1. INTRODUCTION

1.1 The Youth Service Provision Single Issue Panel was established by the Lifelong Learning Policy Development and Scrutiny Committee on 8 April 2004.

1.2 The Panel’s terms of reference set out the following objectives:

- to review the Youth Service’s operational response to the DfES policy documents “Transforming Youth Work” and “Resourcing Excellent Youth Services”
- to consider the quality and deployment of Youth Services in the light of “Resourcing Excellent Youth Services” with particular reference to the requirement to focus services on “at risk” young people in the 13-19 age range
- to consider the impact of any proposed changes on patterns of current service delivery

1.3 The Panel met on four occasions and their work included:

Interviews with:

- Anna Moss, Manager, Cornwall Share
- Representatives of the Cornwall Youth Forum
- John Cousins – Manager, Youth Offending Team
- Fiona Fitzpatrick, Divisional Manager, Social Services
- Deborah Tredgett, Local Manager (Cornwall) Connexions Cornwall and Devon
- Julie Marks, Youth Intervention Manager, Devon and Cornwall Constabulary

Visits to a variety of Youth Services and discussions with staff and young people:

- Redruth Youth Centre
- Cornwall Share Office, St Austell
- Newquay Youth Centre

Other research including:
• attending a meeting of the Cornwall Youth Work Partnership to get views of voluntary sector organisations;
• discussions with the Diocese of Truro concerning the operation of the Truro Diocesan Youth Synod and the Hayle Youth Project;
• correspondence with District Council Chief Executives to gather local views on Youth Service provision;

2. PROPOSALS

2.1 During the Autumn, the government will be publishing a Green Paper which will have significant implications for the Youth Service. This Panel report is therefore an interim one - setting out findings and recommendations to date in order that these may be taken into account, where appropriate, within budget setting considerations. The Panel intends to meet once more to review its findings in light of the Green Paper and anticipates subsequently bringing a final report to the Committee in late 2004.

2.2 The Panel’s interim report (Appendix 1) sets out a series of recommendations focused upon three themes:

• provision
• partnership working
• funding and spending

3. OFFICER CONSULTATION

Any relevant financial issues arising from this report have been considered by the County Treasurer. Name of Treasurer: Graham Bond

☒ The author considers that there are no legal issues arising from this report.

☐ Legal issues arising from this report have been considered by the County Solicitor and advice has been received that the recommendation(s) can be made. Name of Solicitor:

4. RECOMMENDATION

a) the Executive be recommended to approve the interim report of the Youth Service Provision Single Issue Panel; and

b) the Minutes of the Youth Service Provision Single Issue Panel meetings held on 10 September and 14 October 2004 be received.

CHIEF OFFICER Peter Stethridge
Chief Executive

REPORT AUTHOR Philippa Dowling

APPENDICES

1. Interim report of the Youth Service Provision Single Issue Panel

2. Minutes of the Youth Service Provision Single Issue Panel meetings held on 10 September and 14 October 2004
List of Background Documents (under provisions of the Local Government (Access to Information) Act 1985)

None
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EXECUTIVE SUMMARY

THE PANEL’S CONCLUSIONS

Provision of Youth Services

- Services provided are well regarded and well used, however provision is inconsistent across the County and in some areas, the needs of young people and the communities in which they live are not currently being met;
- There is a lack of community based social meeting places in a number of key communities;
- Whilst the County Council can claim to address all aspects of the Local Authority Pledge to some extent, the lack of coverage across the county is a concern.

Partnership working

- The Service works well with partners to achieve wider objectives and targets – this could be further improved through strategic planning across agencies;
- There may be opportunities to further develop joint working arrangements with District Councils;
- There is value in exploring practical opportunities to improve multi agency working – for example through One Stop Shops and data sharing;
- National developments in terms of the Children’s Bill and the Green Paper on youth services will impact upon this area.

Funding and Spending

- Core funding of the service currently falls short of nationally set Formula Spending Share by £450,000;
- The balance between core and externally funded work in the Youth Service is a concern;
- The Youth Service has significant potential to contribute to a wide range of County Council and other public sector partner targets but current funding arrangements do not necessarily reflect this;
- There is a contradiction between the Youth Service’s key role in supporting 13-19 year olds, in particular those “at risk” and the use of the Service’s budget to support a range of voluntary and uniformed organisations who work largely outside of this age range or client group;
THE PANEL’S RECOMMENDATIONS

Key recommendations

- Core services set out in the Local Authority Pledge should have the security of core funding.
- The lack of community based social meeting places in key communities should be addressed. These include Penzance, Falmouth, St Austell, Truro, Camelford, Looe and Torpoint.
- The balance between core and externally funded work in the Youth Service should be reviewed. The current reliance upon external funding to provide core services presents an insecure situation both for the services and those employed to provide them. External funding should only be used for those services which are over and above core functions.

