



## Notice of meeting of

### Young People's Working Group

**To:** Councillors Blanchard (Chair), Aspden (Vice-Chair),  
Runciman, Gunnell, Ayre and Alexander

**Date:** Wednesday, 23 April 2008

**Time:** 5.00 pm

**Venue:** Guildhall, York

### AGENDA

**1. Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

**2. Minutes** (Pages 3 - 6)

To approve and sign the minutes of the meeting held on 17<sup>th</sup> January 2008.

**3. Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Working Group's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is Tuesday 22<sup>nd</sup> April at 5pm.

**4. Update on Involvement and Participation** (Pages 7 - 32)  
**work in York**

This reports sets out the main recent and forthcoming initiatives in the work to promote the participation and involvement of children and young people in shaping services in the city. No decisions are required, but Members' comments are invited.

- 5. Children and Young People's Champion** (Pages 33 - 44)  
This report updates members on the recent election for the role of Children and Young People's Champion and seeks reflections and feedback on the process.

- 6. Any other business which the Chair considers urgent under the Local Government Act 1972**

Democracy Officer:

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Tracy Wallis

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

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- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

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### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	YOUNG PEOPLE'S WORKING GROUP
DATE	17 JANUARY 2008
PRESENT	COUNCILLORS BLANCHARD (CHAIR), ASPDEN (VICE-CHAIR), RUNCIMAN, GUNNELL, AYRE AND ALEXANDER

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**13. DECLARATIONS OF INTEREST**

At this point in the meeting the Chair invited Members to declare any personal or prejudicial interests they might have in the business on the agenda.

Councillor Aspden declared a personal non-prejudicial interest in Agenda Item 5 (Update on Involvement and Participation work in York) as he is a part time teacher and a member of the National Union of Teachers (NUT).

Councillor Alexander declared a personal and prejudicial interest in Agenda Item 5 (Update on Involvement and Participation work in York) as he was a prospective candidate for the Children and Young People's Champion.

**14. MINUTES**

RESOLVED: That the minutes of the Young People's Working Group held on 9 October 2007 be approved and signed by the Chair as a correct record.

**15. PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

**16. YOUTH OPPORTUNITY AND CAPITAL FUNDING**

Members considered a report that advised them of the next tranche of 'Youth Opportunity and Capital Funding' monies that were available to York, sought their preliminary views as to the best way to consult young people and others about allocating these funds to projects within the city, as well as any initial strategic steers that Members themselves may wish to offer.

Last summer, the Government announced a £679m package of funds to develop services and facilities for young people as part of a 10 year youth programme. It is known that York's share of these funds for the next three years (2008-11) will be £0.878m. It is not known whether any grant restrictions will be placed on these funds.

Members received a presentation in the form of a DVD that had been compiled by Members of Yorkash. Two Members of Yorkash were present at the meeting and informed Members that 117 applications had been received this year and they had had £145,000 to distribute. The amount of applications received this year had been 50% higher than the previous year.

The representatives from Yorkash felt that they could potentially fund five large applications with the monies available and thought that this could be more beneficial to the community as a whole. They therefore proposed to prioritise the funding of applications between £5,000 and £30,000 for one year. This did not mean that they would not consider applications for smaller amounts which would be available for amounts up to £150 through the it's UP2U scheme.

They also suggested that a question could be added to the application form that asked whether Yorkash funds had been received previously. Other suggestions for improvement were as follows:

- Online forms
- More funding for rural projects
- Target more disadvantaged groups, particularly Black Minority Ethnic (BME) groups & make the application form available in languages other than English.
- Bid assessment block (i.e. assessing all the applications in a 2 day block when the whole panel is available). This could take the form of a residential weekend and processed could be recorded.

RESOLVED: That Members note the allocation of £0.878m for young people's projects in York over the next three years and recommend the comments of the Yorkash representatives regarding their suggested adjustments to the system of allocating the funds for the coming year be implemented.<sup>1</sup>

REASON: To enable the consultation process to start in a manner that reflects Members' views.

## **17. UPDATE ON INVOLVEMENT AND PARTICIPATION WORK IN YORK**

Members considered a report that set out the main recent and forthcoming initiatives in the work to promote the Participation and Involvement of children and young people in shaping services in the city; these included:

- Elections for Children and Young People's Champion  
Officers reported that they had received responses from 17 primary schools, 2 secondary schools and the pupil referral unit in relation to the elections for the Children and Young People's Champion. The Hustings event was due to be held on 8<sup>th</sup> February 2008. Members asked whether the current Children and Young People's Champion would be invited to the event and it was confirmed that he would.

- Involvement Strategy  
This is the strategy that brings together all the Involvement and Participation work within the City. Work has already been developed on a number of issues, in particular:
  - Community planning
  - Schools Council Conferences
  - Coordination and training
- OFSTED TellUs2 Survey  
OFSTED had undertaken a national survey of young people's views which had been outlined at Annex A to the report.
- Takeover Day  
In November 2007, the Office of the Children's Commissioner had promoted an event entitled Takeover Day. This celebrated the ways in which children and young people made a positive contribution to their communities. A number of activities had taken place across the City including a number of young people becoming Lord Mayor for the day, a number of young people editing the Evening Press for a day and a number of young people documenting their school day.

RESOLVED: That Members note the developments outlined in this report.

