families

Background Papers: Applications

Contact Officer: Ruth Ashwell, Area Service Manager – Youth (Central)  
 Tel: (01865 810649)

September 2009

# CHILL OUT 2009/2010

Date Received:

Meeting date:

**Name of Organisation**

**Name of Project**

Revenue:

Capital:

<b>Breakdown of costs</b>	OFA Registration Fees	200.00
	OCC Training gym hire	224.00
	OCC council pitch hire	744.81
	Referee's fee	513.00
	Presentation night trophies	789.00
	<b>TOTAL AMOUNT OF PROJECT</b>	<b>2471.00</b>
	<b>Match funding</b>	<b>3363.00</b>
	<b>Chill out</b>	<b>1500.00</b>

Area: Central  Northern  Southern

Brief description of project

The project is a community based football club, but unseen to many just to put on a football match can cost in excess of £60/£70 , then to provide the preparation and facilities before the youths of the community are able to take part again has expenses. The desired outcome is to provide all members of the community the opportunity to take part in our activities should they choose and not have to turn anyone away for any reason, nor for the management to be unable to complete a proposed commitment.

CMDCY4

# young people benefiting

Age range:

Match funding in place (with whom and amount)

Registration fee's - £2705	Race night £510
Presentation night raffle - £148	

Have they applied before Yes

No

If yes, when, how much and have they completed evaluation form

Comments:

<p>I support this proposal in principle; however, need some additional information regarding the funding details as the matched funding exceeds outgoings. It would seem the full costs have not been included? I suggest awarding £1000 on the proviso of a more detailed discussion with Robert regarding finance</p> <p>Completed by: Ruth Ashwell</p>	<table border="1"><tr><td>Suggested amount £1000</td></tr></table>	Suggested amount £1000
Suggested amount £1000		

Awarded: Yes

No (reason)





**Chill Out Fund Application Form**

**1. Name of Organisation**

Northway Boys and Girls Football Club

**Name of Project**

Northway Boys and Girls Football for the Community

**2. Children and young people**

Specify the age range of the children/young people that will be supported

6yrs to 19

Number of children/young people will benefit

Approx 85

Describe how children/young people have been involved in this application (please attach any supporting documentation to demonstrate their involvement)

Northway Boys and Girls Football club is in comparison to many teams within Oxfordshire is a small club. We try to open our doors and encourage the youths from this and other communities to take part in a positive community activity

**3. Access to positive activity in children/young people's leisure-time**

Describe the project

The project is a community based football club. But unseen to many just to put on a football match can cost in excess of £60.00 / £70.00 and more. Then to provide the preparation and facilities before the youths of the community are able to take part again has expenses

Describe why this project is important

For this club this is an important year as we are now entering what is classed as men's football. We have two teams who have progressed from Boys and girls football Under 6/7 up to youths Under 18. Our two teams having progressed are realistically under 19 but the league or council does not recognize this subsequently the fees have risen substantially. A request for financial support would be greatly appreciated to ensure the completion of the forthcoming season

Describe the desired outcomes and impact for children/young people and local communities

The desired outcome is to provide all members of the community the opportunity to take part in our activities should they choose and not have to turn anyone away for any reason, nor for us to be unable to complete a proposed commitment

**4. How much will the project cost?**

Please let us know what the project costs are, breakdown the costs for both capital and/or revenue, identify how much and from where matched funding has been achieved and enter the amount(s) applied for from the Chill Out Fund

		Revenue	Capital
<b>Total Cost of the Project</b> (include funding already in place)			
<b>Breakdown of costs</b>	OFA Registration Fees	£200.00	
	OCC Training gym hire	£224.00	
	OCC Council pitch hire	£744.81	
	Referee's fee	£513.00	
	Presentation Night trophies	£789.00	
<b>Identify amount and source of matched funding in place</b>	Players Registration Fee's	£2,705	
	Presentation Night Raffle	£148.00	
	Race Night	£510.00	
<b>Total Grant Aid requested from the Chill Out Fund</b>		£1,500.0	

**5. Timescale**

What is the timescale for this project (start and finish dates)

Start October 09	Finish May 10
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# CHILL OUT 2009/2010

Date Received:

Meeting date:

**Name of Organisation**

**Name of Project**

Revenue:

Capital:

<b>Breakdown of costs</b>	Travel	800
	Entrance	1400
	Food	300
	<b>TOTAL AMOUNT OF PROJECT</b>	<b>2500</b>
	<b>Match funding</b>	<b>1250</b>
	<b>Chill out</b>	<b>1250</b>

Area: Central  Northern  Southern

Brief description of project

The young people are the birth sons and daughters of foster carers. They have unique difficulties and challenges sharing their homes and parents with vulnerable and troubled children. The project will gather them together for a fun and social day out at Alton Towers.