Further recommendations

- In order to alleviate pressure on the 2005/6 Youth Service Budget, a significant step towards the Formula Spending Share Youth and Community Block figure should be considered within the 2005/6 to 2007/8 three year forward budget process. Any additional core funding should be applied to supporting and sustaining existing Youth Service activity.
- Future funding of the Youth Service should be considered in the context of its role as a partner with other public sector providers and its role in assisting them to meet their targets should be acknowledged.
- The importance of local authority funding for uniformed organisations is not questioned. However, the role of the Youth Service in providing these grants should be clarified.
- Clear exit strategies should be developed at the outset for services and projects funded via external funding.
- Opportunities to develop inter-agency strategic planning arrangements should be explored.
- Work should take place with partners to review opportunities to improve upon, and tackle geographic imbalances in, provision of Youth Services.
- The Youth Service should strengthen its interaction with District Councils, both at planning and delivery levels, to ensure a more coherent approach to district council led services aimed at young people.
- Practical opportunities to improve multi agency working, for example, One Stop Shops and data sharing, should be supported.
- The Youth Service and its partners should collectively look at how services for young people are publicised.
- Cornwall Share should be supported in extending opportunities for preventative work – for example, through involvement with schools and district councils.
- Opportunities to improve the accessibility of Youth Centres should be sought – this could include work with partners to look at issues concerning transport and the opportunities provided by the extended schools agenda.
1. **INTRODUCTION**

1.1 The Youth Service Provision Single Issue Panel was established by the Lifelong Learning Policy Development and Scrutiny Committee on 8 April 2004 with the following objectives:

- to review the Youth Service’s operational response to the DfES policy documents “Transforming Youth Work” and “Resourcing Excellent Youth Services”
- to consider the quality and deployment of Youth Services in the light of “Resourcing Excellent Youth Services” with particular reference to the requirement to focus services on “at risk” young people in the 13-19 age range
- to consider the impact of any proposed changes on patterns of current service delivery

1.2 The Panel has met on four occasions and Panel Members have undertaken a number of fact finding visits to local youth clubs and other services provided by the Youth Service for young people in the County. The visits provided the opportunity to see facilities first hand and to speak to staff and young people present and included:

- Redruth Youth Centre
- Cornwall Share Office, St Austell
- Newquay Youth Centre

1.3 The Panel met with a range of witnesses to inform this review including:

- Anna Moss, Manager, Cornwall Share
- Representatives of the Cornwall Youth Forum
- John Cousins – Manager, Youth Offending Team
- Fiona Fitzpatrick, Divisional Manager, Social Services
- Deborah Tredgett, Local Manager (Cornwall) Connexions Cornwall and Devon
- Julie Marks, Youth Intervention Manager, Devon and Cornwall Constabulary

1.4 Other research undertaken by Panel Members included:

- attending a meeting of the Cornwall Youth Work Partnership to get views of voluntary sector organisations;
- discussions with the Diocese of Truro concerning the operation of the Truro Diocesan Youth Synod and the Hayle Youth Project;
- correspondence with District Council Chief Executives to gather local views on Youth Service provision;

1.5 During the Autumn, the government will be publishing a Green Paper which will have significant implications for the Youth Service. This Panel report is therefore an interim one - setting out findings and recommendations to date in order that these may be taken into account, where appropriate, within budget setting considerations. The Panel intends to meet once more to review its findings in light of the Green Paper and anticipates subsequently bringing a final report to the Committee in late 2004.
2. CORNWALL COUNTY COUNCIL’S YOUTH SERVICE

2.1 It is important at the outset of this report to outline what the County Council’s Youth Service is all about. It can be easy to see the service in terms of its readily recognisable functions such as Youth Clubs and Youth Centres, but this is only part of the picture.

2.2 One of the Panel’s witnesses made the point that school isn’t the only mechanism by which young people learn. This is at the heart of what the Youth Service does - by providing young people aged 13-19 with opportunities to take part in informal education activities aimed at helping them to reach their potential and mature into confident, responsible citizens.

2.3 There are a range of ways in which the Service works to achieve this:
- Youth centres and meeting places
- Detached and outreach projects
- Information, advice, counselling and mentoring services (Cornwall Share)
- Voice and influence programmes including Youth Forums, consultation and research with young people.
- Delivery partnerships via Service Level Agreements with the Voluntary Sector.

2.4 Targets are in place for the service. For 2004-05, these include maintaining a meaningful contact with 7,500 young people aged 13-19 and achieving participation rates of 5,000 young people of this age range. Of those participating in youth service programmes, targets are set for 3,500 young people to achieve recorded outcomes and 500 to achieve accredited outcomes.