REASON: So that Members are aware of progress in these areas.

Councillor P Blanchard, Chair  
[The meeting started at 5.10 pm and finished at 6.25 pm].

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*Young People's Working Group**23 April 2008*

Report from the Assistant Director, Partnerships and Early Intervention

## **Update on Involvement and Participation work in York**

### **Summary**

This reports sets out the main recent and forthcoming initiatives in the work to promote the participation and involvement of children and young people in shaping services in the city. No decisions are required, but Members' comments are invited.

### **Background**

This update is provided under 12 sub-headings, of which the first is the most substantial.

#### ***1) Community Planning***

One of the key aims of the Involvement Strategy is to develop an approach which ensures the involvement of children and young people in local decision making. In recent years, strong links have been built up with key individuals cross departmentally within Neighbourhood Management, the Children's Trust Unit, Children's Services, and Young People's Services, who have formed a project to support this work.

A need was identified to design robust processes to support the following:

1. Assessing local needs as well as aspirations (mapping)
2. Methods of engagement which could be adapted and used across the city in order to give as broad an opportunity for children and young people to engage as possible.
3. Resources and knowledge
4. Commissioning ward committee local improvement schemes relating to young people

The reasons why this was considered important were articulated as being:

1. To create enhanced shared knowledge on which to prioritise engagement, tailor engagement activities and local decision-making.
2. To support local members as community champions by offering effective opportunities to engage with young people.

3. To enhance resources through partnership working e.g. use of ward committee newsletters 'Your Ward' and the 'Schools Out' publication for information and feedback to young people. To promote shared knowledge of events new initiatives across directorates and therefore promote participation.
4. To create a greater understanding of what is possible in terms of ward committees commissioning local improvement schemes e.g. the ability to create new, commission additional, or adapt existing provision/services.

It is envisaged that once a process is agreed then this would be implemented on a rolling programme. Piloting of different approaches will be undertaken by the Neighbourhood Management Unit through ward committee and supporting events.

It is envisaged that a process of *mapping* would indicate key areas in which to commence the cycle and progress to the engagement element. These indications would be considered alongside ward committee neighbourhood action plan ambition statements and planned programmes of activity with key partners in order to identify a priority order for engagement. It is envisaged that the process will be offered to all ward committees and will be monitored and reviewed at regular intervals by the project team in order for ongoing improvement. The results of the mapping exercises will be available to ward planning teams therefore contributing at a very early stage to local action planning and decision-making.

At the same time, a package of engagement options will be put together including direct consultation/engagement through:

- Schools (incorporated into the school day)
- Ward Committee events
- Youth provision – fixed and detached/mobile
- Other events organised by internal and external providers (piggy backing)
- Other opportunities as they present themselves

Collation of the ward information would be undertaken by the Neighbourhood Management Unit with support from other partners. Collated information would be presented to ward planning teams but will be available to all project partners.

This process can deliver both direct prioritisation of ward committee budget spend as well as identification of long standing and topical local issues and concerns from a young person's perspective and therefore can feed into decision making on a number of levels.

A real asset to the outlined process is that there are already a number of established resources which can be utilised to feed back to young people, e.g.

- Your Ward newsletter (delivered to every household in the ward quarterly)
- Schools Out Publication. (delivered to all schools pupils and available through community venues)
- Ward web pages, Yortime and Yor o K websites
- School Council meetings
- School year assemblies
- Youth Work Sessions

In terms of *timescales*, the mapping element of the cycle can begin from April 2008.

It is envisaged that once a process is agreed then this would be *implemented* on a rolling programme. How often direct engagement would be possible or desirable would be identified once we were some way into the first cycle with the wards initially prioritised by the mapping process.

The mapping, collation and direct engagement will be the most people resource-intensive of the outlined process. It is envisaged however that through partnership working this can be managed through existing resources within the project partner's teams and that the benefits of establishing this level of engagement will outweigh the initial outlay in terms of time.

## **2) Coordination and Training:**

A further key element of the Involvement Strategy is developing interagency cooperation, coordination and training. To promote this, the Yor-Ok Involvement sub-group is hosting a conference on 7<sup>th</sup> May 2008 at Next Generation, Hull Road, York.

This conference will:

- Draw on good practice in York and look to see how involvement can be more effective in the future
- Focus on practical skills in developing involvement work including: using new technologies, creative approaches, working with under 5's, inclusive practice, involving young people in governance and commissioning, involving children and young people in recruitment, equalities, involving parents, volunteering and commissioning.
- Share the lessons of effective involvement and how to bring them into everyday practice .

Bookings for the event are now being taken. Members would be welcome to attend.

## **3) Children and Young People's Plan:**

A paper is being prepared for Yor-OK Board recommending that a new Children and Young People's Plan (CYPP) be developed for publication in April 2009. This is due to the pace of developments in the children and young people's agenda.

There will be in-depth consultation necessary which will build upon the work for the 2007 plan which:

- Drew responses from 4000 children and young people;
- Involved auditing 45 pieces of involvement and consultative work including targeted work with disabled children and young people and minority communities;

- Included 'supported' postcards consultations with children and young people; postcard consultations with parents through schools and events in the City Centre;
- Ensured young people were involved in developing the final format of the plan including a children's version and young people's version and creating a DVD to support the plan.

The Yor-Ok Involvement group will be developing a consultation plan to support this development. A verbal update will be given at the Young People's Working Group.

