

Invitation to tender

Youth Activities Offer – Schedule 2

DEPARTMENT FOR PEOPLE

SCHEDULE 2 SPECIFICATION

FOR THE PROVISION OF THE YOUTH ACTIVITIES OFFER

**Under an open Competitive with
Negotiation procedure under the
Light Touch Regime**

Tender reference: DN667207

**CLOSING DATE FOR TENDERS:
12 NOON ON 7TH JULY 2023**

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Youth Activities Offer – Schedule 2

1. Introduction and purpose of contract

- 1.1 This specification sets out South Gloucestershire Council's requirements for the provision of youth activities and describes the service user outcomes and service and quality standards required from commissioned providers.
- 1.2 The Council requires providers to deliver positive activities for young people in the core age range of 13 – 19 years and aged 20 - 24 years for certain young people with LDD (Learning Difficulties and/or Disabilities) across South Gloucestershire.
- 1.3 The Council wants to maximise the chances for young people to engage in positive, stimulating and enjoyable activities that provide opportunities for young people to develop healthy relationships with trusted adults and their peers and signposting to additional support if needed.
- 1.4 The provider will engage young people in high quality activities that young people will value and enjoy; led by suitably trained staff who are able to ensure those young people with the greatest needs are able to participate and benefit from the provision.
- 1.5 The activities delivered under the Youth Activities Offer should complement and not duplicate other local provision (eg sports, arts, uniformed, faith groups etc). Centre based, outreach, detached, mobile or project based activities will be considered.
- 1.6 This specification will apply until further notice.
- 1.7 Further information can be obtained from Quality Assurance, Strategic Safeguarding and Commissioning (Children & Young People), Department for People, South Gloucestershire Council, Council Offices, Badminton Road, Yate, South Gloucestershire BS37 5AF.

2. Background: Statutory Duty for securing access to Positive Activities

- 2.1 The Local Authority is required to ensure, so far as reasonably practicable, that young people have access to sufficient educational leisure-time activities which are for the improvement of their well-being and personal and social development. This includes sufficient facilities for such activities;

that activities are publicised; and that young people are placed at the heart of decision making regarding the positive activity provision.

2.2 These positive activities should

- Connect young people with their communities;
- Offer young people opportunities in safe environments;
- Support the personal and social development of young people;
- Improve young people's physical and mental health and emotional well-being;
- Help those at risk of dropping out of learning or not achieving their full potential;
- Raise young people's aspirations, build their resilience, and inform their decisions.

2.3 We also have to ensure that no young person is disadvantaged in being able to take part in these activities. The duty applies to young people aged 13 to 19, and aged 20 –24 years for young people with learning difficulties and /or disabilities.

2.4 There is no requirement on Local Authorities to deliver these activities themselves and South Gloucestershire Council intends to work alongside providers to make sure young people have access to such activities.

3. Aims and purpose of the Youth Activities Offer

3.1 The available funds are to be used for the purposes of:

- Providing positive activities for young people in South Gloucestershire, aged 13 + years, supported by appropriately qualified or trained staff.
- Supporting activities, programmes, project work and open access youth provision, according to the needs of young people.
- Delivery of activities through centre based, outreach, detached, mobile or project-based work.
- Addressing areas of need in South Gloucestershire including our 5 Priority Neighbourhoods, support to young people with Learning Difficulties and/or Disabilities (LDD) and some specialist provision for young people who identify as LGBTQ+ as part of the activities offered.
- Revenue and not capital funding.
- Delivering activities that are affordable, open and accessible to all, wanted and valued by young people.
- Providing positive activities that generally take place out of school hours and that will complement statutory education provision.

- Providing activities that complement and do not duplicate other provision (eg sports, arts, uniformed, faith groups etc)
- Developing a partnership approach. The Council will expect providers to use the contracted sum to bring in matched funding and form partnerships with town and parish councils to deliver youth work.

