

DEPARTMENT OF EDUCATION

Rathgael House, Bangor, BT19 7PR

URGENT
ASSEMBLY QUESTION - NUMBER: AQW 8470/09

For **Written Answer** on **02/07/2009**

Tabled By: Dawn Purvis

Constituency: Belfast East
Political Party: PUP

QUESTION IN FULL: To ask the Minister of Education what formula or method the Belfast Education and Library Board uses to distribute money for youth clubs and services in Belfast.

Referred To:
WARDE-HUNTER LOUISE (MS) (PR & YSB)

Date Referred:
18/06/2009

Please provide draft reply and background note to Aqs@deni.gov.uk by 11:30 on 22/06/2009.

Co-ordinate any inputs before returning to Aqs@deni.gov.uk.

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WOODS FREDA (Mrs)

**DEPARTMENT OF EDUCATION
AN ROINN OIDEACHAIS
MÄNNYSTRIE O LEAR**

Caitríona Ruane, Minister/Ón Aire

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**Dawn Purvis MLA
Parliament Buildings
Stormont**

2 July 2009
AQW 8470/09

Dawn Purvis has asked:

To ask the Minister of Education what formula or method the Belfast Education and Library Board uses to distribute money for youth clubs and services in Belfast.

ANSWER

Soláthraíonn an Roinn Oideachais maoiniú don Bhoird Oideachais agus Leabharlainne Bhéal Feirste le seirbhísí don aos óg a sholáthar sa cheantar.

The Department of Education provides funding to the Belfast Education and Library Board for the provision of youth services in its area.

It is the responsibility of the Boards to decide how to distribute their budgets and resources taking account of the need to ensure that resources are allocated on an equitable basis and based on an assessment of objective need.

The Chief Executive of the Belfast Education and Library Board (BELB) has provided the following information on the methods used to distribute money for youth clubs and services in Belfast –

Each Education and Library Board has a support scheme for voluntary youth groups. The Belfast Education and Library Boards (BELB) scheme is based on a registration process which is followed through by the Area Youth Officer based on their detailed knowledge of their designated area. I have placed a copy of the BELB Support Scheme in the library for your convenience.

As the youth service works within a finite budget, any new bids for funding have to be balanced within available resources. Where required, an assessment process is undertaken within the BELB to consider new bids for funding or ‘gaps’ in youth service provision that are identified by area youth officers.

The 5 Education and Library Boards youth services’ have recently completed an Equality Impact Assessment of their ‘Schemes of assistance for voluntary youth groups’. This has resulted in the formation of a new common policy and guidance. It is intended that this new scheme will be implemented by the Education and Skills Authority.

Caitríona Ruane MLA

Background Note

The Department allocates funding to the Belfast Education and Library Board for the provision of youth services in its area. The Boards are responsible for the distribution of their budget and deployment of resources in their area.

Each Board currently uses their own scheme which is based on a registration process (a copy of the BELB scheme has been placed in the library).

The 5 Education and Library Boards youth services' have recently completed an Equality Impact Assessment of their 'Schemes of assistance for voluntary youth groups'. This has resulted in the formation of a new common policy and guidance. It is intended that this new scheme will be implemented by the Education and Skills Authority.

Possible reasons for the Question

Dawn Purvis MLA has also raised a second assembly question in relation to Belfast Education and Library Board youth service funding (I refer you to AQW 8471/09).

Drafted by Cathy Galway

Cleared by Head of Division – Louise Warde Hunter (23/06/09)

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Belfast Education and Library Board

Youth Service Support Scheme for voluntary youth groups

Youth Groups

Registration/Recognition
Possible support available

Young People

Possible support available

**Youth
Service**

Revised
February 2004

Youth Service support for voluntary youth groups

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The Board's Mission Statement

"The Belfast Education and Library Board is committed to providing a quality education, library and youth service which contributes to life-long learning for all the people of Belfast".

Belfast Education and Library Board (Corporate Plan 2003-2006)

Youth Service support for voluntary youth groups

THE YOUTH SERVICE

What is meant by the 'Youth Service'?