2.5 DfES policy documents have in recent years provided national guidance on what is expected from local Youth Services, both in terms of financial commitment and quality of service provision. This has been accompanied by recognition, particularly at a national level, of the potential value of Youth Services in contributing to the social inclusion agenda and the cross cutting targets of other agencies. This has had the benefits of opening up new funding streams to the Service, but introduces a tension between its roots as a service focused upon local community needs, and the need to now also focus upon the objectives of partners.

2.6 The Panel’s work aimed to look at three key aspects of the Youth Service’s operation in the light of these local and national expectations: adequacy of service provision, interaction with partner agencies and funding/spending arrangements. The next section of this report explores each of these issues in turn.
3. THE PANEL’S FINDINGS

3.1 PROVISION

3.1.1 The Panel’s terms of reference required a review of the extent to which current provision of youth services in Cornwall meets local needs, national requirements and the Local Authority Pledge set out in “Resourcing Excellent Youth Services.” The Panel was asked to identify any significant gaps and identify what actions were in place, or needed, to address these.

3.1.2 Appendix 1 sets out current provision in terms of youth centres, clubs and projects including voluntary provision.

How well does existing provision meet local needs?

3.1.3 The views of Youth Forum representatives, partner organisations and District Councils were obtained to inform the Panel’s investigation into how well provision of services in Cornwall meets local needs. Members also undertook visits to a number of Youth Service establishments to hear the views of young people and front line staff.

3.1.4 The nature of comments received were pretty consistent - existing provision is well received and the commitment and professionalism of those providing services was recognised. Responses from District Councils pointed to some real successes achieved through partnership work - the BMX cycle track at Penryn for example was described by Carrick District Council as a good example of how well the Youth Service interacts with the District Council in identifying and addressing local needs. Existing outreach projects and the work of detached youth workers is also viewed positively by the District Councils. Panel members’ visits to local establishments also identified some excellent examples of local provision – Redruth Youth Centre and the Cornwall Share offices at St Austell were both seen as providing high standard services for young people in those areas.

3.1.5 However, whilst recognising that there are some excellent services provided in some parts of the County, the overriding message received was that services generally are geographically patchy and that local needs are not currently being met County wide.

3.1.6 These are some of the comments received:

“Existing services are far outweighed by local need. There is one youth worker to cover mid Cornwall, which at present means that there are no youth groups offered in Truro by the statutory Youth Service. This is frustrating for the young people who live in Truro, who have very little to do to occupy their time in a constructive manner, in particular during the school holidays. Truro is wholly dependent upon Zebedees as the voluntary youth service, who do provide an excellent facility given their limited resources...but much more is needed”

Carrick District Council
The Borough Council continually receives requests to provide youth services in its communities… the Community Strategy for Restormel also identifies the provision of youth services as a key action in tackling issues for young people in the borough”

Restormel Borough Council

There is a geographical gap certainly in the area of North Cornwall. The recent parish survey undertaken as part of the CPA by the Audit Commission does show up in responses from parish councils the need for further youth provision”

North Cornwall District Council

“There is a significant lack of young people’s facilities in the Caradon area, for example along the Tamar Valley villages with only some provision in Gunnislake, but generally not enough provision to ensure young people support. In fact, unless there are proactive communities demanding provision for young people in any of our communities, there is very little provision”

Caradon District Council

3.1.7 Many of the District Councils pointed to the results of local residents surveys and consultation work undertaken in the development of parish plans. Carrick District Council’s residents’ survey of the Malpas and Trelander areas of Truro found that “the amount of things there are available for young people to do” was an issue rated as “very poor” by many local residents. Their consultation with young people also reinforced the views of the Youth Forum representatives, that a standard complaint is opening times and duration of that time. Access to services was also seen as a key issue – poor or lack of transport, especially in evenings and weekends, means that many young people, especially those living in rural areas, cannot access existing services.

“Some youth centres are not always open at accessible times, for example during school holidays …. transport is a real issue”

Youth Forum representatives

“Unless parents took them, attending could be a problem – distance, transport etc”

Feedback from Member visit

“They want SK8 in their own communities ….not stuck down a farm lane of a small village in the middle of nowhere”

Feedback from Member visit

3.1.8 Specific geographical areas mentioned by District Councils as currently lacking provision for young people included Tamar Valley, Gunnislake, Torpoint, Looe, North Cornwall, Truro and rural “clay” communities.
How well does existing provision meet national expectations?

3.1.9 The Panel used the DfES policy document “Resourcing Excellent Youth Services” as a benchmark against which to measure Youth Services in Cornwall. The document includes a Local Authority Pledge setting out what is expected at a national level from local authorities.

3.1.10 The table below summarises the key criteria included in the Local Authority Pledge and the extent to which these are being provided by Cornwall’s Youth Service.

