

## 06/ 07 INNER NORTH WEST AREA Draft Youth Service Plan

SYO = Senior Area Youth Officer: SAYW = Senior Area Youth Worker: YW = Youth Worker or Youth Work: CYP = Connexions Youth Project Team: Health Ed = Youth Service Health Education Project:: PCT = Primary Care Trust:

CYPSP = Children & Young People's Strategic Partnership: H&S Off = Health & Safety Officer:

QA = Quality Assurance Recording System

Asterix \* QA= as reflected in QA recordings qualitative information .

ISW = Individual Support Work:

PAYP = Postive Activities for Young People Project

OOSA = Out of School Activities Project

LEAP = Leeds Equality Action Project

ASBU – Anti-Social Behaviour Unit; ASBO = Anti Social Behaviour Order

CAP's = Connexions Access Points

NEET = Young people **Not in Education, Employment or Training**; EET = Employment, Education & Training

BV = Best Value

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
<b>Be Healthy</b>			Review of Existing Programmes	SYO SAYW YW All Staff	April 06  On going	QA programme evaluation report
To develop and deliver a wide range of Health & Well being programmes which address both mental and physical health			All programmes to include a wide range of Health & Well Being programmes that meet local need and address areas of concern e.g. smoking, alcohol, diet, heart failure etc.	All Staff Social Services PCT		Feedback from young people . Programme Planning, QA, detailing wide range of programmes
			Identify and develop partnerships with local Children's Homes			All units of work to include Health & Wellbeing

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To deliver Individual Support to young people in crisis/need			<p>Connexions NW Team deliver ISW to young people in the area</p> <p>Experienced area YW's to deliver ISW within a range of YW sessions,</p> <p>To deliver appropriate mental health training to staff</p>	<p>CYP Team YW's</p> <p>SYO All Health ED</p>	<p>April 06 Ongoing</p> <p>Sept Ongoing</p>	<p>QA</p> <p>CYP Team achieving targets</p> <p>All units of work to deliver ISW and/or refer young people to relevant support.</p> <p>Min 25% staff trained</p>
To improve young people's access to Health Services			<p>To develop a flow chart of links to services</p> <p>To improve partner relationships and information sharing</p> <p>To raise issues of concern with relevant Health service deliverers through partnership meetings and task groups</p>	<p>SAYW</p> <p>SYO</p> <p>All Staff PCT CYPSP</p>	On going	<p>Young people receiving information ( *QA)</p> <p>Partnership formed</p> <p>Programmes delivered</p>
To enable young people to make informed decisions about their health			<p>To access staff to a wide range of Health Education Training</p> <p>To improve/increase Health Education Information resources in all youth work environments.</p> <p>Up date Health Information in all bases.</p>	ALL	Ongoing	<p>Training delivered.</p> <p>Young people accessing information in youth work environments (*QA)</p>

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To increase young people's knowledge about legal and illegal substances including alcohol and cigarettes			To work in partnership with D3 and Health Education To access staff to drugs training To implement drugs information sessions into all programmes To improve dialogue with PCSO's	ALL	Ongoing	Programmes delivered Increase number of trained staff. Young people enabled to make informed choices Change in young people's attitude towards use ( *QA) Reduction in young people's use (*QA).
To improve access to sexual health support			To improve partnerships with School nurses, PCT To improve partner relationships and information sharing To raise issues of concern with relevant Health service deliverers through partnership meetings and task groups	All PCT Health Ed	Ongoing	Increase the number of young people using services Contribute to reduction in teenage pregnancy (PCT Stats)
To increase number of outdoor and physical activity programmes			Agree a balance programme with partners across the area.  To develop further work with Space to Grow  To increase number of tutor led sessions in Dance, Drama Young People to Access Programmes at Herd Farm and other Related venues	All, Sport & Rec PAYP/O OSA Partners	April 06 Ongoing	Programme Delivered Number of young people involved Number of sessions delivered & contracted