"A free association of agencies, both voluntary and statutory, primarily concerned with the social education and personal development of young people. The many agencies involved share the common aim of helping young people to find opportunities in their leisure time to grow towards maturity as individual and responsible members of society, deriving enjoyment in the process".

(Policy for the Youth Service in N Ireland, 1987 DENI)

The central theme of 'Youth Work'.

Personal and social development is central to all youth work. Effective youth work is, therefore, concerned with enabling young people to develop a suitable range of personal and social skills and understanding which enables them to function effectively as individuals and as members of groups. Young people, as they mature, have to cope with physical and emotional change. Such change occurs mainly in a social context involving the establishment, development and maintenance of relationships with their peers or adults. Youth work offers opportunities for young people to acquire and develop the knowledge and understanding, and the personal and social skills, which are necessary for them to relate effectively with others, and to participate fully in the life of their own community and beyond...

The core principles inherent in all youth work therefore should be based on

- i. commitment to preparing young people for **participation**;
- ii. the promotion of **acceptance and understanding of others**; and
- iii. the development of appropriate **values and beliefs**.

(Youth Work "A Model for Effective Practice", DENI 1998)

Youth Service support for voluntary youth groups

The board's responsibility with regard to the 'Youth Service'

The board's responsibility for youth service provision emanates from Article 37 of the Education and Libraries (NI) Order 1986.

- (1) Each board shall secure the provision for its area of adequate facilities for recreational, social, physical, cultural and youth service activities and for services ancillary to education and for that purpose may, with the approval of the Department, either alone or together with any other board or any other person:
- (a) establish, maintain and manage any such facilities;
 - (b) organise any such activities;
 - (c) assist, by financial contributions or otherwise, any person to establish, maintain and manage any such facilities or to organise any such activities;
 - (d) provide, or assist by financial contribution or otherwise in the provision of, leaders for such activities;
 - (e) defray or contribute towards the expenses of any persons taking part in any such activities.

In discharging its functions under this Article the board is seen to be contributing to the **"personal and social development"** of the young person through the delivery of the **"core principles of participation, acceptance and understanding and the development of appropriate values and beliefs"**.

It should be noted that the Department of Education determines the board's annual block grant and that the board in turn determines the youth service revenue budget inclusive of the grant scheme for community relations.

The schemes contained in this booklet meet the requirements of the Education and Libraries (NI) Order 1986 and the Youth Service (NI) Order 1988, and are constrained by the finance available from year to year.

(N.B. The Youth Council for Northern Ireland is responsible for funding headquarters of voluntary youth organisations.)

Youth Service support for voluntary youth groups

The board's structure for the management of the 'Youth Service'

The board has established an Education Committee (Youth) charged to direct youth service policy and to ensure the agreed policy is implemented.

The Education Committee (Youth) is composed of 21 members:

Fourteen are appointed by the board.

Two are nominated by YouthNet (representing voluntary youth organisations).

Two are young people nominated through the Belfast Youth Forum.

One is nominated by the NI Youth Workers' Association.

Two ex-officio board members (the board chair and vice chairpersons).

Day to day administration and support is provided by a team of youth officers under the direction of the assistant senior education officer (youth).

Youth Service support for voluntary youth groups

REGISTRATION/RECOGNITION OF YOUTH GROUPS

Stages in the Process

You may have received this booklet following a request for registration/recognition or for clarification of services available. The following process shows the stages involved:

- Firstly read the information enclosed in this booklet.
- Secondly complete the application form and return it in the stamped addressed envelope provided.
- Upon receipt of your completed application form, the youth officer (area) will be required to visit your unit. Using the criteria for registration/recognition a recommendation will be made to the appropriate senior youth officer. This officer will report to the Education Committee - Youth seeking ratification of this recommendation
- The senior youth officer will write to you indicating the outcome of your application after the committee meeting.
- If registration/recognition is offered then you will have access to certain support services of the board.
- If registration/recognition is not successful, you may appeal the decision and ask for clarification on how you may best proceed.