3.2 Supporting documents

3.2.1 Tenders should be informed by the following documents:

- Appendix 2 : Current Supplier (TUPE) details
- Appendix 3 : YAO Needs Assessment review
- Appendix 4 : Sample monitoring form
- Appendix 5 : Current location of PN and LDD activity
- Appendix 6 : Map of Lot boundaries and PN locations
- Appendix 7: Consultation report

4. Desired aims for this service

- 4.1 The Council aims to work towards the standards outlined in the NYA Guidance for Local Authorities on Providing Youth Services published October 2022 (see glossary for link to this document). Providers should show in their tender submissions how they are improving outcomes for young people in South Gloucestershire and delivering against the overall purpose of the Youth Activities Offer as described in 3.1 above and the NYA guidance. Tenders should clearly demonstrate how the provider will:
- 4.2 Engage young people from South Gloucestershire in positive youth activities.
- 4.3 Provide young people with high quality activities they value and enjoy, by demonstrating the participation of young people in developing, planning and running those activities.
- 4.4 Support young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles. Also to help young people to make a successful transition to adulthood and independence.
- 4.5 Address areas of need in South Gloucestershire outside the Priority Neighbourhoods and identify gaps in provision, whilst aiming for a reasonable spread of provision to ensure young people have easy access to some form of positive activity.

- 4.6 Identify the barriers that young people may face in accessing positive activities and provide solutions so that activities are inclusive and accessible to all and enable young people from different backgrounds the opportunity to mix.
- 4.7 Provide specific activities and support for young people with a range of Learning Difficulties and /or Disabilities and for those who identify as LGBTQ+.
- 4.8 Identify young people in need of additional support and direct them to the appropriate support services.
- 4.9 Contribute to community cohesion, by building tolerance and understanding and reducing discrimination and anti-social behaviour.
- 4.10 Work in partnership to maximise opportunities for young people, staff and volunteers and gain access to additional resources, both cash and in-kind.
- 4.11 Providers must be able to demonstrate the impact they are making against these aims and ensure that what is provided complements other provision in the area including extended school services, uniformed groups, voluntary sector provision (including faith based), sports and arts clubs and other projects.

5. Funding position

- 5.1 The total budget available for the delivery of the youth activities offer is £440,000 per year, for a 5-year period (budget subject to annual council approval).
- 5.2 The allocation of funding for each lot is indicated below. This is a fixed sum over the contract term and the Council will consider tenders on the basis of maximising the value of youth activities the provider is able to deliver for this sum.

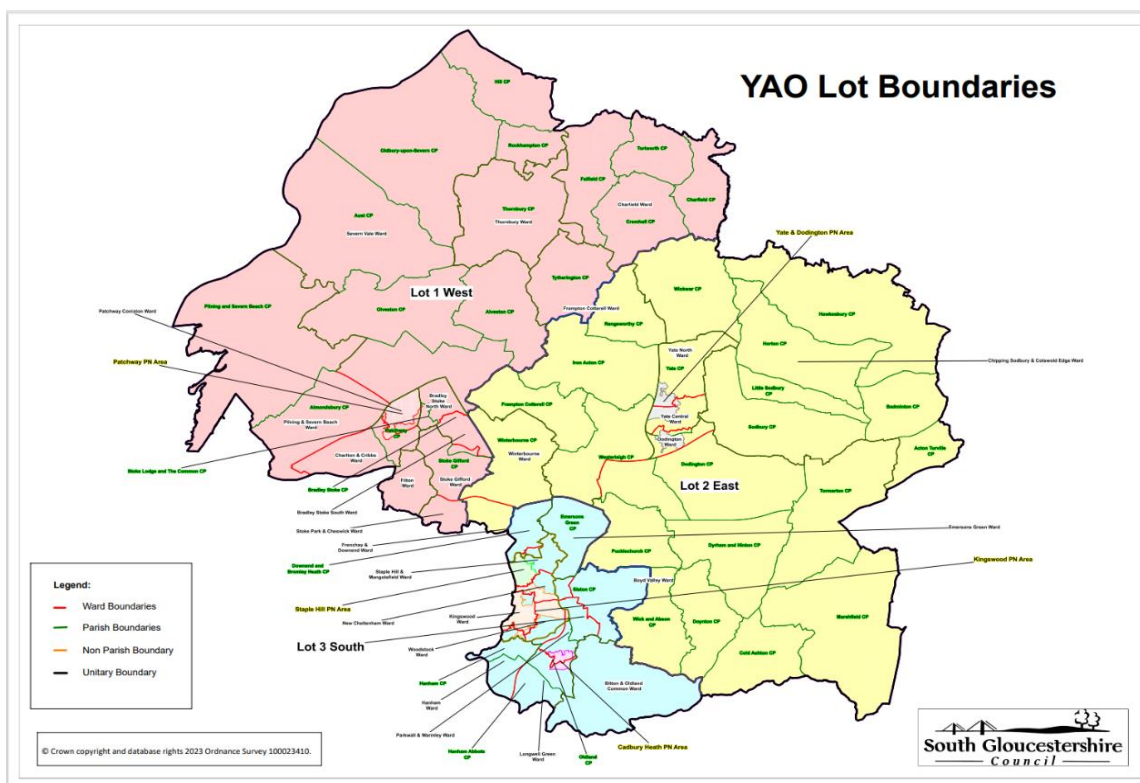
Lot 1 (West)	£119,000 per year for a term of 5 years
Lot 2 (East)	£119,000 per year for a term of 5 years
Lot 3 (South)	£192,000 per year for a term of 5 years
Lot 4 (Area wide)	£10,000 per year for a term of 5 years

