



# **Joint Parishes Youth Service Provision**

**Upper Beeding  
Parish Council**

## **Outline Business Plan**



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# 1. PURPOSE OF PLAN AND SUMMARY (Executive summary)

## ***Why are we writing this plan? – Here's an overview of our business proposal,***

This business plan seeks to outline the provision of a much-needed youth service for the three named parishes of Steyning, Upper Beeding & Bramber.

When young people leave school or college for the day, or for good (at the end of their educational programme), our parish councils believe there is a need to offer them a safe space in their local community to come together and to mix with their peers. We believe a progressive youth service gives young people a sense of belonging in their community. We hope that it forges positive relationships/friendships with their peers and the leaders and volunteer workers associated with the club. It also tends therefore to help combat anti-social behaviour, which is often a by-product of boredom, and a lack of direction and belonging. We also hope that it will offer young people a chance to have a voice in their community, by ensuring they are part of the decision-making process associated with their own service and other possible youth provision projects within the three parishes.

Here's an overview of what we hope to offer

- We want to offer a service for young people aged 9 – 19 : Key stage 2 onwards
- We will offer arts and crafts, cooking where possible, sports, dance, music, design and other recreational pursuits, workshops, plus encouraging team-working activities.
- Young people will be given informal education and a start to adulthood, through budgeting & financial information, CV writing and preparation for possibly living alone, and a guide to other life skills.
- As young people have identified a lack of provision for services around sexual health and adolescence, we will consider offering targeted age-appropriate sessions around this issue and in language they relate to, as well guidance on the avoidance of drug and alcohol misuse.
- Young people will be signposted to external services where needed.
- We want to actively and financially support the youth work of the Steyning Downlands Scheme and hope to broaden its scope to include similar conservation and nature orientated pursuits in other locations within the three parishes such as Bramber Brooks.
- We want to strengthen ties with local schools and with church-led youth programmes.
- We want to include our Community Wardens into the scheme by occasionally recruiting their support during sessions, so that there is a welcome and useful familiarity being fostered.
- As well as offering our own programme of enjoyable and thought-provoking pursuits and information, and dovetailing our programme to fit with other schemes, we want to provide a hub to showcase all the other activities, groups and clubs that are available within the three parishes, and beyond, for all of its young people and to use social media platforms and a bespoke web site in order to ensure this is possible.

## ***Do we need funding?***

The majority of the funding will be provided by the three parishes and via their annual Precept requests, but there will be a need to apply for extra funds if possible. At present the business is not proposed to be given a charitable status as this does not easily align with the direct supervision needed, via the Parish Councils administration processes, and which is foreseen by having to manage the service 'in-house'. However, fundraising could still be possible via applications to Trusts, Foundations and other Grant-making bodies. In this way it is hoped opportunities, equipment, and session variety might be broadened.

## 2. DETAILS OF THE BUSINESS

### **Business name**

*Joint Parishes Youth Service Provision*

### **Club name**

To be decided upon with input from the young people who use it

### **Website**

A bespoke Web Site is designed and put in place to promote the Youth Club plus all other Youth Services available throughout the three parishes. Each of the three Parish Council websites will be able to continue to promote the services via a direct link to this new portal, and the content of the new site is to be discussed and agreed by the JPYC.

### **Home & business telephone numbers and contact details**

The business will be based on the first floor of the Upper Beeding Sports Centre. The preferred contact details will need to be agreed via the Joint Parishes Youth Committee {JPYC}, but it is likely that there will be a specific contact email address and mobile phone with its own IP address. These can be given to both the young people involved and the parents or guardians of those who participate, as well as partner organisations, their group leaders and other key stakeholders.

### **Staff Structure and Personnel Involved**

The Joint Parishes Youth Committee will be given delegated responsibility to administer the service.

One Direct Line Manager / Clerk appointed to undertake this responsibility by the JPYC on a biennial basis.