CMDCY4

# young people benefiting

Age range:

Match funding in place (with whom and amount)

Have they applied before

Yes

No

If yes, when, how much and have they completed evaluation form

Comments:

I would support this application 'rewarding' those children/young people who do much to provide support and stability for young people who are very vulnerable

Amount suggested  
£1250

Completed by: Ruth Ashwell

Awarded: Yes

No (reason)



### Chill Out Fund Application Form

#### 1. Name of Organisation

Oxfordshire Foster  
 Care Association

#### Name of Project

Young People Who Foster

#### 2. Children and young people

Specify the age range of the children/young people that will be supported

11 - 18

Number of children/young people will benefit

40

Describe how children/young people have been involved in this application  
 (please attach any supporting documentation to demonstrate their involvement)

We have held two discussion  
 groups with them: 20-2-09 and  
 20-5-09 and on each they decided  
 that this was the project they wanted  
 to support and enjoy.

#### 3. Access to positive activity in children/young people's leisure-time

Describe the project

The young people are the birth sons and  
 daughters of foster carers. They have unique  
 difficulties and challenges sharing their homes  
 and parents with vulnerable and troubled  
 children. The project will gather them  
 together for a fun and social day out  
 at Alton Towers

Describe why this project is important

These young people are vital for the work  
 they do but their role can be lonely as  
 school friends do not understand what they  
 go through. By meeting together they can  
 be mutually supported.

Describe the desired outcomes and impact for children/young people and local communities

1. To expand the core group of young people who have come to the 2 events into a wider group who can be appreciated and supported by Oxfordshire Foster Care Association.  
 2. Happier children in this group will lead to better fostering experiences for Oxfordshire foster children and fewer families ceasing to foster.

**4. How much will the project cost?**

Please let us know what the project costs are, breakdown the costs for both capital and/or revenue, identify how much and from where matched funding has been achieved and enter the amount(s) applied for from the Chill Out Fund

		Revenue	Capital
<b>Total Cost of the Project</b> (include funding already in place)		£	
<b>Breakdown of costs</b>	Travel	800	
	Entrance	1400	
	Food	300	
<b>Identify amount and source of matched funding in place</b>	Our own OXFCA Funds	1250	
<b>Total Grant Aid requested from the Chill Out Fund</b>		1250	

**5. Timescale**

What is the timescale for this project (start and finish dates)

Start A Saturday in November 2009	Finish same day.
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# CHILL OUT 2009/2010

Date Received:

Meeting date:

**Name of Organisation**

**Name of Project**

Revenue:

Capital:

<b>Breakdown of costs</b>	Paid youth work staff	12500
	Premises	4635
	First Aid training (Staff and volunteers)	400
	First Aid Project (provision of courses)	604
	<b>TOTAL AMOUNT OF PROJECT</b>	<b>18139</b>
	<b>Match funding</b>	<b>7100</b>
	<b>Chill out</b>	<b>5000</b>

Grant aid from chill out would help to fund staffing and 1<sup>st</sup> aid project

Area: Central  Northern  Southern

Brief description of project

A thriving youth centre offering a safe secure and inclusive stimulating environment accessible to all youths aged 11-18. A well equipped centre with increasingly busy sessions requiring qualified youth worker and assistant to enable sessions to run, many themed evenings and tries offered .

Would like to run a first aid course for young people

CMCDY4

# young people benefiting

Up to 100

Age range:

11-18

Match funding in place (with whom and amount)

Parish council - £1100; religious community £4k; Church Trust - £1000 and St Marys Church - £1000

Have they applied before Yes

No

If yes, when, how much and have they completed evaluation form

Comments:

A long established youth club providing positive activities for young people. Good matched funding in place. A proven record of delivering the youth work.