Youth Service support for voluntary youth groups

Criteria used by the board in reaching a decision

In line with current government policy the board can register a youth group which caters for the needs of young people within the age range 4-25.

The board however prioritises resources towards work with adolescents in the 8-18 age range.

To qualify for registration a group is expected to meet the following general conditions:

- 1 A regular programme of social, educational and physical activities must be provided for young people.
- 2 Premises used must be of a health and safety standard acceptable to the board. In special circumstances recognition of groups without premises may be considered.
- 3 A statement of aims and objectives, and the current programme must be submitted.
- 4 The programme is expected to provide activities for at least one night per week for 35 weeks in any one year.
- 5 There must be evidence of adult involvement in staffing the programme and of young peoples involvement in the development of the programme.
- 6 The group must have a management committee.
- 7 The constitution of the group must be submitted.
- 8 A policy of child protection must be submitted. This should show the process of vetting used.

Recognition

The board in special circumstances will consider recognition of groups who satisfy the conditions above, but who do not have premises.

Youth Service support for voluntary youth groups

FINANCIAL SUPPORT FOR VOLUNTARY YOUTH GROUPS/PROJECTS

Block grant funding

Voluntary youth groups fall into 3 main categories, those which receive:

- 1 no assistance in the payment of staff salaries;
- 2 assistance in the payment of part-time salaries;
- 3 assistance in the payment of full and part-time salaries.

The board will denote which category of assistance which may be offered to your group.

All offers of assistance are subject to annual review and require annual registration on the form YS1. Non return of this form by the given date will result in the withdrawal of support.

Under categories 2 and 3 above the following criteria are used:

Criteria Used in Reaching a Block Grant Decision

- 1 Needs analysis of the relevant area.

Profile of youth population:
 - numbers of young people (male/female) residing in the area;
 - a sustainable youth population within the area;
 - issues affecting young people.
Profile of current service delivery for young people in the area:
 - youth service provision currently registered/recognised in the local area;
 - provision offered by other agencies in the local area.
Profile of local area:
 - level of social deprivation (New TSN).
- 2 The project will be monitored for a period of time prior to the approval of the bid.
- 3 Applications must include the following:
 - a clear statement of purpose with emphasis on youth work in line with the Northern Ireland Youth Service Policy;
 - the specific aims and objectives of the project;
 - the management structure and the group's constitution.

Youth Service support for voluntary youth groups

Clientele targets:

- age range (male/female);
- estimated numbers (male/female) to be contacted;
- at risk groupings (if appropriate).

Programme targets:

- programme details;
- models of practice/methodology;
- inclusion of young people in programme planning;
- involvement of young people on management/streering committee

Staffing:

- total complement;
- indication of commitment to ongoing staff development.

- 4 The project must be able to show evidence of local community involvement in its:
 - management;
 - staffing;
 - evaluation and monitoring processes.
- 5 Evaluation process
The project must outline the process by which it will evaluate the quality of the work it is delivering and how this work will be regulated.
- 6 Acceptance of board assessment
The project must be open to the system of ongoing board monitoring and assessment based upon the agreed aims, objectives and quantitative targets set.
- 7 Financial accountability
The project must have a clear system of financial management, which in must be consistent with the administrative requirements of the board's scheme of financial assistance.
- 8 Annual review/registration
All offers of assistance are subject to annual review and require annual registration on the form YS1. Non return of this form by the given date will result in the withdrawal of support.

Youth Service support for voluntary youth groups

ADMINISTRATION OF SCHEMES OF ASSISTANCE FOR YOUTH GROUPS

You are asked to be mindful of the following general points:

- 1 Applications for grant should be made on the appropriate pro forma obtainable from your area youth officer. These describe the conditions in full.
Special attention should be given to the advance notice required with some of these and any notification from your area youth officer concerning deadlines for bids for ongoing items such as running costs of premises or a minibus, or other assistance.
- 2 Competitive quotations may be required.
- 3 Prior approval must be obtained before expenditure is incurred.
- 4 Payment of grant will only be made on submission of relevant receipts.
- 5 Payment of grant will only be made to the group's bank account.
- 6 Consideration will only be given to those groups which maintain their registration by the return of the YS1 form by the date requested.