#### **4) Commissioning:**

A commissioning framework is being developed for services for children in the city. This will:

- Build on strong tradition of partnership working;
- Realise efficiencies; innovation; more responsive local services; increasingly shared agendas / shared performance objectives;
- Increase emphasis (through thematic commissioning eg. risky behaviours) on delivering services in context of locally identified need.

It is planned that children and young people will have a clear and meaningful part to play in the full commissioning cycle, which will entail some work to support training for the young people (general and specific skills) ensuring young people are part of:

- Development of commissioning criteria/prioritisation
- Assessment of proposals
- On-going evaluation of work

As work progresses, further reports will be made to the YPWG.

#### **5) Schools Council Conferences:**

York has developed over the past five years a highly successful model of holding a conference for student councils from York schools.

The most recent event was for York secondary schools. Nearly all secondary schools attended including Applefields and for the first time Bootham school. The day was funded through a grant from Connexions and was very ably organised by students from Joseph Rowntree school with great support from staff at the school.

Note should be taken of the amount of work put in by the school to organise the day. The organising group containing students from across the age range met weekly from November and were always pro-active and prepared – as proved by the way the day ran so smoothly.

The event included workshops on promoting effective councils, dance and young people's vision for York. The day concluded with a mini question time based around the five outcomes of Every Child Matters.

**6) Hungate:**

Young people's involvement in the Hungate project has been raised at the Show Me That I Matter group, and officers are working with the project team to ensure that young people's views about the move of services are taken into account..

It was agreed at the Show Me That I Matter Panel on April 7<sup>th</sup> that a group of Looked After Young People would meet to oversee a formal consultation process with Looked After Young People about their views on the move of Children's Services to Hungate. The consultation will start soon and will feed back to the Show Me I Matter Panel as well as Children's Services Managers and their representation on the Hungate project. Officers will ensure that their views are fully taken into account by the Hungate Project Team.

**7) Leaving care leaflet:**

A group of seven young people have been involved in writing a leaflet which tells other young people who are about to leave care about the services that are available to them and their entitlements. They have worked with a design company to write the content for the leaflet, brief the designers and take photographs that will be included. The leaflet should be finalised and printed in the next two weeks.

**8) Yorkash:**

The next year of YorKash finding has begun. We have recruited a group of 20 young people who have just begun the process and are looking at how they are going to publicise the grants. As discussed and agreed at the last YPWG meeting, they are looking to fund larger projects (£5k to £30k) that engage with more disadvantaged young people.

**9) It's Up 2U:**

*It's Up 2U* is running again; we are just in the process of promoting the scheme and are working closely with the police PCSO's to get the message into schools. The winning group from last year visited Eurodisney in February half term and had a great time. We have not yet secured but are still seeking a major sponsor this year so money from Yorkash is being used to underwrite the prize at present. The *It's Up 2U* scheme still provides the opportunity for groups to apply for small grants of up to £150 providing this is used in a project that benefits their community.

**10) Health consultation:**

We are working with a group of students from York University to develop a questionnaire about healthy lifestyles which will be distributed across secondary schools in the City to find out young people's perceptions of health issues and services/ strategies that are designed to address their needs. The students have worked with the Healthy Schools group and the PCT to ensure that results from the questionnaire can be fed back in and influence policy and practice. The questionnaires should be going into schools at the beginning of this term.

### **11) York Youth Charter Mark:**

The North Yorkshire Chartermark has been updated to take account of other involvement standards (including Hear By Right, Health's Your Welcome and the new Information Advice and Guidance standards). The mark has four possible levels - a fail and then a bronze, silver or gold award. (See attached example of the information pack). We have piloted these in four clubs (the skate park, open access Duke of Edinburgh, a drop-in at York High and Castlegate). In each project a group of young people have been recruited and trained and undertaken the assessment. Currently one project has scored a Gold Charter Mark and one a Silver (the others are still in the process).

### **12) The Heard:**

This is a group of young people who have used mental health services and are now working to influence them. Members from *the Heard* represent young people on the CAMHS board and the School Counselling Advisory Group. The Voice and Influence Team are working with Limetrees to look at future projects for young people's involvement in this area.

## **Options**

As this report is for information, it does not present options as such. Some may however emerge from the discussion.

## **Analysis**

Likewise, the report is essentially a background document, so does not contain further analysis.

## **Corporate Objectives**

Involving children and young people meets the Council objectives of:

- Encouraging all Children and Young People to become Active Citizens
- Consulting with children and young people about the future of the City and about provision by the council.

## **Implications**

- **Financial** No implications.
- **Human Resources (HR)** No implications.
- **Equalities** No implications.
- **Legal** No implications.
- **Crime and Disorder** No implications.

- **Information Technology (IT)** No implications.
- **Other** No implications.

## Risk Management

There are no risks associated with this report.

## Recommendations

The Young Peoples Working Group is asked to note the developments outlined in this report.

*Reason: to update Members and to inform further involvement work with young people.*

## Contact Details

**Author:**

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**Chief Officer Responsible for the report:**

*Pete Dwyer  
Director, Learning Culture and Children's Services*

**Report Approved**  **Date** *9 April 2008*

*Co-Author's Name  
Carol Pugh  
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Young Peoples Services  
Tel No.552355*

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Annex: Youth Charter Information Pack.**

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## York Youth Charter

### General information

The Youth Charter was originally developed by members of the Young People's Network in York and North Yorkshire to show what sort of standards they would expect from the services that they use. The Young People's Network is made up of different groups of young people, including those from school councils, youth clubs, sports and leisure groups and also those young people who are working with different agencies including education, health and social services.