<table>
<thead>
<tr>
<th>Pledge criteria</th>
<th>How Cornwall compares</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A safe, warm, well equipped meeting place within a reasonable distance of</td>
<td>• 15 youth centres – all safe and warm, but as the Member visits testify, they are generally not well</td>
</tr>
<tr>
<td>home, accessible to young people at times defined by young people, giving an</td>
<td>equipped. All offer a variety of opportunities for personal development.</td>
</tr>
<tr>
<td>opportunity to participate in personal and social development activities</td>
<td>• Opening hours are determined by affordable staffing levels – none are open for more than four evenings a week.</td>
</tr>
<tr>
<td>including arts, drama, music, sport, international experience and voluntary</td>
<td>• Feedback from witnesses, consultees and Member visits indicates that young people want better opening times – including weekends and during school holidays.</td>
</tr>
<tr>
<td>action.</td>
<td>• There are key towns without youth centres – Penzance, Falmouth, St Austell, Truro, Camelford, Looe and Torpoint.</td>
</tr>
<tr>
<td></td>
<td>• Small towns and villages have no local authority provision - the percentage of young people with access to a meeting place “within a reasonable distance of home” is very small.</td>
</tr>
<tr>
<td>2. A wide diversity of youth clubs, projects and youth activities.</td>
<td>• A wide diversity is provided. Examples include teenage parent projects, Cornwall Youth Music Action Zone, holiday programmes, international visits, dance activities and detached and outreach teams engaging with young people “on the streets”.</td>
</tr>
<tr>
<td></td>
<td>• Provision is unevenly spread, not available to all young people, and often funded through external sources.</td>
</tr>
<tr>
<td>3. A set of programmes related to core youth work values and principles, based</td>
<td>• Programmes of this nature are in place however again the issue is one of coverage of the County and the accessibility of programmes to all young people.</td>
</tr>
<tr>
<td>on a curriculum framework which supports young people’s development in</td>
<td>• Many programmes rely upon external, short term funding.</td>
</tr>
<tr>
<td>citizenship.</td>
<td></td>
</tr>
<tr>
<td>Pledge criteria</td>
<td>How Cornwall compares</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| the arts, drama, music, sport, international experience and personal and social development, including residential experiences and peer education. | • Cornwall Share is the brand name of Cornwall’s information, advice, counselling and mentoring service.  
• The service operates through shops open weekdays 10am to 4pm in Camborne, St Austell, Bodmin and Penzance and a free phone line.  
• The service has 30 qualified information and advice workers, 20 qualified counsellors and 70 qualified mentors and is contracted to provide services to some secondary schools and Social Services.  
• Cornwall Share is well regarded by young people and run to a high standard. It holds the Community Legal Service Award.  
• The service is not however comprehensive and there are many young people who cannot access its services.  
• There are opportunities to extend the degree of “preventative” work done by Cornwall Share through increased promotion of services available to schools and district councils.  
• The service relies over heavily on volunteers. Free skills training is offered as an incentive but often the service then loses the volunteers, once qualified, to permanent positions elsewhere. |
| A comprehensive, generic, confidential information, advice and counselling service. | • The service has a designated team of staff who operate “voice and influence” activities. They support a youth forum in every district council area, a County youth forum, the UK youth parliament election process and support to Youth Parliament MPs. Support is given to other agencies and young people in regional and national consultation events.  
• This area of work is well thought of locally and nationally. The Youth Forum representatives |
**Pledge criteria** | **How Cornwall compares**
---|---
| interviewed by the Panel were positive about the opportunities for young people in Cornwall to have a voice and were actively engaged in a range of local activities. | **6. An annual youth service questionnaire involving young people in auditing and evaluating services provided by the Youth Service available to them locally.**
• This aspect of the Youth Service is particularly reliant on external funding which again limits potential for long term planning. |
| | • This has historically been undertaken at a county level on a three yearly cycle but is intended to take place annually from this year. |
| | • The work is being planned in partnership with the Combined Universities of Cornwall. |
| | • Representatives of the Youth Forum emphasised the importance of involving young people in the development of questionnaires to ensure the right issues were covered. |
| | • The service works in partnership with Millennium Volunteers, Job Centre Plus and the European Voluntary Service to achieve this. |
| | • The service holds the licence to operate the Duke of Edinburgh’s Award in Cornwall and works independently and with schools to encourage participation. The Cornwall Award has also recently been introduced. |
| | • Current DfES targets are that 30% of youth service participants achieve accredited outcomes (1,912 young people). Cornwall’s Youth Service has set itself a target of 500 young people (7.8%) based on capacity. |

3.1.11 The quality of local provision also needs to be viewed in the light of other national benchmarks. In 2002, OFSTED rated the Youth Service in Cornwall as “good” and placed it in the top 5 nationally when assessing the quality of services offered. National benchmarks for participation rates have been published by the National Youth Agency:

<table>
<thead>
<tr>
<th></th>
<th>Result for Cornwall (2002-3)</th>
<th>Regional rank</th>
<th>Statistical Neighbours rank</th>
<th>National rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>% 11-25 year olds reached</td>
<td>14.19%</td>
<td>10 out of 13</td>
<td>9 out of 11</td>
<td>73 out of 124</td>
</tr>
<tr>
<td>% 13-19 year olds reached</td>
<td>20.98%</td>
<td>9 out of 13</td>
<td>7 out of 11</td>
<td>75 out of 130</td>
</tr>
</tbody>
</table>
3.1.12 In summary, the key issues identified by the Panel concerning adequacy of provision in the light of local and national expectations are:

- Services provided are well regarded and well used, however provision is inconsistent across the County and in some areas, the needs of young people and the communities in which they live are not currently being met;

- There is a lack of community based social meeting places in a number of key communities;

- Whilst the County Council can claim to address all aspects of the Local Authority Pledge to some extent, the lack of coverage across the county is a concern
3. THE PANEL’S FINDINGS

3.2 PARTNERSHIP WORKING

3.2.1 This area of the Panel’s work focused upon the Youth Service’s interaction with partner agencies in addressing local needs.

3.2.2 The range of partners and joint working arrangements is extensive. Key partners include Connexions, related local authority departments, the voluntary community and youth work organisations forming the Cornwall Youth Work Partnership. Additionally, the Service works with:

- Drug and Alcohol Action Team
- Health providers
- District Councils
- Youth Offending Team
- Community Safety Partnerships
- Social Services
- Job Centre Plus, Employment Service
- Secondary schools
- Education Department
- Learning and Skills Council
- Adult Education
- Adolescent mental health providers
- Cornwall College
- Truro College
- Awarding Body Consortium

3.2.3 This aspect was explored through interviews with key partners including Connexions, Social Services, Devon and Cornwall Police and the Youth Offending Team and informal discussion with the Cornwall Youth Work Partnership, representing voluntary and community organisations.

3.3.4 The importance of partnership working was evident. The Youth Service has a key role to play in assisting partner agencies to meet their own targets, although, as explained elsewhere in this report, this has the potential to create some tensions in balancing community and agency expectations.

3.3.5 There is clearly a wider picture to consider – a series of agencies have similar or overlapping responsibilities for young people and it is essential that these agencies...
work together to avoid overlap and to produce the best outcomes for Cornwall’s young people. The Children’s Bill and the impending Green Paper due to be published in Autumn 2004 will undoubtedly look at this wider picture. Hence, this report will be reviewed in the light of these developments later in the year.

3.3.6 The passion and commitment of the Youth Service and its partner organisations in addressing the needs of young people in Cornwall was clear. All talked of the importance of a holistic approach and multi agency working. It is important that services are made available in a transparent and accessible way to young people and the benefits of a “one stop shop” approach where advice and help from a range of services is made available at a single location were discussed.

3.3.7 Data sharing was highlighted as one of the main obstacles to multi agency working. This is an area which needs care and it is important not only to concentrate on developing efficient processes for exchanging data, but also to retain the trust of young people by being open and transparent about information sharing between agencies and ensuring that the young person has given their consent.

3.3.8 Partners interviewed were generally extremely positive about the way that the Youth Service interacts with their organisation. The Panel wrote to all District Councils in Cornwall for their comments and received responses from North Cornwall, Caradon, Carrick and Restormel. Joint working is evident but some feedback suggested that there is scope for closer working between the County Youth Service and district led services aimed at young people. The County Youth Officer was able to confirm that opportunities to work more closely with District Councils are being actively pursued.

3.3.9 When partner agencies were asked what they see as the key issues for improving services for young people in Cornwall, consistent messages were received – adequate resourcing, strategic planning across agencies and ensuring that all those involved, both at a political and service delivery level, remain clearly focused upon achieving meaningful outcomes for young people.

3.3.10 Publicity was also seen as an important issue to ensure that communities were aware of services available to young people and how to access them.

3.3.11 In summary, the key issues identified by the Panel concerning the Youth Service’s interaction with other organisations are:

- The Service works well with partners to achieve wider objectives and targets – this could be further improved through strategic planning across agencies;
• There may be opportunities to further develop joint working arrangements with District Councils;

• There is value in exploring practical opportunities to improve multi agency working – for example through One Stop Shops and data sharing;

• It is important for existing services to be appropriately publicised in order to maximise awareness of what is available;

• National developments in terms of the Children’s Bill and the Green Paper on youth services will impact upon this area;
3. THE PANEL’S FINDINGS

3.3 FUNDING AND SPENDING

3.3.1 The Panel’s terms of reference required an investigation of traditional spending arrangements such as grants to voluntary organisations to see if this still represents the most appropriate approach.