One part-time 'Youth Leader'

Two part-time 'Youth Workers'

Two to five 'Youth Worker Volunteers'

Assistance occasionally provided by Neighbourhood Wardens in liaison with their supervisor, and via partner Youth Service organisations by prior agreement, and with agreement from the Youth Leader

### **Legal status of this business**

*The Three Parish Councils will manage and administer the business via the JPYC and the delegated line management of the appointed 'Line Manager'. Though there is no statutory duty for Parish Councils to provide this service, in the absence of such a provision from West Sussex County Council the Joint Parishes will provide the legal framework, the administrative support and the financial support for the business, with welcome additional support available, if necessary, from Horsham District Council. Insurance details and cover will be agreed by the JPYC. Financial support agreed by the signing of an annual memorandum of understanding {MOU}, which each of the three Full Councils will need to approve in the December preceding the following years' service. The service will be structured on a set of contracts (specific to each parish) which run for three years and are agreed by each Parish Council member.*

### **Business start date**

*Spring 2024*

### **Qualifications and Work Experience**

The Joint Parishes Youth Committee members ought to be conversant with the latest legislative parameters associated with undertaking Youth Provision and some level of additional training for members and appointed Line Manager may be required – The National Youth Agency runs a lot of training online. Joint Negotiating Committee {JNC} qualified or equivalent youth workers should be appointed, if possible, with specific qualifications and work experience set out in the draft Job descriptions - CV's will need to be provided as part of the selection process.

### 3. PRODUCTS AND SERVICES

#### ***Details of the services we will be offering in due course, and as resource's permit***

- Arts and Crafts Sessions
- Sports, both formal and informal /recreational such as Pool table / Table Tennis
- Basic cookery skills (provide food for all attendees, plus access to appropriate facilities when needed)
- Dance sessions, Music appreciation, Fashion and Design
- Age-appropriate sessions for dealing with Sexual health, Drug and Alcohol issues
- To include an array of 'workshops' as a special monthly session for the youth club with guest professionals/skilled individuals providing interesting, enjoyable and fun sessions, to possibly include Fire brigade; Creative writing; Bike Repairs; Police; First Aid/Responders and to invite Youth Leaders from other local Youth Clubs to promote their own sessions.
- Open access sessions
- Quarterly Newsletter / Social Media Platform Release publicising this and all other youth services in the three parishes
- Work closely with the schools, and invite Church youth providers, SDS youth workers and other representation to sessions or meetings as appropriate, including liaison with 'Duke of Edinburgh' award scheme reps.
- Access to basic food for participants where and when needed
- Publicise quarterly reports on Web Site and through social media – self publicity
- Promote opportunities for youth club members to make council-based representations
- Targeted sessions to help those most in need, prepare young people for adulthood.
  - including - CV writing, Email and Letter writing.
  - Managing finances and a weekly budget.
  - How to cope with living alone.
  - How to cope with being a primary family carer
  - Guidance on further education or training obtainment
  - other life skills etc
- Signposting young people to external services where needed

#### **Details of the employees we intend taking on now or in the future**

**1 x Lead Youth Worker** – Three Year fixed Term Part-time contract, (with option to continue if service cont.)  
Approx. £30,000 per Annum (pro rata)

This is based on an average of 30 hours per week work

And using the JNC Pay Scale points 14 to 20 {For'22/23 - £28,825 to £33,622}

Progress up the scale will be based upon successfully passing staff appraisals

Five weeks Holiday to be taken non-term time unless specific agreement made

**2 x Part time Youth Support Workers** @ Approx 9hrs per week – Approx £12.50 per hour

Four weeks Holiday to be taken non-term time unless specific agreement made

{There are significant oncosts that should be considered around employing staff including NI contributions, PAYE, and possible pension costs}

**Volunteers** will be selected based upon their knowledge, experience, availability, trustworthiness, and motivation. An 'Enhanced DBS' check is required for all volunteers and any other supervisory assistants.