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
<p><b>Stay Safe</b></p> <p>To reduce aggressive behaviour and contribute to a reduction in crime</p>			<p>To access young people to anger management sessions</p> <p>To review behaviour contracts with young people using provision and agree new contracts/ground rules implementing changes required.</p> <p>To work together with partners to prevent crime, through delivery of crime diversionary programmes such as Physical Activities</p> <p>To continue to deliver specific 'closed group work sessions' providing intensive programmes for young people on ASBO's and/or at risk of involvement in criminal behaviour</p>	<p>ALL</p> <p>ALL PAYP Sport &amp; Rec Comm Safety ASBU</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Number of young people accessing sessions Contract/ Ground rules implemented.</p> <p>PAYP Targets met Contribution identified in Partner meetings Contribution to reducing area targets e.g. ASBO's</p>
<p>To increase staff self confidence in dealing with situations</p>			<p>To continue to access staff to training</p> <p>To continue to deliver staff supervision &amp; support sessions</p> <p>To continue to update all policies and procedures</p> <p>To have Risk Assessments in place for all units of work</p>	<p>SYO,SA YW,SYW H&amp;S Off</p>	<p>Ongoing</p>	<p>Staff personal development feedback</p> <p>Risk Assessments approved</p>

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To improve quality of risk assessment			To continue to access staff to training To continue to review risk assessments To have risk assessment in place for all units of work	All H&S Off		Risks Assessments Approved
To promote Community Cohesion			To liaise with the LEAP and deliver Community Cohesion Programmes across the area. To build on existing Intergeneration Programmes and develop new partnership programmes.  To develop cross community programmes and activities.	ALL		Increased participation in Community Cohesion and Intergenerational programmes.  Attendance and participation in programmes.
To identify a venue for a 'Hub'/ Centre of Excellence for the NW area			To identify a suitable venue To undertake a feasibility study	SYO SAYW's H&S off		Increase programme options Improve service delivery
To provide a mobile bus unit.			To secure funding To establish and deliver a mobile programme To develop partnership programmes	SYO SAYW Partners	April 06 ongoing	Increase programme options Improve service delivery Increased security for 'street based work'

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To improve quality of detached & outreach work and resources	A,B,C, D.	1,2,3,4,	To continue to access staff to training To update resources and make available to each team. To purchase/hire a mobile unit	SAYW  All Staff  SYO SAYW PCT/Vol Orgs	Ongoing  Ongoing  June 06	75% staff to have received training Resources available  Mobile unit programme delivered. Young People accessing the provision
To ensure all young people especially those from minority groups and who have additional needs have safe access to youth work programmes	A,B,C,	1,2,3,4,	Identify a Centre of Excellence  Review all premises used for programmes Implement and revise Risk Assessments Consult young people and partners	SYO All Staff  ALL	Long term action plan Ongoing	Implementing an action plan  Approved Risk Assessments in place  Feedback from QA and partnership meetings.
To further develop Connexions Access Points	A,B,C,D,	1.2.3.4.	Review and update existing CAP's Submit funding application for new access points Review existing opening times and sign posting mechanism's	ALL CYP		Increased use of CAP's Meeting CYP foot-fall targets

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
<p><b>Enjoy and achieve</b></p> <p>To develop and deliver a wide range of physical, and creative activities across the area</p>			<p>Agree a balance programme with partners across the area.            Further develop partnerships with Children's homes            To develop further work with Space to Grow            To increase number of tutor led sessions in e.g. Dance, Drama            Young People to Access Programmes at Herd Farm and other Related venues</p>	<p>All, Sport &amp; Rec            PAYP/O            OSA            Partners</p>	<p>April 06            Ongoing</p>	<p>Programme Delivered            Number of young people involved            Number of sessions delivered &amp; contracted</p>
<p>To accredit Physical activity programmes and other programmes as suitable through D of E Scheme 'Campaign for Youth'</p>			<p>Access staff to D of E Training            To provide opportunities in all programmes            To design and deliver unique programmes as required</p>	<p>All            D of E            unit</p>		<p>Number of certificates awarded.            Improved quality of programmes            Increase young people's self esteem - *QA</p>

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To continue to develop partnerships to access external funding to increase informal educational programmes delivered			Review existing external funding Develop new partnerships Submit applications	SYO SAYW	June 06 Ongoing	Exist strategies in place External funding granted Increase number of programmes Enhanced programmes & resources
To implement a new volunteering and participation strategy			Identify the number of volunteers places that can be supported Hold a Volunteer Event Provide Volunteer Training Establish a young peoples participation action plan	SYO, SAYW, SYW	June 06 ongoing  Dec 06 ongoing	Number of volunteers  Young people involve in decision making processes and consulted on area & service plans



Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To establish peer training and support opportunities for young people			<p>Continue to support the young peoples INWYN development Consult partners with a view to develop an ONWYN or other named body.</p> <p>To consult with young people and consider the development of a variety of participation opportunities, and support systems to assist young peoples in addressing issues such as bullying.</p>	Inner NW Staff	Ongoing	<p>Development of a young people's network or participation project in both Inner &amp; outer North West</p> <p>Number of young people involved in participation and peer support.</p>
To continue and further develop and deliver informal education programmes and study support sessions			<p>To review existing work and increase the number of programmes offered Develop new programmes in partnership with the voluntary sector</p>	ALL	Ongoing	<p>Number of young people involved Number of Certificates awarded Contribute to young people's achievement in school.</p>

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To deliver Individual Support to young people to enable them to remove barriers preventing them maximising their full potential			<p>Connexions NW Team deliver ISW to young people in the area</p> <p>Experienced area YW's to deliver ISW within a range of YW sessions,</p> <p>To deliver appropriate training to staff</p>	<p>CYP Team YW's</p> <p>SYO All Partners</p>	<p>April 06 Ongoing</p> <p>Sept Ongoing</p>	<p>QA</p> <p>CYP Team achieving targets</p> <p>All units of work to deliver ISW and/or refer young people to relevant support.</p> <p>Min 25% staff trained</p>
Establish programmes that both address the problem of graffiti and provide opportunities for young people to develop creatively			<p>Identify partners involved in this area of work both those delivering programmes and those dealing with the problems.</p> <p>Review existing provision</p> <p>Identify other areas of concern</p> <p>Seek funding to develop new responses and programmes</p>	ALL Partners	June 06 ongoing	Reduction in unauthorised graffiti Session Attendance & Accreditation
<b>Make a positive contribution</b>						

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To implement a new volunteering and participation strategy			Identify the number of volunteers places that can be supported Hold a Volunteer Event Provide Volunteer Training Establish a young peoples participation action plan	SYO, SAYW, SYW	June 06 ongoing  Dec 06 ongoing	Number of volunteers  Young people involve in decision making processes and consulted on area & service plans
To establish peer training and support opportunities for young people			Continue to support the young peoples INWYN development Consult partners with a view to develop an ONWYN or other named body. To consult with young people and consider the development of a variety of participation opportunities, and support systems to assist young peoples in addressing issues such as bullying.	Inner NW Staff	Ongoing	Development of a young people's network or participation project in both Inner & outer North West  Number of young people involved in participation and peer support.

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
Improve staff & young people's knowledge regarding involvement opportunities and funding possibilities.			<p>To identify inner/outer key involvement youth workers</p> <p>To improve dissemination of involvement opportunities to staff and young people</p> <p>To continue to work closely with CYPSP Participation sub group and Connexions YPI Group.</p> <p>To access staff and young people to involvement and participation training.</p>	All	Ongoing	<p>Increased Number of young people interested in participating</p> <p>Number of young people involved in participation</p>
Improve placement opportunities for young people			<p>To identify how many placement could be supported</p> <p>Liaise with schools in the area</p>	SAYW	Sept 06	Numbers identified and used

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
Establish programmes that both address the problem of graffiti and provide opportunities for young people to develop creatively			Identify partners involved in this area of work both those delivering programmes and those dealing with the problems. Review existing provision Identify other areas of concern Seek funding to develop new responses and programmes	ALL Partners	June 06 ongoing	Reduction in unauthorised graffiti Session Attendance

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
<p><b>Achieve Economic Well Being</b></p> <p>To deliver Individual Support to young people to enable them to remove barriers preventing them maximising their full potential and accessing education, employment and training</p>			<p>Connexions NW Team deliver ISW to young people in the area</p> <p>Experienced area YW's to deliver ISW within a range of YW sessions,</p> <p>To deliver appropriate training to staff</p> <p>To contribute to the tracking of young people who are NEET . Sign post young people to relevant support agencies Access young people to education, employment &amp; training To access emergency funds for young people in crisis. Improve young people's access to Careers &amp; College open days and taster sessions. To assist young people in access appropriate benefit services.</p>	<p>CYP Team YW's</p> <p>SYO All Partners</p>	<p>April 06 Ongoing</p> <p>Sept Ongoing</p>	<p>QA</p> <p>CYP Team achieving targets</p> <p>All units of work to deliver ISW and/or refer young people to relevant support. Min 25% staff trained Number of young people referred to EET opportunities.</p>