Please also remember:

All offers of assistance are constrained by the level of finance available from within the board's youth service budget.

Any offer made must be claimed within that financial year (1 April - 31 March) and for administrative purposes the all grant must be claimed by 14 February each year. It is important to note that groups failing to adhere to this condition will lose the offer of grant aid as it can not be carried in to the next financial year.

Youth Service support for voluntary youth groups

SCHEMES OF ASSISTANCE

Voluntary youth groups with no staff grant-aided by the board

Within the limits of the board's youth service budget, the following forms of financial assistance are possible:

		Rate of grant	Form used
1	A contribution towards certain running costs and maintenance or alternatively the hire of premises. (Maximum amount in accordance with approved limits)	(75%)	YS17
2	Certain items of equipment necessary to enhance the programme. (Maximum amount is in accordance with the scheme)	(75%)	YS16
3	Occasional hire of transport for residential events. (Maximum amount is in accordance with the scheme)	(75%)	YS12
OR			
4	Road tax, insurance and maintenance to an approved amount where: <ul style="list-style-type: none">• the group is the sole owner of a bus;• the youth work programme justifies support;• the bus has passed the annual LPPV test. (Maximum amount is in accordance with the scheme)	(50%)	YS17-2
5	Annual camp or holiday on a per capita basis (Maximum amount is in accordance with the scheme)		YS10
6	Annual review/registration		

All offers of assistance are subject to annual review and require annual registration on the form YS1. Non return of this form by the given date will result in the withdrawal of support.

Youth Service support for voluntary youth groups

Voluntary youth groups with part-time staff grant-aided by the board

To qualify for assistance groups must meet the following conditions:

- undertake to provide the board with reasonable notice of all meetings of the committee together with the agenda and to submit copies of the minutes of such meetings;
- undertake to carry out all administrative duties the board may require, including the provision of the annual statement of aims, objectives, programme of activities, accounts and monthly attendance;
- provide the board with a copy of their child protection policy;
- undertake to provide each part-time youth worker with a statement of part-time terms and conditions of service and to submit a copy of this statement to the board;
- undertake that premises and programme will be open to inspection by officers of the Department of Education and the board.

Financial Assistance Available

Within the limits of the board's youth service budget the following may be possible:

- 1 Part-time wages and national insurance contributions if appropriate (100% grant). To a level determined by the board.
- 2 A block grant towards certain items to the limits shown, depending on whether the provision is for more or less than 5 nights per week.

(continued on next page)

Youth Service support for voluntary youth groups

The cleaning of premises

In addition to the above, the block grant offered will include a figure for the cleaning of premises.

This will be based on a calculation using the board's formula to establish the number of hours cleaning per week (which is then multiplied by the hourly rate for a caretaker grade 4).

*The floor area of the club is divided by the cleaning rate of '45 square metres per hour'.

3 Limited additional support with:

- occasional hire of transport for residential events;
- road tax, insurance and maintenance to an approved amount where:
 - the group is the sole owner of a bus;
 - the youth work programme justifies support;
 - the bus has passed the annual LPPV test;
- annual camp or holiday (per capita allowance in accordance with scheme).

4 Annual review/registration

All offers of assistance are subject to annual review and require annual registration on the form YS1. Non return of this form by the given date will result in the withdrawal of support.

NOTE

Payment of grant will be made to the club's account by an initial payment of 80% of the offer made, with the balance being paid on submission of a completed YS4 plus relevant receipts. This form will be forwarded to you in November for return before the end of December.