Completed by: Anthony Sayles

Suggested amount  
£5000

Awarded: Yes

£

No (reason)



**Chill Out Fund Application Form**

**1. Name of Organisation**

NORTH LEIGH YOUTH PROJECT

**Name of Project**

NORTH LEIGH YOUTH CENTRE

**2. Children and young people**

Specify the age range of the children/young people that will be supported

11 - 18

Number of children/young people will benefit

UP TO 100

Describe how children/young people have been involved in this application (please attach any supporting documentation to demonstrate their involvement)

Young people discuss progress and development of the project at sessions and are represented on the committee by two young people to express their wishes, ideas and support.

**3. Access to positive activity in children/young people's leisure-time**  
Describe the project

A thriving youth centre offering a safe, secure and inclusive, stimulating environment accessible to all youths aged 11-18.  
A well equipped centre with increasingly busy sessions requiring qualified Youth Worker and Assistant to enable sessions to run.  
Many themed evenings and trips offered.

Describe why this project is important

The centre is the only place in the village young people have for leisure and they are encouraged to develop social interaction skills, to be part of the community with positive attitudes, good motivation and constructive interaction.

All achieved whilst enjoying themselves!  
The Project offers respite to vulnerable young people and to those with learning disabilities who integrate well and this is a positive outcome for all young people which we wish to continue and develop.

P10

Also this year we are hoping to run First Aid courses for the benefit of the young people.

Two people have qualified in Emergency Aid Appointed Person Schools and with training support from St John Ambulance will deliver the courses outlined on the attached sheet to the young people to assist in fund-raising and provide skills.

Describe the desired outcomes and impact for children/young people and local communities

Separate sessions are run according to age groups to allow for age appropriate activities and social interaction for the purpose of positive activities and encouraging avoidance of anti-social behaviour within the community. Sessions are attended from within the village and adjoining areas of New Yatt, East End and Madley Park on Witney outskirts.

**4. How much will the project cost?**

Please let us know what the project costs are, breakdown the costs for both capital and/or revenue, identify how much and from where matched funding has been achieved and enter the amount(s) applied for from the Chill Out Fund

	Revenue	Capital
<b>Total Cost of the Project</b> (include funding already in place) See Attached	18 139	
	Sheets.	
<b>Breakdown of costs</b>	Paid youth work staff	12 500
	Premises	4 635
	First Aid training (staff + volunteers)	400
	First Aid Project (provision of courses)	604
<b>Identify amount and source of matched funding in place</b>	Northleigh Parish Council	1 100
	Religious Community	4 000
	Church Trust	1 000
	St. Mary's Church (£500 + £500 matched by Religious Community)	1 000
<b>Total Grant Aid requested from the Chill Out Fund</b>	5000	

Grant Aid from Chill Out Fund would help to fund staffing + 1<sup>st</sup> Aid Project (see attached sheet) (£12 500 + £604)

**5. Timescale**

What is the timescale for this project (start and finish dates)

<b>Start</b> September 2009	<b>Finish</b> Sept 2010 + ongoing.
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# CHILL OUT 2009/2010

Date Received:

Meeting date:

Name of Organisation

Name of Project

Revenue:

Capital:

<b>Breakdown of costs</b>	Paving & hard landscaping, soft landscaping (planting etc) including labour	6000
	Seating, tables and lighting	4000
	<b>TOTAL AMOUNT OF PROJECT</b>	<b>10000</b>
	<b>Match funding</b>	<b>5000</b>
<b>Chill out</b>	<b>5000</b>	

Area: Central  Northern  Southern

**Brief description of project**

Provide a safe, secure and protected outside area for the children and young person, to use which would promote a healthier option (being out in the fresh air).  
We would like to utilize this area if it were covered for clubs and after school activities. We currently run a huge number of clubs after school for both ICC children and others in surrounding schools and the local community – and the additional facilities will be an enormous help.

CMDCY4

# young people benefiting

600 approx

Age range:

11-16

Match funding in place (with whom and amount)

£3000 from learning through landscapes plus devolved capital

Have they applied before

Yes

No

If yes, when, how much and have they completed evaluation form

Comments:

This bid provides a good link between school day and after school utilizing the structure for after school work. It is important that the school recognise the wider community use this fund would contribute to and must ensure that young people living in Watlington can use this structure. With this proviso I would suggest providing a match to the £3000 identified as funding through landscapes

Completed by: Ruth Ashwell

Suggested amount  
£3000

Awarded: Yes

£

No (reason)



**Chill Out Fund Application Form**

**1. Name of Organisation**

Icknield Community College

**Name of Project**

Chill Out area/zone Icknield Community College, Watlington

**2. Children and young people**

Specify the age range of the children/young people that will be supported

11-16 years

Number of children/young people will benefit

600 approx

Describe how children/young people have been involved in this application (please attach any supporting documentation to demonstrate their involvement)

We have met with the School Council and taken soundings from all age groups within the school to provide feedback as to what the children would like in terms of somewhere to eat and "hang out" outside of lesson times. What the children tell us is that they would use covered tables/benches if they could be grouped to allow the seniors to be a little separate, i.e. away from say year 7!  
The additional benefit would be that the older years, in particular year 11 mainly made up of prefects, who would be available to supervise the younger children.