The Charter Mark has been adapted for use in York to ensure that it fits with other schemes that check the quality of services and activities for young people. It aims to encourage and help young people to become more actively involved in designing, managing and evaluating the services that are provided on their behalf.

### Why apply for the Youth Charter?

The Youth Charter shows how young people themselves have judged how they are treated, what the facilities are like and the quality of the service that they receive. Any organisation receiving the award should be proud that they are providing such a good quality service that is valued by young people.

## **Which services and organisations should be interested in gaining the Youth Charter?**

Any service that deals directly with young people will be able to apply for the Youth Charter. The Charter is aimed particularly at those places that young people visit, for example:

- places that they go for personal and social development and to have fun such as youth centres,
- places they go to relax or play sport such as a leisure centre,
- places to help them with their education and learning such as school, college or a library,
- places they might visit to gain information and support such as a Connexions Centre, or 'drop-in' service,
- places that they have to go to for treatment or for specialist support such as a health clinic.

## **How do you get the award?**

To get the award you should contact the Voice & Influence Team at York Youth Service. The team will then arrange a time to come and meet with young people who use your service. We will work with them to tailor the assessment to their needs (e.g. if it is a detached project we will review the way the 'where we meet' standard will be applied), they will then complete the assessment with the V&I team's support and provide feedback to your organisation.

## **What is being assessed?**

There are nine quality standards against which you will be graded. Each standard contains a number of things which the young people will be asked to consider when making their grade. There are scores against these criteria to help young people make judgements if they find this useful. The overall grade for each standard is the score that will be used to determine the overall level of award given.

### **Standards and grades**

Each standard is graded 0 to 3

0 = no evidence of the standard being achieved

1 = the project meets the minimum required standard

2 = the project is good but there is still room for improvement

3 = the project is excellent, the standard is being fully met

Your final award will be based on an average score across all the standards.

### **What will you get if you are successful?**

If you achieve the necessary grade in each of the standards you will be awarded the Youth Charter. This will be in the form of a certificate and posters that you can display. There will also be feedback from the awarding panel to explain their grades and to highlight things they particularly liked or areas of improvement that you may want to consider.

There are 3 levels of Youth Charter that you could be awarded:

**Bronze:** This requires an average score of between 1 and 1.6. This recognises that the project reaches the minimum standards in all areas.

**Silver :** This requires an average score of between 1.7 and 2.3. This recognises that the project provides a good service but there is still room for improvement.

**Gold:** This requires an average score of between 2.4 and 3. This recognises that the project provides and excellent service.

### **What if you are not successful?**

If you do not achieve the necessary grades or fall below the required grade in some of the standards you will receive feedback from the panel identifying which areas are in need of improvement. The V&I team can help you to draw up an action plan to tackle these areas and will then visit you again at an agreed time to reassess you.

**Assessment areas**

**1) Staff**

<b>Things to think about:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Evidence/ Comments</b>
I think the staff are friendly and approachable					
I think the staff have the right qualities, skills and knowledge to support young people					
I think there are the right number of staff at the project					
<b>Overall grade</b>					

**2) Where we meet**

<b>Things to think about:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Evidence/ Comments</b>
I think the space is clean and comfortable					
I feel safe coming to this building and when I am here					
I know I can speak to a member of staff in private if I want to					
I think the room/ s give staff and young people enough space					
I think the projects signs, posters, and information are right for young people of all different kinds					
<b>Overall grade</b>					

### 3) Coming to the project

Things to think about:	0	1	2	3	Evidence/ Comments
When I first came to the project people were friendly and I was made to feel welcome					
I think this is a place where all different kinds of young people would feel comfortable					
The project is open at times that are good for young people					
I think all young people at the project will be treated with respect, and that the staff challenge anyone who is not doing this					
<b>Overall grade</b>					

### 4) Publicity and promotion

Things to think about:	0	1	2	3	Evidence/ Comments
I think it's easy to find out about the project and how to access it					
I think the publicity gives enough information and is clear and accurate and tells you what the project does					
I think the publicity is appealing to young people					
I think the project is well known in the local community as a service for young people					
<b>Overall grade</b>					

### 5) Information and Advice

Things to think about:	0	1	2	3	Evidence/ Comments
The project has the right kind of information available for young people					
I think information in the project is well organised and well presented					
The staff are able to help me find information that I need or they can tell me where else I can go to find it					
I understand what a confidential service is and the limits of confidentiality offered to me in this project					
I think the staff at the project listen carefully to young people					
I think the staff at the project can explain things well to young people					
I feel that young people can talk to the staff at the project about how they feel and ask for help if they need it					
<b>Overall grade</b>					

### 6) Activities

Things to think about:	0	1	2	3	Evidence/ Comments
I think there are a good range of activities available to young people at the project					
I think the project asks young people for ideas about the activities that should be provided					
I think the activities on offer at the project are accessible and appealing to all different kinds of young people					
<b>Overall grade</b>					