Youth Service support for voluntary youth groups

Voluntary youth groups with full-time staff grant-aided by the board

To qualify for assistance groups must meet the following conditions:

- be a group which has or controls premises that are normally used solely for youth work purposes not less than 5 evening sessions per week;
- undertake to provide the board with reasonable notice of all meetings of the committee together with the agenda and to submit copies of the minutes of such meetings;
- provide the board with a copy of their child protection policy;
- undertake to carry out all administrative duties the board may require including the provision of the annual statement of aims, objectives and programme of activities, accounts and monthly attendance;
- undertake to provide each full-time youth worker with a job description and a statement of conditions of service and to submit copies of these to the board;
- undertake that premises and programme will be open to inspection by officers of the Department of Education and the board.

Financial Assistance Available

Within the limits of the board's youth service budget the following may be possible:

- 1 Full-time and part-time youth workers' wages, national insurance contributions and employers' contribution to an approved superannuation scheme where applicable. To levels as determined by the board (100% grant).
- 2 A block grant towards certain items to the limits shown, depending on the floor area used.

(continued on next page)

Youth Service support available to young people

SUPPORT SERVICES AVAILABLE TO YOUNG PEOPLE

Bursary Scheme

The board is prepared to consider applications from young people resident in the board's area for financial assistance to:

- attend courses and conferences;
- participate in expeditions/projects;
- take part in a study tour;
- acquire skills.

Local Youth Council Support

The 'greater involvement of young people' government policy has led to a network of local youth councils throughout Northern Ireland. The board remains committed to supporting this facet of participation and affords the opportunity for 2 young people to be nominated by the youth councils in Belfast, to exercise influence on policy and practice on its education committee (Youth). Your area youth officer can advise as to a contact for your part of the city.

Adventure/Outdoor Activity Residentials

Opportunities for young people to appreciate their environment and experience challenging situations in controlled physical and environmental activities. Details available from our outdoor education centres.

Personal Development and Skills Training

The board organises training courses aimed at young people regardless of their membership of any youth group. Demand tends to determine what is planned so indications of interest are welcomed.

Duke of Edinburgh's Award Scheme

The board is the operating authority for a number of schools, youth groups and projects and administers the scheme for young people involved with these units.

Financial assistance may be available for gold candidates towards:

- residential project;
- attendance at gold award presentation;
- expedition expenses outside Ireland.

Youth Service training and programme support

Training Support

The following are just some examples of the many ways in which youth groups may be supported:

OCR/OCN endorsed certificated courses and BELB certificated courses

For part-time workers, senior members and young adults.

Specialist skill and activity related courses

For outdoor pursuit and general unit based activity programmes.

Support for group's own unit training programmes

Provided by input or advice using appropriate board staff.

Programme Support

Residential education centres

Activities of an outdoor nature or for youth work training.

Youth resource centre

Support programmes for groups with limited facilities.

Pool of equipment

Certain items of outdoor equipment and clothing may be borrowed to enable groups to enhance their programme.

Curriculum support unit

Senior youth workers available to support programme development and to assist with staff development.

Transport

Minibus with driver for approved activities. Details of the conditions are available from youth office.

International exchange programme

The board supports the development of youth exchange programmes.

Resource packs

There are some resource packs, video cameras, video films and training packs held by the board.

Youth Service Community Relations Support Scheme

Support for groups promoting cross-community contact and preparatory work.

Youth Service support for voluntary youth groups

APPENDIX 2

Application forms used for grants, etc.

Form No	Purpose
YST1	Application for part-time youth service training courses
YR1	Initial application for registration/recognition
YS1	Annual renewal of registration/recognition
MB1	Application for occasional use of a minibus
YS10	Application for camp/holiday grant
YS12	Assistance with hire of transport
YS16	Assistance with purchase of equipment
YS17	Assistance with contribution towards use of premises
YS17-2	Assistance with youth group's minibus running costs
YS22	Assistance with running costs of youth group's own premises
YS30	Assistance with contact programmes under youth service community relations support scheme
YS29	Assistance with preparatory programmes under youth service community relations support scheme
YS32	Programme report and financial statement completed at the end of preparatory work and/or cross-community contact for which assistance is given