**3. Access to positive activity in children/young people's leisure-time**

Describe the project

With this funding we would be able to provide a safe, secure and protected outside area for the children to use which would promote a healthier option (being out in the fresh air which in fact the children prefer) as opposed to being cooped up in a school hall or classroom for their break and lunchtimes.  
Additionally we would like to utilise this area if it were covered for clubs and after school activities.  
We currently run a huge number of clubs after school for both ICC children and others in surrounding schools and the local community – and the additional facilities will be an enormous help.



## CMDCY4

### Describe why this project is important

We are fortunate in that the behaviour of the children at Icknield is very good but we feel we are failing them in not being able to provide an external area for them save only when the weather is good. Given that the English climate tends towards being wet and cold for something in the order of 6-7 months of the year; it will be appreciated this limits the period for outside play/socialising.

The school is now some 50 years old and this is a continuing problem. We are aware that funding such as this has a finite life and may not be available in the future plus we are concerned that it is something noted by Ofsted in a recent inspection.

We actively work with many groups in the local community – the governor coordinating this application is Chair of the Watlington Festival and as such is extremely keen on promoting a cohesive and coordinated approach to shared facilities and activities. It is critical that the young people of our community have access to stimulating and worthwhile opportunities in which to channel their energies!

### Describe the desired outcomes and impact for children/young people and local communities

A need has been identified to provide a Chill Out area for the children. At present there is nowhere outside for the children to congregate during inclement weather. They are able to use the playing fields or the inner quadrangle but due to the nature of the land/finish; this precludes their use during wet or very cold weather as the surface becomes very wet and muddy and is taped off during bad weather.

There insufficient room in the dining room for children taking school lunches as well as the children needing to eat packed lunch. Coupled with this is the lack of an area for the children to socialise except if the weather is good.

The area could also be used by people in the community such as the Watlington Players (local amateur dramatic group) etc.

The Watlington Festival are looking for a new venue for some of their activities; in recent years the Festival has mushroomed into a three day event with music, Watlington Festival Young Musician Competition (with cup), games, food, stalls etc etc. Bringing this down to the school site would encourage more children and young people to take part.

### 4. How much will the project cost?

Please let us know what the project costs are, breakdown the costs for both capital and/or revenue, identify how much and from where matched funding has been achieved and enter the amount(s) applied for from the Chill Out Fund

		Revenue	Capital
<b>Total Cost of the Project</b> (include funding already in place)			<b>£10,000</b>
<b>Breakdown of costs</b>	Paving & hard landscaping, soft landscaping (planting etc) including labour		£6,000
	Seating, tables & lighting		£4,000

CMDCY4

<b>Identify amount and source of matched funding in place</b>	£3000 from learning through landscapes plus devolved capital	=	£5,000
<b>Total Grant Aid requested from the Chill Out Fund</b>			£5,000

**5. Timescale**

What is the timescale for this project (start and finish dates)

Start July 2009	Finish End August 2009
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Division(s): All

## **CABINET MEMBER FOR CHILDREN YOUNG PEOPLE & FAMILIES - 6 OCTOBER 2009**

### **PROVISION OF HOUSING AND RELATED SUPPORT SERVICES FOR YOUNG PEOPLE, ASYLUM SEEKING CHILDREN, VULNERABLE YOUNG PEOPLE AND TEENAGE PARENTS**

**Report by Director for Children, Young People & Families**

#### **Introduction**

##### **Purpose of the paper and key issues**

1. To provide recommended options for the award of contracts for young persons and young families accommodation and support services in service packages one to four across Oxfordshire.