There will be specific Job Descriptions and Person Specifications put in place for all employees and volunteers who are involved in this JPYC Youth programme, and these first to be agreed by the JPYC

### **Detail of hours of provision and pricing strategy for each session**

- 3 x 2/3hr sessions in Steyning per week (1 for Juniors aged 9 – 11, 1 for Seniors aged 11 – 19 , 1 x Drop in for age 14 – 19)
- 2 x 2/3hr sessions in Upper Beeding per week (1 for Juniors aged 9-11, 1 for seniors aged 11 – 19)  
{The sessions will have a 30 min set up and 30 min debrief period}
- 1 x 1Hr session within a primary school location {and with permissions granted} each week and on rotation between Steyning and Upper Beeding schools

*Resources budget @ £10 per session, per hour per venue, when a charge is levied by a Resource Centre. However, this is not necessary in most current cases where the room hire is free.*

*Youth Club members pay **£1.00** subs per session – But the first session will be offered free as a promo. Payment can be made by cash or PDQ or via mobile phone app. Sessions will be offered for approx. 42 weeks of the year.*

*The 42 weeks noted covers all term times plus some Holiday Activity Cover, which allows staff to complete their holiday entitlement during the non-term time periods {School Holidays}, without interrupting service provision.*

*This arrangement is clearly subject to change dependent upon staff availability and holiday requirements, but further details will be written into the employees Job Descriptions.*

*# - Added to the portfolio of sessions on offer to our local youth will be (subject to agreement) access to and joint promotion of the range of activities being programmed in by the Steyning Downland Scheme {SDS}, through the Wiston Estate and via their own Youth Workers and scheme management network. – To enable this to happen the JPYC will need to enter into a written agreement with the SDS and via an agreed annual funding arrangement.*

## **4. LEGAL**

### ***Detail of the legal requirements for the business***

1. Public Liability/ Staff Insurance, and other insurance covers as necessary to be put in place.
2. Enhanced DBS Checks for staff and volunteers.
3. All appropriate Risk Assessments undertaken, put in place and staff aware with checks in place.
4. PRS/PPL/MPLC/TV? Broadcasting and Entertainment Licences in place as required.
5. Safeguarding Training, First Aid training and any other pertinent training required.
6. A Bank Account put in place for all Youth provision income and expenditure {Ring-fenced} and overseen by one Responsible Finance Officer, which needs to be reconciled and agreed by JPYC each quarter, then audited by a third party {WSALC approved company}

## 5. BUSINESS OBJECTIVES (Vision for the future)

### ***How we want our business to develop (SMART objectives)***

- Provide within six months an annual programme of five regular sessions a week during term-time that can demonstrate an interesting, enjoyable and eclectic programme of activities, with each session planned and monitored with each term's activities being reported back to JPYC
- Provide weekly programmes during some school holiday periods at first, with then a more regular and long term planned range of holiday activity provision for the Joint Parishes youth
- Provide a weekly School 'sports coaching and mentoring' class alternating between primary schools which integrates with the school curriculum and with the support of each school
- Support and train Young People to attend parish council meetings regularly and to formalise their input and participation to the JPYC by the end of year one.
- Work with young people and other partners to develop a programme that will develop skills for employment and leadership.
- Promote and develop regular sessions through the recruitment of volunteers, parent supporters, young leaders and additional staff as funds allow to increase attendance to at least 15 young people per session / 75% of the maximum capacity for the venue and size of staff/volunteer team
- Ensure there is access to a 'Drop-in' session and premises with music and refreshments – safe space
- Start a 'Film Club' for young people
- Start up a young leader's programme
- Put in place an effective system for self-regulation and development, through an online survey involving self-assessment/ youth engagement/ parental input.
- There will be more specific business objectives put in place following the selection and appointment of staff and based upon their aptitude and their own thoughts on how the programme ought to develop. These to then be agreed by the JPYC.

## 6. START UP

### **Listing start-up resources required**

- Mobile Phone with its own IP Address
- Laptop and Wi-Fi
- Insurance in place
- Venue Hire, costed and booked
- Equipment and other 'Resources' in place via budgetary agreement
- Bank Account for business use, (cannot apply for funding without this).
- Administrative and supervisory backup – including initial assistance via Horsham District Council administrative support
- Office space and furniture as required via budgetary agreement
- Stationary, and other office equipment and consumables
- Appointing three members of staff, and recruit volunteers
- Completing Job Descriptions and Person Specifications.
- First Aid Boxes put in place and Risk Assessments carried out.
- PDQ machine and or payment apps put in place for entry fees
- Ensure that the capital funding from the three parishes remaining and not used due to a lack of provision in the interim period following the demise of the SCYP scheme, be used for the purchase of equipment and any other necessary training to enable efficient, robust and well-resourced JPYC Business start-up.