### 7) Equipment/ facilities

Things to think about:	0	1	2	3	Evidence/ Comments
I think the project has equipment and facilities that are appropriate for and appealing to young people					
I think the project asks young people for ideas about the kind of equipment and facilities that should be on offer					
I think the equipment and facilities that the project have are in good condition					
I think the equipment and facilities on offer at the project are accessible to all different kinds of young people					
<b>Overall grade</b>					

### 8) Record Keeping

Things to think about:	0	1	2	3	Evidence/ Comments
I know the kind of information the project writes down about young people and who can see this					
I know why the project records this information about the young people that they see					
I know how to see this information if I want to					
I think the information that is kept about me is used responsibly					
<b>Overall grade</b>					



### 9) Evaluation

<b>Things to think about:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Evidence/ Comments</b>
I think this is a project that listens to young people					
I think the project is interested in finding out what the young people who use it think about it					
I know what to do if I want to make a suggestion about changing the project					
I know what I can do if I don't get the kind of service I expect - I know how to make a complaint and what would happen if I did					
<b>Overall grade</b>					

**Please find below information about how young people will be supported through the process.**

The Voice and Influence team will approach projects across York to see if they are interested in being involved in the Youth Charter Scheme. Information about the scheme will be provided. If the project is interested the V&I team will work with staff to identify a group of young people who will undertake the quality assessment. The process will usually take 3 meetings with this group of young people. This could take place while the provision is open as long as there is a quiet space where the group can work.

### **First meeting**

The V&I team will explain the Youth Charter process to the group, and look at the criteria, the group will decide if there are any criteria that are not appropriate to the project. They will need to give reasons for not applying any of the standards. The V&I worker will help young people to think about what kind of things should be given what level of award, and talk the young people through the paper work.

### **Second meeting**

The V&I worker will support the young people to complete the Quality Assessment, deciding on a grade for each standard, and their recommendation for the overall grade as well as their comments about successes and challenges.

### **Third meeting**

The V&I worker will bring back the finished report for the young people to make a final check through and agree or amend as required.

Once this has been agreed the report and grade will be shared with the staff team and management. There will be an opportunity for the staff team to record any comments about the report. The project will then be supplied with the quality mark posters to display. Projects achieving the award will be listed on the Yor-OK website, as well as promoted through other appropriate means.

Standard	0/3 grade	1/3 grade	2/3 grade	3/3 grade
1) Staff	Staff are not friendly or approachable. Staff don't work well with young people. Not enough/ too many staff. Staff are not available to talk in private. Young people are asked sensitive questions in places where other people can overhear.	Staff are friendly and enthusiastic but have limited qualities and skills to work well with young people. Staff seem reluctant to do 1-1 with young person.	Polite, smile, say the right things. Staff have good relationships with young people and have skills to help and support young people. Staff interested and willing to provide support when asked for by young person.	There is evidence of strong relationships between staff and young people, staff have excellent skills in working with young people.
2) Where we meet	Dirty, no where to sit, drab walls etc. Not enough room. No information or displays for young people. No lighting, building has poor security, the project has area where young people don't feel comfortable areas.	There is space to meet, but it's not very young people friendly. It's basic, but clean and safe. There are some signs posters. There are areas that are not used, atmosphere is not relaxed. Limited privacy but not separate area.	Clean and tidy and tries to be young people focussed. Signs posters are aimed at young people and in good condition. There is good space for young people and workers. Private area available.	Bright, relaxing atmosphere, well maintained, young person focussed environment(music, artwork etc), with space that is well used and flexible. Good signs and instructions, catering for those with different languages or abilities. Private area.
3) Coming to the project	Staff are unwelcoming, rude and ignore you, Young people can't access the service	Service is hard for young people to access because of the place it is or times it is open.	Atmosphere OK, sufficient lighting and security, staff maintain the	There is a positive atmosphere of respect between young people. Evidence of activity to

	because it is open at the wrong times. Young people do not respect each other or staff.	Groundrules for behaviour at the project are set out.	groundrules for behaviour in the project. Service is easy for young people to access as it's in a convenient place and open at the right times	help young people to support each other. Young people access the service easily and are offered opportunities to speak to workers without the involvement of parents/ carers
4) Publicity and promotion	The is no information available about what the project offers	There is some information about what the project offers, but it isn't young people friendly	There is young people friendly information available that explains: what the project offers, how to access it, when it is open and how to make suggestions/ complaints.	There is young people friendly information available that is readily available and regularly updated. The project is well known in the local community.
5) Information and Advice	No information/ advice available or of poor quality and/or out-of date. Information given is incorrect. There is no information about the confidentiality policy.	Limited information/ advice, poorly presented and/or not applicable to young people. Young people have some awareness of the confidentiality policy.	Information / advice available that young people can understand, information from different organisations and varied topics. Good explanation with all the relevant points covered. Staff check that the young person understands. Young people understand the	Information/ advice available in different formats, effort made to present it in an interesting way, information supported by knowledgeable staff. Full explanation with background and reasons given. Give information specific to the needs of the young

			confidentiality policy.	person and checks that the young person understands. Staff routinely explain the confidentiality policy to young people.
6) Activities	There are no activities suitable for young people.	There are activities provided that are interesting and appropriate for young people.	There are a range of activities available that are interesting and appealing to a range of young people and that respond to young people's ideas.	There are a wide range of activities available, they are challenging to young people and are developed in partnership with young people.
7) Equipment/ facilities	The equipment and facilities available are not interesting or appropriate for young people.	There are equipment and facilities provided that are interesting and appropriate for young people.	There are a range of equipment and facilities available that are interesting and appealing to a range of young people and that respond to young people's ideas.	There are a wide range of equipment and facilities available, they are challenging to young people and are developed in partnership with young people's.
8) Record Keeping	Young people have no awareness of what information is kept about them or why.	Young people know what information is kept about them.	Young people know what information is kept about them and what it is used for.	Young people know what information is kept about them and what it is used for. Young people know how to see this information if they want. The information is used responsibly.