##### **Background**

2. In May 2009, Oxfordshire's Joint Commissioning Strategy 2009-2014 was published setting out the approach to improving the quality, effectiveness and value for money of housing and related support services for young people and families. Funding for the strategy was brought together from the following sources:
  - (i) Children, Young People and Families Directorate (CYPF) in relation to care leavers aged 16 and 17 and unaccompanied asylum seeking children.
  - (ii) Supporting People Partnership for housing related support for 16 – 24 year olds who require supported housing.
  - (iii) Oxford City Council for a reconnection and referral service in Oxford.
  - (iv) Oxford City, Cherwell, South Oxfordshire and Vale of White Horse District Councils which are contributing towards a supported lodgings service, along with Supporting People and CYPF.
3. It was agreed in March 2009 that the procurement would be by open tender. The Invitation to Tender (ITT) was issued in early June 2009, with a closing date of 13 July 2009. Organisations were invited to bid for a range of provision across five service package areas.
  - **Service Package 1:** Reconnection and Referral Service in Oxford City.
  - **Service Package 2:** Housing and support for Unaccompanied Asylum Seeking Children (UASC) in Oxford.
  - **Service Package 3:** Supported Lodgings Service across Oxfordshire.
  - **Service Package 4:** Housing and support high risk young people with multiple needs.
  - **Service Package 5:** Supported Housing for single young people and young families, across all five districts.

Service packages one to four are funded through CYP&F while service package five is funded through the Supporting People Partnership budget.

4. All bids, across all service packages, were scored on a 60/40, quality/cost basis.
5. The joint commissioning process included representatives from all of the City and District Councils, CYPF and the Supporting People Team. In July 2009 all of the partners signed a formal partnering agreement relating to the procurement of housing and related support services for young people and young families.
6. The Invitation to Tender documentation provided full details of the procurement process and identified that it 'may comprise of any or all of the following elements - tender response, supplier presentation and site visits.' In addition, it highlighted 'the right to shortlist tenderers after the tender stage and invite short listed applicants to the supplier presentation stage'.
7. All of the proposals, across all of the service packages, were evaluated in line with the process that was set out in the ITT documentation, and the outcome cannot be changed.
8. The tables set out in Annex 2 show the scores achieved, in percentages, by all organisations which were invited to the presentation stage. Overall cost of each bid over the three year life of the contract is also shown.

## **EXEMPT INFORMATION**

In the event that any member or officer wishing to discuss the information set out in Annex 2 the Committee will be invited to resolve to exclude the public for consideration of the annex by passing the following resolution:

*The public should be excluded during discussion of annex 2 because its discussion in public would be likely to lead to the disclosure to members of the public present information in the following prescribed category:*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information) and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that where information has been supplied in commercial confidence such disclosure would prejudice the commercial position of the parties involved.*

## **RECOMMENDATION**

9. **The Cabinet Member for Children, Young People & Families is RECOMMENDED to confirm the award of contracts as follows:**
  - (i) **Service package one (Reconnection and Referral Service) that CRI are awarded the contract.**

- (ii) **Service package two (Unaccompanied Asylum Seeking Children Service) that Key2 are awarded the contract.**
- (iii) **Service package three, (Supported Lodgings Service) that Stonham are awarded the contract.**
- (iv) **Service package four (Housing and Support for high risk young people with multiple needs) that Key2 are awarded the contract.**

JANET TOMLINSON  
Director for Children Young People & Families

Background Papers: Nil

Contact Officer: John Terry, Project Manager, Children Young People & Families, Tel: (01865) 323103

September 2009

Pathway through young people’s housing and related support for young people aged 16-24 years.

Prevention, Assessment, Referral →		Access →	Progression →	Move – through →	Independence	
Assessment completed by social worker		<b>Service package 2:</b> <b>Housing and support for Unaccompanied Asylum Seeking Children (UASCs)</b>  <i>Based in Oxford City only</i>				
1a) For 16 & 17s: • YPHA completed jointly by a social worker and housing officer  1b) For young people in care /care leavers: • YPHA completed by Leaving Care / social worker  1c) For 18 - 25s: • YPHA completed as a referral form by approved organisation	<b>Service package 1:</b> <b>Reconnection and referral</b>  <i>In Oxford City only</i>	<b>Service package 3:</b>  <b>Supported Lodgings</b>  <i>Accessible to young people from across Oxfordshire</i>				
		<b>Service package 4:</b>  <b>Housing for high risk young people with multiple needs</b>  <i>Accessible to young people from across Oxfordshire</i>				
			<b>Service package 5:</b>  <b>Supported housing with</b>  <i>Based in all districts</i>		<b>Step-down &amp;</b>	<b>Out-reach</b>
2) If supported housing need: • YPHA sent to relevant referral co-ordinator in district or social care • Referral sent to relevant service  3) service processes referral and offers place						Floating support
<b>Average time in service (months)</b>	<b>1 month</b>	<b>1.5 – 6 months</b>	<b>6-18 months</b>	<b>6 months</b>	<b>3 mths</b>	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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Division(s): Witney South