This allocation reflects that there is an increased level of Priority Neighbourhood delivery required in Lot 3.

- 5.3 In addition to the sums stated above, the Council has an annual budget of £3,000 which has been allocated as a central training fund to support training opportunities for all providers (both lead providers and their delivery partners). Discussions will take place with the successful providers about how best to use this training sum across the whole commission.

6. Allocation of lots

6.1 This commission is based on 4 'Lots'. South Gloucestershire has been divided into 3 geographical areas as indicated by the map below. There is a larger version available as Appendix 6. These 3 areas are different in size, but Lots 1 (West) and 2 (East) have broadly similar numbers of young people. Lot 3 (South) has the highest population of young people, with Lots 1 and 2 requiring the consideration of meeting the challenge of a more rural population.



6.2 There are 5 designated Priority Neighbourhoods in South Gloucestershire as shown on the map above which are Patchway, Staple Hill, Kingswood, Yate & Dodington and Cadbury Heath. Each of the 3 geographical lots includes a minimum delivery in the Priority Neighbourhoods and additional bespoke work with young people with Learning Difficulties and/or Disabilities as indicated, plus some additional youth provision in the area which should be informed by the Positive Activities for Young People needs assessment.

6.3 The provision expected in each lot is detailed below -

Lot 1	
PN	Provision of a minimum of 2 nights a week in Patchway Priority Neighbourhood (PN)

LDD	Provision of a minimum of 1 night a week for young people with Learning Difficulties and/or Disabilities (LDD).
AP	Plus additional provision (AP) of youth activities in this geographical area.

Lot 2	
PN	Provision of a minimum of 2 nights a week in Yate and Dodington Priority Neighbourhood (PN)
LDD	Provision of a minimum of 1 night a week for young people with Learning Difficulties and/or Disabilities (LDD).
AP	Plus additional provision (AP) of youth activities in this geographical area.

Lot 3	
PN	Provision of a minimum of 2 nights a week in Kingswood Priority Neighbourhood (PN)
PN	Provision of a minimum of 2 nights a week in Staple Hill Priority Neighbourhood (PN).
PN	Provision of a minimum of 2 nights a week in Cadbury Heath Priority Neighbourhood (PN).
LDD	Provision of a minimum of 1 night a week for young people with Learning Difficulties and/or Disabilities (LDD).
AP	Plus additional provision (AP) of youth activities in this geographical area.

Lot 4	
LGBTQ+	Positive activities and support for young people who identify as LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Questioning and others.
PN	None required
LDD	None required
AP	None required

- 6.4 Tenderers are free to bid for more than one Lot, but the Council's preferred position is to award Lots 1, 2 and 3 to different Tenderers.
- 6.5 Lot 4 will be evaluated in isolation regardless of the outcome of award of Lots 1, 2 and 3 ie it may be awarded to a Tenderer who also is awarded Lot 1, 2 or 3.
- 6.6 Note that, for the purposes of evaluation of lots "Tenderer" refers to the lead bidder. Organisations may act as sub-contractors to Tenderers for one Lot, whilst still winning another Lot in their own right. Please refer to section 4.2 of Schedule 1 which explains the approach in more detail.

7. Level of provision required

7.1 Priority Neighbourhood (PN) provision

- 7.1.1 PN delivery levels are defined as a minimum of 2 evening sessions held within the Priority Neighbourhood.
- 7.1.2 At least 1 evening session should be centre based. Centre based, outreach or detached work will be considered for the second and any further evenings delivered, linked to the identified needs of young people in that area.
- 7.1.3 A minimum session is defined as 2.5 hours open to young people, plus additional set up / clear up and evaluation time which we estimate at 40 minutes.
- 7.1.4 Sessions should be offered for a minimum of 44 weeks per year, to include some provision during the school holidays.