9) Evaluation	Staff are not approachable with comments. There is no opportunity to feed back comments or complaints about the service.	Staff are willing to listen to young people's views but don't always respond to them. There is a complaints procedure and young people are told how to use it.	Staff regard young people's views as important. Young people are given chance to share their views about the service they received e.g. through a comments box	Staff encourage young people to talk, staff act on what they are told and give feedback to young people. The service is willing to change things in response to what young people say.
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For further information or assistance please contact the York Voice and Influence Team

Voice and Influence Team, York Youth Service, The Kingswater Centre, Clifton Green Primary School, Kingsway North, York , YO30 6JA

01904 552350

[youth.service@york.gov.uk](mailto:youth.service@york.gov.uk)

**APPLICATION FORM for YOUTH CHARTER.** Please complete, keep a copy for your records and then return to the Voice and Influence Team.

**Name of the centre / venue that is applying for the Charter.**

**Address:**

**Tel number:**

**Website:**

**Email:**

**Contact name:**

**Contact Tel:**

**Management contact details:**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Briefly provide some information about the services that you provide to young people.**

**When does your project open:**

**Who attends your project:  
(age range, target groups?)**

**How many staff do you have?**

**What does your project aim to do?**

## YOUTH CHARTER AWARD FEEDBACK

Name of the project:

Date of assessment:

V&I link worker:

Project description:

Standard	Grade	Comments
1) Staff		
2) Where we meet		
3) Coming to the project		
4) Publicity and promotion		
5) Information and Advice		
6) Activities		
7) Resources/ facilities		
8) Record Keeping		
9) Evaluation		

Areas of strength

Areas for Improvement



**Overall Youth Charter Award:**

**Signatures:**

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**Young People's Working Group****April 23<sup>rd</sup> 2008**

Report from the Assistant Director, Partnerships and Early Intervention

**Children and Young People's Champion****Summary**

1. This report updates members on the recent election for the role of Children and Young People's Champion and seeks reflections and feedback on the process.

**Background**

2. The voting process for the children and young people's Champion has been completed. In total we had 2233 votes cast (an increase of over 600 on last time 2round), with an increase in the number of schools that participated, particularly primary schools. York College also participated.
3. Cllr Alexander received 1331 votes, Cllr Ayre received 902 votes and there were 25 spoiled papers: therefore, Cllr Alexander has been elected as the next Champion. By the time of the meeting, the result will have been announced to schools and to the press, and we are planning a photo opportunity with young people to back this up. The appointment of the Children and Young People's Champion will be made by Council at the Annual meeting on 22<sup>nd</sup> May 2008.

**Options**

4. As this report is for information, it does not present options as such. Some may however emerge from the discussion.

**Analysis (1): Reviewing the election process**

5. Officers feel that the process ran more smoothly than the previous election, with the addition of previously agreed election rules and timetable contributing to this (Annex 1 and 2). There was an increase in the number of schools and children and young people participating. The college participated in the election for the first time. We had wider publicity coverage, including having information about the election on the Yor-Ok website for the first time. This had 102 visits during the election process. There was a Hustings event for the first time, with participation from children and young people from across the City. The DVD was professionally made, which resulted in a much higher quality product.

There were designated budgets for the production of campaign materials for candidates.

6. However there were still a number of parts of the process that could be improved in further years. In order to improve the process in future years we would like the group's feedback on the following:
  - a) What went well about the process?
  - b) What were the main stumbling blocks?
  - c) What could be improved?
  - d) What changes need to be made to the rules/ timetable/ roles?
7. We will record Members' views and ensure that they are fed into the process of planning for subsequent elections.

### **Analysis (2): Role of the Children and Young People's Champion**

8. As Members are aware, there are a number of constitutional changes currently in the pipeline which may have an impact on the role and nature of Council Working Groups, including this one. It is nevertheless useful to reflect on the current remit of the group insofar as it might interact with, and support, the role of the Champion.
9. According to previously-agreed descriptions, the Champion has a dual role to act as an advocate of young people's views, and to promote a positive image of them:

#### ***Advocating***

The Children and young people's Champion will:

- Act as a figurehead within the Council to promote children and young people's views on issues that concern them within the City of York.
- Represent children and young people's views and ideas, identify their concerns and raise awareness about their opinions and successes at appropriate strategic decision making bodies within the City and seek to address these.
- Liaise with the Young People's Working Group and relevant organisations within the City Council in order to have an overview of all involvement work that is taking place and the messages and required actions that are emerging.
- Actively listen to the desires of children and young people who want to play an active role in life in York.
- Work in accordance with good practice around involvement and participation work as set out in the Yor-OK Involvement strategy.
- Work with elected members to support them in engaging with the children and young people they represent and be responsive to their needs.