3.3.2 Funding emerged as a recurring issue in discussions with partner organisations witnesses and District Councils. The Panel therefore also looked at funding arrangements for the Youth Service to understand why it is viewed as a concern.

“"The officers of Cornwall County Council Youth Service are receptive but under resourced and overstretched”
Caradon District Council

“"There is a general feeling held within the authority that the Youth Service has been historically under funded and suffers from lack of capacity”
North Cornwall District Council

“"They (the youth centre) need steady revenue funding rather than the hit and miss of applying for grants”
Feedback from Member visit

“"Youth Service staff are very resourceful in finding pots of money to help them carry out their work but this detracts from the time they can spend on youth work itself”‘
Feedback from meeting with front line staff

“"There is a lack of continuity as many positions are part time or contract based which results in quite a high turnover of staff. This is not good for relations with young people using the facilities or the partners the centres work with as it takes time to build trust”
Feedback from meeting with front line staff

3.3.3 Historically the Youth Service is allocated its budget from the Education Department each year. With the publication of the DfES’s “Resourcing Excellent Youth Services” came the identification of the Youth and Community Sub Block within the LEA budget. Against this, the DfES indicate the figure they expect the local authority to be spending on its youth service. In 2003/4 the DfES set this figure at £3.9m. The Youth Service’s actual core budget stood at £2.1m. Progress has been made in the last 2 years to address this variance with increases to the Youth Service budget,
however it is acknowledged that there is still in 2004/5 a shortfall of £450,000 in Youth Service funding.

3.3.4 Partly as a result of this financial position, the Youth Service has adopted a policy of seeking funding from external sources. In 2003/4, whilst core funding was £2,106,000, external funding had risen to £1,3038,830, representing 31.6% of the total Youth Service budget.

3.3.5 Whilst on one hand this is positive and the service is to be congratulated on the funding it has secured, it presents an insecure financial position (of current external funding about £400,000 is due to end during 2005). The key concern is that much of the core work of the Youth Service, as set out as a national expectation in the Local Authority Pledge, is reliant upon external funding. This inhibits longer term strategic planning of these services and provides a vulnerable future for these core services if the funding should cease. The Panel believes that core services as set out in the Local Authority Pledge should have the security of core funding. Other additional services or projects financed by external funding should have clear exit strategies from the outset to ensure that there is a clear plan in the event of funding ceasing.

3.3.6 The National Youth Agency’s national and regional benchmarking data demonstrates Cornwall’s reliance upon external funding and shows how spending on youth services compares with elsewhere:

<table>
<thead>
<tr>
<th></th>
<th>Result for Cornwall (2002-3)</th>
<th>Regional rank</th>
<th>Statistical Neighbours rank</th>
<th>National rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Service budget as % of Education budget</td>
<td>0.84%</td>
<td>13 out of 14</td>
<td>8 out of 11</td>
<td>107 out of 129</td>
</tr>
<tr>
<td>% funding from other sources</td>
<td>39.31%</td>
<td>2 out of 14</td>
<td>1 out of 11</td>
<td>20 out of 138</td>
</tr>
<tr>
<td>Spending per head on services for 11-25 year olds</td>
<td>£24.20</td>
<td>10 out of 14</td>
<td>6 out of 11</td>
<td>99 out of 134</td>
</tr>
<tr>
<td>Spending per head on services for 13-19 year olds</td>
<td>£46.81</td>
<td>12 out of 14</td>
<td>7 out of 11</td>
<td>113 out of 138</td>
</tr>
</tbody>
</table>

3.3.7 As well as funding from external sources, the Youth Service also receives income through the internal market including adult education, Social Services, Schools, the Music Service, Education out of School and DAAT (Drugs and Alcohol Action Team).
The willingness of funders to contract with the Youth Service is partly a reflection of their confidence in the service to deliver, but also a reflection of their recognition that the service will help them achieve their targets. The consequence of this is that the service must now balance the twin expectations of community led and agency led demands for its services.

3.3.8 For many years the Youth Service has had financial relationships with the voluntary sector through grant aid and service level agreements. In the current financial year, £49,948 is allocated in grants to uniformed organisations and £94,495 is allocated to other voluntary organisations in the form of service level agreements (Appendix 2).

3.3.9 It is undoubtedly the case that voluntary organisations contribute significantly to the development of young people in the County. However, many of these organisations provide services for young people who fall outside of the age range or client group for which the Youth Service is primarily responsible. Whilst the importance of local authority funding to these organisations is not in doubt, it is questionable as to whether it is right, given the financial pressures upon the Youth Service budget, that these organisations should be supported via the Youth Service’s budget. The role of the Youth Service in providing grants to uniformed organisations was an issue raised by a previous Lifelong Learning Policy Development and Scrutiny Single Issue Panel – the situation remains unclear and in need of clarification.

