

Local Commissioning

Youth Advisory Committee Guidance

Introduction

For the last three years there has also been a central youth commissioning panel, commissioning activities for young people through the Youth Opportunities and Capital Funds, which matured into a good practice model of delivery engaging young people and service users as partners in delivery and influencing the delivery of services. Funding devolved to this panel was cut in 2010/11 and so the panel was disbanded. However, there was a lot of good practice established and this has been used to develop the local Youth Advisory Committees (YAC).

The Youth Advisory Committee

The YAC will identify local needs and priorities and decide on what is needed to increase or improve positive activities and youth provision.

Membership

The YAC will be made up between 6-12 young people aged 11-19 years, and up to 24 years for young people with learning difficulties and disabilities. They will be diverse and represent the local community.

Roles of Young People on the YAC

There will be a variety of roles on the panel, for example marketing, policy and inclusion, monitoring, conducting project visits and so on. They will ultimately make the decision on what is to be funded. To fully participate, all members of the YAC need to be trained in grant giving/commissioning, following the minimum criteria set, and where possible this training should be accredited. It is important that those young people that give up their time to take part in YAC enjoy the experience and are provided with personal and social development opportunities.

Frequency of meetings

The YAC will meet two to three times per financial year in line with the contracting rounds.

Support to meetings

The Area Youth Work Lead or equivalent will administer and support the YAC and ensure quality assurance, monitoring and SLAs are in place within each Quindrat. The role of the professionals within the process is in an advisory or supportive capacity to guide young people in their decisions.

Governance

An independent professional will provide input/scrutiny and ensure governance within the process - this could be done by another agency worker, community member, school representative, PCSO and so on.

Administration

The Youth Service will lead and administer the process in partnership with youth providers that work with young people.

Decision-making process:

In addition to the training of young people on the committee, the role of the professional within the process will be to provide advice, information, guidance and scrutiny to the young people's decision making process. A rationale for each decision will be agreed and captured.

Support and training:

The support worker is key to a successful panel and needs the time and resources to carry out this role effectively

Experienced young people can play a vital role in supporting or coaching new panel members and applicants

Young people need to be consulted on the rewards and incentives that mean the most to them, for example accreditation, vouchers, celebration event, positive press stories and so on
YouthBank is a resource of good practice available in supporting and delivering training and support for young people to commission www.youthbank.org.uk/about_us

Accountability

The YAC is ultimately accountable to the Single Quindrat Commissioning Board and will be asked to report on the progress and impact of their decisions. The YAC is also accountable to all potential bidders ensuring that clear and timely communication about funding and deadlines for bids is in place; assessing all bids within three weeks of the closing date for each bidding round; and communicating outcomes on website

Key criteria for assessing bids:

- Proposals within bids need to meet the following criteria
- Respond to local needs
- Providers delivering programmes need to show they have capacity for commissioned projects and activities to be delivered
- Evidence of young people being involved in the bids and or project planning
- Provide good value for money
- Priority should not be given to repeat programmes or duplicate activities
- Proposals should support community cohesion and promote good citizenship
- Evidence of quality track record in providing services to young people

Contestability

All bidders that wish to appeal against the decision of the YAC can do so in writing within three weeks of results being published. The appeal will be considered by the original YAC within two weeks of receiving the appeal. If the appeal is not upheld and the bidder is dissatisfied with the explanation/outcome, they may appeal against the decision within one week. The appeal will be heard by Single Quindrat Commissioning Board and the decision of that Board will be final.

Financial guidance

To support the expenses of the YAC up to £1,000 for training and up to £150 for expenses such as reimbursement of travel cost, child care and refreshment out of the devolved allocation per financial year.

Efficiency

In line with providing the best possible services in the most cost effective and efficient way, the YAC is asked to make decisions and administer their local process in a most cost efficient way.

The following should be considered:

Use of modern communication technology such as website, facebook, texting to keep cost down for any marketing, bids submissions or communication with bidders
When spending allocated budget for training, refreshments or reimbursement – the best value training provision should be considered and cheapest method of travel should be reimbursed
Scrutinise each bid and any financial propositions within the bid to ensure available resources are maximised and waste is avoided

Implementation timescales

Action	Timescale
Recruit and train YAC panel members	November-December 2010
Agree local priorities	January 2011
Publish dates for YAC panels and funding allocations	January 2011
YAC decision round 1 starts – services will be commissioned throughout 2011/12	March 2011

Professional contacts:

For operational arrangements/information: Peter Moorcock,
Phone: 020 88917549
Email: peter.moorcock@richmond.gov.uk

Lead Officer: Ivana Price
Phone: 020 8891 7301
Email: ivana.price@richmond.gov.uk