#### ***Promotion***

- The Children and Young People's Champion should seek to promote a positive image of children and young people within the city.

- The Children and Young People's Champion should ensure that Elected Members are given the opportunity to regularly meet children and young people in schools and other community settings.
- Promote a range of 'informal' events and opportunities for children and young people to share their views and ideas, including using information technology, such as websites.
- Raise awareness of mechanisms such as Ward Committees and Parish Councils to children and young people that encourage consultation.
- To work alongside Officers to raise awareness about facilities, provision, services and events run or supported by the Council, which enable children and young people to participate fully and make the most of living in the City.

### **Corporate Objectives**

10. Involving children and young people in the selection of their Champion meets the Council objectives of:
  - Encouraging all Children and Young People to become Active Citizens
  - Consulting with children and young people about the future of the City and about provision by the council.

### **Implications**

- **Financial** No implications.
- **Human Resources (HR)** No implications.
- **Equalities** No implications.
- **Legal** No implications.
- **Crime and Disorder** No implications.
- **Information Technology (IT)** No implications.
- **Other** No implications.

### **Risk Management**

There are no risks associated with this report.

### **Recommendations**

Members are asked to note the report and the recent processes for electing the Children and Young People's Champion.

Reason: To ensure that the electoral processes continue to be relevant.

**Contact Details**

**Author:**

Carole Pugh  
Voice & Influence Co-ordinator  
Youth Service  
552355

**Chief Officer Responsible for the report:**

Pete Dwyer  
Director, Learning Culture and Children's Services

**Report  
Approved**

**Date** 9 April 2008

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

Annex 1- Children and Young People's Champion Election Rules  
Annex 2 – Children and Young People's Champion Election timetable

## **Annex 1- CHILDREN AND YOUNG PEOPLE'S CHAMPION ELECTION RULES**

### **1) Timing of elections**

The Children and Young People's Champion will be elected every 2 years.

### **2) Who can become Children and Young People's Champion?**

The role of the Children and Young People's Champion must be filled by an Elected Member who is preferably not a member of the Executive or Shadow Executive.

The position is subject to receipt of enhanced Criminal Records Bureau clearance. The CRB check will be undertaken by the youth service- any issue that arises regarding the acceptability for the candidate to take up the role will be dealt with by the Chief Executive.

A role description for the post is available.

### **3) Election Spending Limits**

No budget for the production of materials is available from the Voice and Influence budget.

Candidates are free to produce and distribute materials in support of their nomination, however text or images contained on these must be drawn solely from the election statement submitted to the returning officer on the proforma provided. Candidates should not spend more than £350 producing resources and the returning officer should be notified of any expenditure before it is incurred.

### **4) Returning Officer**

Is responsible for ensuring that the election of the Children and Young People's Champion is carried out in accordance with these Rules. The position of returning officer shall be carried out by the Voice and Influence co-ordinator for the Youth Service.

### **5) Independent Scrutineer shall be responsible for—**

- (a) receiving nominations for election submitted in accordance;
- (b) receiving and scrutinising the completed voting papers and the votes cast or preferences recorded electronically in the ballot;
- (c) counting the votes cast or preferences recorded in the ballot and determining the votes cast or preferences recorded for each candidate; and
- (d) certifying the result of the ballot in writing to the Returning Officer.

The position of Independent Scrutineer shall be carried out by the council's electoral services manager.

### **6) Last date for nominations**

The last date for nominations shall be 49 days before the close of poll. Any nomination received after this time is invalid.

### **7) Notice of election**

- a) Notice of the election shall be given 21 days before the last date for nominations. Notice of the election shall be circulated via email to all Elected Members in the City of York Council.

- b) The notice of election shall state:
  - (i) The period of office that the role shall apply for.
  - (ii) The date and time of the hustings event.
  - (iii) The contact details for the Independent Scrutineer and Returning Officer.
  - (iv) The length and acceptable format of election statements which candidates may submit, and the size and acceptable format of photographs of themselves which candidates may supply.
  - (v) The last date for nominations.
  - (vi) The requirement that all candidates complete a CRB form on entering the process.

### **8) Nominations**

- a) Nominations should be submitted by email to the Independent Scrutineer and Returning Officer.
- b) Nominations must be submitted by the nominee.
- c) Nominations may be withdrawn up until the closing date for applications.
- d) All candidates for Children and Young People's Champion will be subject to an enhanced CRB check and must complete a Declaration of Criminal Records, Convictions and Cautions and submit it along with the nomination and election statement. Once nominations are confirmed all candidates will be asked to complete the enhanced CRB check which will enable the prompt announcement of the new Children and Young People's Champion at the end of the election.
- e) By accepting nomination the candidate agrees to abide by these election rules.

### **9) Election statements by candidates and photos**

- a) Election statements should be submitted at the same time as the nomination paper to the Independent Scrutineer. These must be submitted no later than the last date for nominations— Candidates should submit:
  - (i) an election statement in such form and of such maximum length as the Returning Officer shall specify;
  - (ii) a photograph of themselves of such size and format as the Returning Officer shall specify.
- b) All election statements and photographs received shall be produced to form candidate information which will be produced in black and white photocopy-able format and distributed to schools by the Returning Officer as part of the election material.
- c) The Returning Officer will not circulate any election statement which is of greater length than has been specified, and in the event that an election statement is submitted which is greater in length than the specified maximum, the election statement circulated shall end at the last complete sentence which is within the specified length.
- d) Each candidate should liaise with the Returning Officer before submitting the statement to ensure that their election statement is true and in the spirit of the post.
- e) Any question as to the format or presentation of an election statement when it is



circulated shall be decided conclusively by the Returning Officer.

f) Candidates may produce and distribute campaign materials only using text and images submitted to the Returning Officer.