3.3.10 In summary, the key issues identified by the Panel concerning funding and spending arrangements are:

- Core funding of the service currently falls short of nationally set Formula Spending Share by £450,000.
- The balance between core and externally funded work in the Youth Service is a concern.
- The Youth Service has significant potential to contribute to a wide range of County Council and other public sector partner targets but current funding arrangements do not necessarily reflect this.
- There is a contradiction between the Youth Service’s key role in supporting 13-19 year olds, in particular those “at risk” and the use of the Service’s budget to support a range of voluntary and uniformed organisations who work largely outside of this age range or client group.
4. RECOMMENDATIONS

KEY RECOMMENDATIONS

4.1 Core services set out in the Local Authority Pledge should have the security of core funding.

4.2 The lack of community based social meeting places in key communities should be addressed. These include Penzance, Falmouth, St Austell, Truro, Camelford, Looe and Torpoint.

4.3 The balance between core and externally funded work in the Youth Service should be reviewed. The current reliance upon external funding to provide core services presents an insecure situation both for the services and those employed to provide them. External funding should only be used for those services which are over and above core functions.

FURTHER RECOMMENDATIONS

4.4 In order to alleviate pressure on the 2005/6 Youth Service Budget, a significant step towards the Formula Spending Share Youth and Community Block figure should be considered within the 2005/6 to 2007/8 three year forward budget process. Any additional core funding should be applied to supporting and sustaining existing Youth Service activity.

4.5 Future funding of the Youth Service should be considered in the context of its role as a partner with other public sector providers and its role in assisting them to meet their targets should be acknowledged.

4.6 The importance of local authority funding for uniformed organisations is not questioned. However, the role of the Youth Service in providing these grants should be clarified.

4.7 Clear exit strategies should be developed at the outset for services and projects funded via external funding.

4.8 Opportunities to develop inter-agency strategic planning arrangements should be explored.
4.9 Work should take place with partners to review opportunities to improve upon, and tackle geographic imbalances in, provision of Youth Services.

4.10 The Youth Service should strengthen its interaction with District Councils, both at planning and delivery levels, to ensure a more coherent approach to district council led services aimed at young people.

4.11 Practical opportunities to improve multi agency working, for example, One Stop Shops and data sharing, should be supported.

4.12 The Youth Service and its partners should collectively look at how services for young people are publicised.

4.13 Cornwall Share should be supported in extending opportunities for preventative work – for example, through involvement with schools and district councils.

4.14 Opportunities to improve the accessibility of Youth Centres should be sought – this could include work with partners to look at issues concerning transport and the opportunities provided by the extended schools agenda.
APPENDIX 1 – PLAN OF PROVISION 2004/5

Cornwall Youth Service
Youth centres, clubs and projects including voluntary provision

1. Holsworthy Youth Centre
2. Holsworthy Youth Project
3. Helston Youth Centre
4. The Island Centre
5. Newquay Youth Centre
6. Redruth Youth Centre
7. Penzance Youth Project
8. Camborne Youth Centre
9. Cornwall Community Venture Centre
10. The Youth’s Forum/Ponting Activity Centre
11. Mawnan Youth Project
12. The Cornwall Family Centre
13. YJCA Cornwall (Penzance)
14. Falmouth Youth Centre
15. Newquay Youth Centre
16. Penzance Youth Centre
17. Zamdub
18. St Austell Youth Centre
19. Tregaron Y.M.C.A.
20. Bude Youth Centre
21. Wadebridge Young People’s Activity Centre
22. Launceston Youth Project
23. Callington Youth Centre
24. Falmouth Youth Project
25. Lifeworks Youth Project
26. Liskeyn Youth Centre
27. Bodmin Youth Shop
28. Camborne Housing Youth Project (CHYP)
29. Horizon Project and Youth Work
30. Cornwall Federation of Young Farmers
31. Cornwall Youth Forums
32. North Kestor Detached
33. South Kestor Detached
34. Falmouth / Penryn Detached
35. Bodmin Detached
36. Camborne Detached
37. Bodmin Detached
38. Camborne Detached
39. North Kestor Detached
40. Camborne Detached
41. St Austell Detached
42. Bodmin Detached
43. Camborne Detached
44. North Kestor Detached
45. Millennium Volunteers HQ

Legend:
- Main towns
- Location with a Comprehensive School
- CYS Youth Centre
- Voluntary Sector Youth Centre
- Project

Hours open to young people per week:
- Under 5 hours
- 5 to 9 hours
- 10 to 18 hours
- 20 to 29 hours
- More than 29 hours
APPENDIX 2 – FINANCIAL AID TO COMMUNITY AND VOLUNTARY ORGANISATIONS