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To access young people to accredited youth work programmes to enhance their qualification status			Access staff to D of E Training To provide accreditation opportunities in all programmes To design and deliver unique programmes as required	All D of E unit	Ongoing	Number of certificates awarded. Improved quality of programmes Increase young people's self esteem - *QA
To improve young people's access to career & college open days and tasters.			Increase CAP's, Youth Enquiry/ Information Sessions Training for Staff Continue partnership arrangements and develop new opportunities	CYP ALL Partners	Ongoing	Number of young people attending open day etc

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To ensure young people access relevant benefits and services			Increase CAP's, Youth Enquiry/ Information Sessions Training for Staff Continue partnership arrangements and develop new opportunities for joint working	ALL	Ongoing	Number of Young people moving out of crisis
<b>Service Performance</b>  All ward, REACH, Accreditation and recorded outcomes targets to be met			Reduce the number of vacant posts Provide relevant staff training Further develop partnerships with the voluntary sector, PAYP, OOSA, Sport & Rec	ALL Partners	April 06 ongoing	Quarter Reports
North West area continues to contribute to Youth Service delivering against Corporate (BV) Plan Targets, District and Area Plans			To deliver against targets, incorporate in programme planning	ALL	April 06 ongoing	Achievement against targets



Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
Improve quality of Quality Assurance Recordings			Review system Staff Training	ALL	April 06 ongoing	Monthly Reviews
To improve & increase local marketing of the service			Review existing marketing Staff Training Produce New Material for each area Ward Member meetings Involvement in Youth Sub Group and Local partnerships CYPSP Newspoints	ALL	June 06 ongoing	Production of Material Increase use of facilities and programmes
Improve quality of programmes			Management Observation of sessions Peer Observation Ward Member visits Young People's observations/mystery shopping	SYO, SAYW Young people Ward Members	April 06 ongoing	Feedback from Young People, Visits Reports, Members

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To improve mechanisms for identifying and responding to local needs and initiatives			Involvement in local multi-agency meetings e.g. CYPSP, Community Safety, Partnership Meetings, Area Management Meetings and sub groups	ALL	April 06 ongoing	Programmes responding to local need as identified in local plans and initiatives
<b>Service Development</b> To further develop partnerships with the voluntary sector			To engage with the Youth Partnership Continue to contribute to partnership meetings and offer support Increase Voluntary Sector delivery and funding	SYO ALL SYO	April 06 ongoing	Increased voluntary sector programmes Vol Sector contribution to targets & outcomes

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
To continue to implement ofsted recommendations in the area			To ensure all programmes reflect a balance of the 5 ECM's and meet the objectives outlined in Every Child Matters	ALL	April 06 ongoing	Programme Evaluation Observation Visits QA management
To review and improve existing QA system and MIS			To implement the changes identified in the service review Improve IT in key centres in the area Staff Training	ALL	April 06 ongoing	Quarterly Management Information Provided Reports from managers Reduction in time allocated for recording of work Increase in quality of information
<b>Workforce Development</b>  To continue to contribute to the achievement of IIP Standard			Area contributes to the Departments IIP status Staff continue to receive supervision, support and training	ALL	April 06 ongoing	IIP Status continues

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
Staff receive Regular recorded supervision and appropriate support			Supervision structure implemented Regular Team and Peer meetings 'Out of Hours' support provided	SYO SAYW YW	April 06 ongoing	Retention of staff Feedback from staff Reduction in sickness due to work related stress
Improve adult Volunteering opportunities			Identify the number of volunteers places that can be supported Hold a Volunteer Event Training for staff supervising volunteers Provide Volunteer Training	SYO, SAYW, SYW	June 06 ongoing  Dec 06 ongoing	Number of volunteers increased
Increase staff attendance			To improve use of managing attendance procedures To raise staff awareness of all support mechanism's available	SYO SAYW SYW	April 06 ongoing	To reduce sickness levels by 10% Stage 1 & 2 monitoring up to date

Objective	L & L Aim	Corporate Context	Actions	By Whom	By When	Success measured by
Increase knowledge of Health & Safety regulations and responsibilities & Risks Assessments			Staff Training delivered Risk Assessments in place for all units of work Policies & procedures adhered to in all programmes	ALL H&S Off	April 06	All staff and programmes operating according to H&S policy and legislation
To deliver staff training according to need and increase quality of service delivery			To establish a personal development plan for all staff Area Training plan agreed and delivered Contribute to and access service and corporate training	ALL	April 06 ongoing	Number of training sessions delivered and attended Personal Development targets met.