### **10) Basis of the election**

If two or more candidates are nominated by the last date for nominations voting shall proceed. Each child and young person shall be entitled to vote to support one candidate. The candidate with the most votes shall be elected to the role of Children and Young People's Champion.

### **11) Hustings**

a) A hustings event will be organised and a group of children and young people will be invited to attend with questions for the candidates.

b) All candidates will be invited to attend.

c) Candidates will be given an opportunity to state why they should be elected as well as responding to children and young people's questions

d) Each candidate will be given the same amount of time to respond to each question.

e) The order in which candidates respond to questions will be rotated.

f) This event will be filmed and edited (to remove gaps and silences) in order to enable it to be placed on a DVD which will be circulated to schools.

g) No alternative hustings events shall be held.

h) Candidates may not undertake any face to face canvassing other than through this event.

i) Any candidate who participates in the hustings agrees that the decision of the Returning Officer about the production of the video is final.

j) Short statements by candidates taken from this event may also be placed on the Yor-OK website.

### **12) Who can vote?**

All children and young people registered at CYC primary, secondary and special schools are eligible to vote. Young people under 18 who live in the City and attend York college are also eligible to vote.

Every effort will be made to ensure as widespread participation as possible.

### **13) Conduct of the ballot**

a) Members who put themselves forward for the role will be subject to a selection process involving children and young people.

b) Ballots will be run through all CYC primary, secondary and special schools within the City.

Every CYC primary, secondary and special school in the City will be provided with a Champion voting pack which will contain:

- Instructions on how to make a ballot box
- Information about the role of the Children and Young People's Champion in a photocopy-able format
- Information about the voting process that should be followed and the date for the close of polling.

- Candidates election statements- produced in black and white in a photocopy-able format.
- Ballot cards in a photocopy-able format.
- 2 copies of the DVD of the Hustings event.
- A free post envelope will be included for the return of completed slips.

Efforts will be made to ensure that eligible young people attending York College are also able to vote.

c) Each school should provide children and young people with information about the role of the Children and Young People's Champion and the election statements submitted by candidates.

i) Where possible all children and young people should be given an opportunity to view the DVD of the hustings event.

ii) Ballot cards should be given to children and young people in a supervised environment, with teachers ensuring that ballots are only given to children and young people and children and young people only receive one card each.

iii) The process for voting should be described to children and young people and they should be given time to vote.

iv) Ballot cards should be collected by teachers in ballot boxes and stored securely until all children and young people in the school have had a reasonable opportunity to vote.

v) Completed ballot cards should be returned to the Independent Scrutineer by the internal schools bag before the close of polling.

#### **14) Scrutiny of votes**

Envelopes should be opened and ballots counted in the week after the close of polling. Candidates and the existing Champion shall be invited to attend the count. The Independent Scrutineer shall reject any voting paper which

(a) is ambiguous;

(b) has been received by the Independent Scrutineer after the last date for return of voting papers.

#### **15) Certification of results**

The Independent Scrutineer shall certify the result of each ballot to the Returning Officer by email giving the following information—

(a) the total number of voting papers received by the last date for return of voting papers;

(b) the total number of voting papers and electronic votes which were rejected and the reasons for rejection;

(c) the number of valid votes cast for each candidate and the name of the candidate who has been elected as Children and Young People's Champion.

#### **16) Declaration of result**

Upon receipt of the Independent Scrutineer's certificate on the election the Returning Officer will notify candidates of the outcome of the election.

Assuming that satisfactory CRB clearance has been obtained, the result of voting will be declared.

Any issues arising from the CRB check shall be dealt with by the Chief Executive.

**17) Commencement of term of office**

The candidate will take over the role of Children and Young People's Champion immediately after the result of voting is declared.

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## Annex 2- Timetable for electing the new Children and Young People's Champion

Week commencing	Actions (shaded boxes indicate school holidays)
20 August	
27	
3 September	
10	
17	
24	
1 October	YPWG Primary school council conference- Champion to go and raise awareness of role and forthcoming election
8	
15	Children's Services EMAP- role description agreed, rules agreed (subject to final amendments), timetable agreed. Secondary school conference - Champion to go and raise awareness of role and forthcoming election
22	
29	
5 November	Notice sent to schools/ college about the election running next term
12	
19	
26	
3 December	
10	
17	
24	
31	
7 January	Call election- Candidates undertake CRB check
14	Recruit and train children and young people for the hustings event
21	
28	Last date for nominations
4 February	Hustings event- Friday 8 <sup>th</sup> 2pm at the Guildhall
11	Packs are prepared.
18	Packs sent to schools/ college
25	
3 March	
10	
17	Close of voting Friday 21 <sup>st</sup> March (schools break up on Thursday 20 <sup>th</sup> )
24	Votes counted-
31	New Champion Announced
7 April	
14	

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