- 7.1.5 The Provider will be expected to provide suitable premises from which to deliver their centre-based sessions. We have some established sites where there is a commitment to youth work and these locations are given in appendix 5. We would encourage providers to continue delivery from these sites or provide a clear rationale for change. There is no defined location for PN delivery other than it must take place within the neighbourhood boundary and the Provider should indicate a clear rationale for their choice (eg accessible venue, availability of public transport or easy access etc).
- 7.1.6 An admission fee to young people may be charged and retained by the Provider for the benefit of supporting activities within the provision, but we would expect this to be at a level which does not prove a barrier to attendance by young people.
- 7.1.7 The types of activities and programme provided in the sessions should meet the Council's objectives as set out in section 4.

7.2 Provision for young people with Learning Difficulties and/or Disabilities (LDD)

- 7.2.1 LDD delivery levels are defined as a minimum of 1 evening of centre-based activity.
- 7.2.2 A minimum session is defined as 2.5 hours open, plus additional set up / clear up and evaluation time which we estimate at 40 minutes.
- 7.2.3 Sessions should be offered for a minimum of 44 weeks per year, to include some provision during school holidays.
- 7.2.4 There is no expectation on providers to transport young people to LDD sessions.
- 7.2.5 The provider will be expected to provide suitable premises from which to deliver their sessions. The locations of current LDD activities are attached in appendix 5 and we would encourage providers to continue delivery from these sites or provide a clear rationale for change. There is no defined location for LDD sessions and the provider should indicate a clear rationale for their choice (eg accessible venue, availability of public transport or easy access etc).
- 7.2.6 The Council would like to see the LDD sessions across Lots 1, 2 and 3 provided on different evenings to give young people choice and greater opportunity to attend. We will meet with the successful providers to agree these dates across the whole commission.
- 7.2.7 An admission fee to young people may be charged and retained by the provider, for the benefit of supporting activities within the provision, but we

would expect this to be at a level which does not prove a barrier to attendance by young people.

- 7.2.8 The types of activities and programme provided in the sessions should meet the Council's objectives as set out in section 4 and be relevant and accessible to this group of young people.

7.3 Additional Provision (AP)

- 7.3.1 For Lots 1, 2 and 3, the Provider is expected to deliver the provision of other youth activities in addition to any PN or LDD work specified in the lot.
- 7.3.2 Centre based, outreach, detached, mobile or project based activities that meet the identified needs and aspirations of young people will be accepted as additional provision.
- 7.3.3 The provider will be expected to provide suitable premises from which to deliver their sessions. There is no defined location for this additional provision and the Provider should indicate a clear rationale for their choice (eg accessible venue, availability of public transport or easy access etc).
- 7.3.4 The types of activities and programme provided in the sessions should meet the Council's objectives as set out in section 4.

8. Support to young people who identify as LGBTQ+

- 8.1 The Youth Activities Offer Needs Assessment identified that young people from this group are particularly vulnerable to experiencing mental health issues. Therefore, in addition to the 3 geographical based lots, there is a separate lot (Lot 4) for activities and support to LGBTQ+ young people which is area wide and with an emphasis on group work. Provision could include (but is not limited to) –
- a range of positive activities
 - emotional wellbeing (including 1:1 support and/or around family acceptance, peer to peer)
 - supporting young people experiencing discrimination and/or bullying
 - shared activities (such as attendance at events like Bristol Pride)
 - personal development opportunities including residentials, volunteering and skills based work.
 - signposting to appropriate additional support.

- 8.2 There is currently an Alphabets LGBTQ+ youth café / youth group for young people aged 13 to 19 running monthly in Yate. We would expect this to feature in the proposals made to deliver the provision in Lot 4.
- 8.3 The Provider will be expected to identify LGBTQ+ young people and promote and engage them in this provision.
- 8.4. There is no Priority Neighbourhood (PN), Additional Provision (AP) or Learning Difficulties and/or Disabilities (LDD) provision required to be delivered in Lot 4.