## **DETAILED PROJECT APPRAISAL**

**APPRAISAL NO. ED709**

**NAME OF SCHEME:** Witney Young People's Centre Phase 2

**START YEAR:** 2009/10

**BASIS OF ESTIMATE:** Mouchel estimate based on agreed scheme

### **1. INTRODUCTION AND DESCRIPTION OF PROJECT**

This project is a continuation of the phased improvement works at Witney Young People's Centre to provide a single point of access for a range of services and support for young people. The Young People's Centre will be used for many positive activities including counselling, training and education, socialising, the provision of information/guidance and music performance.

The proposed works include a complete internal remodel and extension and will transform the external appearance of the building to provide a welcoming and fully accessible facility. This is to be achieved by the creation of a new main entrance, lobby and stairs with a lift. An important outcome is the resolution of existing circulation route problems.

The new entrance will be fully accessible to people who have young children in buggies and it will be compliant with accessibility requirements. The trees and shrubs and footpath outside the front of the building are to be landscaped as part of the project.

The County Council is undertaking the Better Offices Programme (BOP) which is looking at how to make best use of office accommodation throughout the County. As part of the BOP initiative, this project will provide working accommodation for Integrated Youth Support Service (IYSS) staff, 'Face to Face' staff, who provide confidential counselling services and 'Connexions' staff who focus on guidance for young people on work, training and education. The project will also provide space for 'Back On Track' staff who provide vital and innovative ways of reaching young people who have been excluded, those at risk of exclusion and other young people in the Witney area. Connexions and Back On Track staff will be relocating to the Centre from current unsuitable accommodation in Church Green, Witney.

### **2. JUSTIFICATION AND ASSESSMENT OF NEED**

A review of Youth Service Accommodation was carried out during 2005/6. A Youth Service Accommodation Strategy was produced and the results reported to the Capital Working and Steering Groups in November 2006. The current Witney Young People's Centre is considered to be 'Unfit for Purpose with Potential for Economic Improvement'. The Corporate Asset Management

Plan (CAMP) 2007 – 2010 identifies the “improvements in the condition and suitability of youth centres” as a key property objective.

On 20 May 2008, the Secretary of State for Children Schools and Families launched a White Paper “Back on Track - A Strategy for Modernising Alternative Provision for Young People”. This Paper set out the Government’s proposals for transforming alternative provision into a vibrant and successful part of the whole education system, working in close partnership with mainstream schools, special schools and with children’s services, to meet the needs of all individual young people and set them back on the path to success.

Oxfordshire is one of 12 pilots from around the country that will test new and innovative ways of teaching those who have been excluded, those at risk of exclusion or those who cannot be taught in mainstream schools for other reasons.

This project provides an increased opportunity and likelihood of young people in the 13-19 age range to be actively engaged in positive activities. Expectations are that approximately 25 young people will be using the Centre at any one time during the day, with anything up to 150 in the evenings, depending on the activities taking place, which could range from art projects to band nights etc.

The inclusion of the Better Offices Programme will result in IYSS staff relocating from currently unsuitable premises within Witney.

### **3. OTHER OPTIONS**

The existing facilities provide a unique ‘non-school’ environment to support young people. It is centrally located within the town centre adjacent to a range of sports and leisure facilities. The options for developing services to young people within the area have therefore focussed on improvements to the existing building.

Phase 1 of the works at Witney Young People’s Centre has already been completed, this focused on the creation of an attractive coffee bar and social space for young people to gather and for staff to engage with them. This was carried out through internal remodelling on the ground floor of the building.

The details of the Phase 2 requirements have been developed with young people and have included a range of options and design solutions.

An application for Planning permission will be submitted shortly, following a protected species survey and input from the Environment Agency. Following the Tendering process, work is expected start in the late autumn 2009.