9. Other considerations for Providers

9.1 Staffing ratio

- 9.1.1 It is important that young people are adequately supervised during Council funded activities. We would expect providers to adhere to the NSPCC recommended staffing ratio of 1 adult to 10 children for those aged 13 -18 years and having at least 2 adults present, even with smaller groups.
- 9.1.2 When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

9.2 Expected Standards and Qualifications:

- 9.2.1 In order to deliver a service that has an appropriate mix of skills and experience to meet the support needs of young people, providers will need to employ an appropriately qualified workforce that should include qualified youth engagement workers, as well as practitioners from other fields of work with skills and experience relevant to this work with young people.
- 9.2.2 Workers will need to meaningfully engage with young people and be able to support them in their personal development and signposting to other sources of help where appropriate. In line with best practice, we propose that providers employ a mix of staff including those with the following qualifications and skills:
- Professional Youth Workers: a minimum qualification required of BA (Hons) degree validated by the NYA, or a higher Education Diploma / Certificate in Youth Work (pre Sept 2010).
- 9.2.3 Other qualifications and experience may contribute to a workforce that can support young people across a range of issues and barriers, such as social work, housing, teaching, family support etc. Providers can employ staff who are not qualified to those levels but would be expected to support them to work towards recognised qualifications and training for the work they are

undertaking. This could include a baseline qualification Level 2 or 3 in youth work.

9.3 Accreditation

9.3.1 The Council wishes to see effective youth provision that offers positive development pathways for young people and the opportunity to maximise their potential.

9.3.2 Programmes and activities must deliver outcomes for young people and Providers should demonstrate how their programmes and activities do so. The expected outcomes for young people are described in section 4 which include supporting young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles. Also to help young people to make a successful transition to adulthood and independence.

9.3.3 Providers will be expected to demonstrate and evidence the impact of their work on outcomes for young people in their tender submission. The Council intends to use the National Supporting Families Outcome Framework across our Early Help and preventative services, so we would encourage providers to reflect these outcomes in their response. A link to this document is provided in the glossary below.

9.3.4 We would expect 30% of regular participants in positive activities to be working towards some form of accreditation. A 'participant' is a young person who has had significant meaningful contact with the service.

10 A collaborative approach

10.1 Providers will need to consider how they can provide services that deliver the range of provision required in the different geographical areas. A collaborative model could create breadth of knowledge and experience to better meet the needs of young people.

10.2 Some Town and Parish Councils are significant providers and funders of youth provision in South Gloucestershire. We would encourage collaborative and partnership working by providers with Town and Parish Councils and other organisations.

11 Potential demand over the period of the agreement

11.1 We are looking to engage young people in high quality activities that they will value and enjoy. Last year, youth workers had 7390 contacts with young

people, who attended some form of positive activities session and engaged with a youth worker. We would expect a typical open access session in more urban areas to attract 40-60 young people and 20 or more per session in more rural clubs.

- 11.2 We would expect providers to offer volunteering and leadership opportunities and record outcomes in terms of young people's learning and development.

12 Age range

- 12.1 The Provider is expected to provide programmes and activities for young people in the core age range of 13 – 19 years or for up to 24 years for certain young people with Learning Difficulties and/or Disabilities. However, we will accept submissions that include a small proportion of work with young people aged 10-13 years as long as it forms part of the providers' overall planned activities and supports young people through key transition points in their lives.
- 12.2 Tenders where the majority of provision takes place outside the 13 – 19 age range (or up to 24 years for LDD) will not be accepted.
- 12.3 A partnership approach is a key element of this contract. The Council will expect providers to use the contracted sum to bring in matched funding and form partnerships with town and parish councils to deliver youth work. Work with young people aged 8 to 13 years would be eligible as matched funding, if aligned to the delivery of positive activities for young people aged 13 years and above.

13 Service demand and flexibility

- 13.1 The Council is aware that demand for service type can change. Providers must be able to demonstrate within their submission how provision change would be potentially remodelled. For example if demand for outreach work increased, how the existing resources could be remodelled to respond.

14 Mobile Youth Facility

- 14.1 The Council has placed an order for a mobile youth facility. This is a mini-bus sized vehicle to support the delivery of detached and outreach youth work to young people in South Gloucestershire. The vehicle acts as a base for staff, will hold resources to deliver youth work activities including promoting healthy lifestyles, is fitted with Wi-Fi and the ability to make hot

drinks and heat snacks. It is used to bring youth work to young people, it is not used to transport young people.

- 14.2 Use of the mobile youth work bus will form part of the Youth Activities Offer contract with each geographical Lot allocated 1-2 nights of use. The Council has purchased the vehicle, will retain ownership and the vehicle will be stored and maintained by our Fleet services at Broad Lane, Yate.
- 14.3 The provider will be expected to meet all costs in relation to driving the vehicle to its location, fuel, parking, staffing and any resources needed to deliver a session from the vehicle. A contribution to the total annual servicing and maintenance costs of £2400 may be requested, which would be proportionate to the number of evenings a week used.
- 14.4 We do not have a confirmed delivery date for this vehicle yet but expect it to be available from the start of the new contract on 1 April 2024. Providers should indicate requests and likely usage of the mobile youth facility in question 9 of the Technical Questionnaire (Schedule 4a). This question will not be scored in this ITT but your response may be raised in the negotiation stage of this tender process.

15. Monitoring

- 15.1 Providers will be expected to provide half yearly monitoring returns to South Gloucestershire Council which will form part of the final contract. Please see appendix 4 for an example of a standard monitoring return. Providers must demonstrate how they plan to collate and store monitoring data.
- 15.2 Tender submissions should demonstrate previous experience of delivering youth activities and accurate recording of service delivery objectives within the last five years.
- 15.3 To show how they are meeting the objectives, common reporting for each lot will include:
- Number of young people accessing each session against an agreed delivery target.
 - Equalities information, age, gender, ethnicity etc
 - Types of activities provided
 - Number of young people working towards or who have completed accredited outcomes.
 - Added value including additional cash and in-kind resources
 - Service compliments and complaints
 - How young people's views have informed the programme delivered
 - Social value commitments

15.4 For the purposes of monitoring and for your tender submission the following definitions should be used:

- Participants: Young people who have had significant meaningful contact with the service, supported at a high level.
- Engagements: Young people that attend the sessions more than three times
- Contacts: All the young people your service meets and has a brief conversation with.

Youth workers should aim to engage with all contacts to move them into the 'participant' category.

15.5 There is an ambition for providers to support the comprehensive data set already in place via the South Gloucestershire Health and Wellbeing online pupil survey and which has informed the Youth Activities Offer Needs Assessment.

16. Required Interface with other Agencies or Services

16.1.1 Providers will be required to attend 2 partnership events per year to build professional relationships across the youth sector including universal and specialist providers. We would also expect attendance at 2 meetings per year with the Council's relevant locality teams (e.g. Family & Young People's Services) to ensure communication across services and facilitate data sharing.

16.1.2 The Youth Activities Offer is part of the contribution to the Council's Early Help Offer which is currently being refreshed. This will include contributing to multi-agency 'Team around the Young Person' plans and Early Help Community Networks.

16.1.3 Providers will be expected to work in the context of key local strategies and processes that aim to improve the lives of local young people and develop links with specialist providers for example Preventative Services, Mental Health Services, CAHMS, and the CYP mental health system, Social Care, Youth Offending Service, Young People's Drug & Alcohol Service (YDAS), Housing, etc. to support the Early Help Offer.

Glossary

Youth Worker	The worker or volunteer employed or instructed by the Provider to work with a Service User.
Commissioning Officer	A representative of the Department who is responsible for the contractual element of the arrangement to purchase services from a Provider.
LDD	Young people with Learning Difficulties and/or Disabilities
LGBTQ+	Lesbian, Gay, Bisexual, Transgender and Questioning and others
Lead Provider	The Organisation contracted with to provide services to South Gloucestershire Service Users
Lot	For the purposes of this tender South Gloucestershire has been divided into 3 geographical areas called 'Lots' and one area wide Lot for working with LGBTQ+
NYA	National Youth Agency – strategic body for youth work.
NYA Guidance	Follow link to relevant guidance on positive activities. Guidance for Local Authorities on Providing Youth Services – NYA
NSPCC	National Society for the Prevention of Cruelty to Children
PN	Priority Neighbourhood. South Gloucestershire has designated 5 areas as Priority Neighbourhoods which are Patchway, Staple Hill, Kingswood, Yate & Dodington and Cadbury Heath. These reflect areas where there is a combination of higher than average levels of JSA claimants, lower than average levels of educational attainment, high levels of unauthorised absence from school and more young people who are NEET (Not in Education, Employment to Training). The location of the PNs are shown in the map provided as appendix 6
Provider	The organisation that is commissioned to provide services to South Gloucestershire Service Users
Service User	The person for whom the service is provided.

Supporting Families

National early help programme. Link takes you to the national outcomes framework which the Council is adopting. [Chapter 3: The National Supporting Families Outcome Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-outcomes-framework-for-early-help-programme)

The Council

South Gloucestershire Council.