## 4. FINANCIAL IMPLICATIONS

### (i) Capital

The estimated cost of scheme, inclusive of all professional fees etc is £1.12m

Funding has been identified as follows:

Capital Priorities allocations	
Balance available from Phase 1	£120K*
Service & Resource Planning 2009/10 to 2013/14 (Feb 09)	£750K
DCSF 'Back on Track' grant (2009/10)	£250K
<b>Total</b>	<b>£1.120m</b>

#### \* Phase 1

Service & Resource Planning 2008/09 to 2012/13 (Feb 08)	£200k
Connexions	£ 20K
Less expected cost of Phase 1 scheme	£100K
<b>Total funding from Phase 1 towards Phase 2</b>	<b>£120K</b>

### (ii) Revenue

The co-location model provides value for money as the Lease on the current Connexions building in Church Green, Witney can be given up and vacated when this service moves into the refurbished Centre. Although obviously this means an increase in utilities bills at the Centre, other revenue and rental costs associated with the Church Green building will no longer apply. Rent for the current building is £9000 per annum. Revenue costs for the new co-location are difficult to estimate but there is no extra staffing associated with the move and Connexions will be occupying a building at all times which for parts of any day may have otherwise be unused.

Works on the building will address a current repair and maintenance liability of approximately £164,400. Details of these R&M non-delegated maintenance liabilities are on the Assessed Needs report last updated following a survey in June 2007 on the building (EN 14391) by Mouchel.

### (iii) Risk

An assessment of risk will be carried out by Property Services and the County Council's Property Consultant; Mouchel. A Risk Register will be maintained for the project.

### (iv) Whole Life Appraisal

The design will make use of appropriate materials and components – balancing the requirement for a non institutional building with that of

durability and low maintenance requirements. A large consideration throughout the design discussions has been the balance of security and safety with providing an attractive, modern building that welcomes young people in. Input from IYSS youth workers has been invaluable in this regard and the project team is confident that this balance has been properly addressed.

The building will be designed to be welcoming and attractive, with landscaped external approaches, in contrast to the current rather forbidding exterior and the extensive overgrown planting that hides the building from view. This will encourage an increased “ownership” and value of the building by young people and help to discourage antisocial behaviour that is detrimental to the building.

## **5. STAFFING IMPLICATIONS**

There are none for the County Council arising from this report.

## **6. ENVIRONMENTAL IMPLICATIONS**

It is recognised that the project will not necessarily match the assessment criteria of the Building Research Establishment Environmental Assessment Method (BREEAM). It will however seek to meet those principles and seek to achieve the level of ‘Very Good’.

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Tel: (01865) 816445

August 2009

**Resource Appraisal**

**Status:** Detailed

**Appraisal Ref:** ED709

**Capital Project: Witney Young People's Centre Phase 2**

**Price Base:** 2nd Quarter 2009

**Capital Expenditure and Financing**

<b>Cost of Project</b>	2007/08	2008/09	2009/10	2010/11	20011/12	2012/13	Total
	£000	£000	£000	£000	£000	£000	£000
Purchase - Land & Buildings							-
Construction			152	798			950
Furniture/Equipment							-
Other works							-
Consultant Fees			67	44			111
Other Fees & Charges			7				7
Risk / Contingency					52		52
<b>Total Estimated Payments</b>	-	-	226	842	52	-	1,120

<b>Funding of Project</b>	2007/08	2008/09	2009/10	2010/11	20011/12	2012/13	Total
	£000	£000	£000	£000	£000	£000	£000
Credit Approval (Borrowing)							-
Capital Receipt(s) - Corporate Resources				818	52		870
Contribution From Third Parties							-
Grant(s)			226	24			250
Revenue Contribution(s)							-
Other							-
<b>Total Financing</b>	-	-	226	842	52	-	1,120

**Revenue Implications \* / \*\***

**Corporate Costs**

<b>Capital Financing (Cost of borrowing)</b>							
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**Service Implications**

	2007/08	2008/09	2009/10	2010/11	20011/12	2012/13	Total
	£000	£000	£000	£000	£000	£000	£000
Employees							-
Running Costs							-
Income							-
Less net current cost							-
<b>Net Cost/(Saving) to Service</b>	-	-	-	-	-	-	-

<b>Staffing</b>	2007/08	2008/09	2009/10	2010/11	20011/12	2012/13	Total
	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Additions/(Savings) resulting from the project							

\* Rent for lease of current Connexions building (Church Green, Witney) is £9000 p/a. Co-location of service removes this rental cost.

\*\* Current R&M liability of £164,400 addressed due to renovation of building. One off cost saving. See Section 4ii.

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