1. **Grant aid**

<table>
<thead>
<tr>
<th>Organisation</th>
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<tr>
<td>Air Cadets</td>
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<tr>
<td>Army Cadet Force</td>
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<td>Boys Brigade</td>
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<td>Girlguiding Cornwall</td>
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<td>Girls Brigade</td>
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<td>Scouts</td>
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<td>Sea Cadets</td>
<td>£4,861</td>
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<td>St John Ambulance</td>
<td>£7,612</td>
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2. **Service Level Agreements**

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<th>Organisation</th>
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<tr>
<td>Bishop’s Forum</td>
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<td>Caradon Housing Youth Project</td>
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<td>Church of England Youth Service</td>
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<td>Cornwall Young Farmers</td>
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<tr>
<td>Young People Cornwall</td>
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APPENDIX 3 – SUMMARY TERMS OF REFERENCE

YOUTH SERVICE PROVISION – SINGLE ISSUE PANEL

Purpose of this panel / anticipated value of its work:

To ensure that the provision and funding of youth services is appropriate to meet local needs in the light of national expectations.

Key objectives:

1. To review the Youth Service’s operational response to the DfES policy documents “Transforming Youth Work” and “Resourcing Excellent Youth Services.”

2. To consider the quantity and deployment of Youth Services in the light of “Resourcing Excellent Youth Services” and with particular reference to the requirement to focus services on “at risk” young people in the 13-19 age range.

3. To consider the impact of any proposed changes on patterns of current service delivery.

Scope of the work:

1. Work of Cornwall Youth Service

2. Work carried out in partnership with others, including the voluntary sector.

Specific questions for the panel to address:

1. What is the extent of current Youth Service provision in terms of number of young people served and areas covered?

2. To what degree does this provision meet:
   - local needs – in particular “at risk” young people
   - national requirements
   - the Local Authority Pledge

3. Are there any significant gaps? Are there appropriate plans in place to address these and if not, what action needs to be taken?

4. How does the Service interact with other organisations such as the Voluntary Sector and Connexions in addressing local needs?

5. Are traditional spending arrangements such as grants to voluntary organisations still the most appropriate approach?
## APPENDIX 4 – PANEL MEMBERS AND MEETINGS

- Ken Scoble (Chair)
- Jim Philp (Vice Chair)
- Stephen Barnes
- Neil Hatton
- Harry Heywood
- Graham Richards
- Tamsin Williams
- Julian Pykett – Church representative
- Dave Gardner – Teacher representative

The Panel have met on the following occasions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8 June 2004</td>
<td>Establishing project plan and scene setting</td>
</tr>
<tr>
<td>During June and July 2004</td>
<td>Various visits to Youth Service establishments to meet with staff and young people using services</td>
</tr>
<tr>
<td>25 June 2004</td>
<td>Visit to Redruth Youth Centre to meet front line staff working in area</td>
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<td>21 July</td>
<td>Interviews with:</td>
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<td></td>
<td>- Anna Moss, Cornwall Share</td>
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<tr>
<td></td>
<td>- Representative of Youth Forum</td>
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<tr>
<td>10 September</td>
<td>Review of funding and spending arrangements.</td>
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<tr>
<td></td>
<td>Interviews with:</td>
</tr>
<tr>
<td></td>
<td>- Fiona Fitzpatrick, Social Services</td>
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<tr>
<td></td>
<td>- Julie Marks, Devon and Cornwall Police</td>
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<td></td>
<td>- Deborah Tredgett, Connexions</td>
</tr>
<tr>
<td></td>
<td>- John Cousins, Youth Offending Team</td>
</tr>
<tr>
<td>14 October</td>
<td>Review draft interim report</td>
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CORNWALL COUNTY COUNCIL

LIFELONG LEARNING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

YOUTH SERVICE PROVISION SINGLE ISSUE PANEL

MINUTES of a Meeting of the Youth Service Provision Single Issue Panel held at County Hall, Truro on 10 September 2004 commencing at 10.00 a.m.

Present: -

K Scoble (Chairman)
J M Philp (Vice Chairman)
R S Barnes and N H Hatton.
J G Pykett, Church Representative

Also in attendance: -

J Appleton, County Youth Officer
J Cousins, Manager, Youth Offending Team
Ms F Fitzpatrick, Divisional Manager, Cornwall Social Services Department
Ms J Marks, Youth Intervention Manager, Devon and Cornwall Constabulary
J Swift, Business Manager, Cornwall Youth Service
Ms D Tredgett, Local Manager (Cornwall), Connexions Cornwall and Devon

APOLOGIES FOR ABSENCE
(Agenda No. 1)

YSP/19 Apologies for absence were received from H K Heywood, S G Richards and Ms T E Williams.

DECLARATIONS OF INTEREST
(Agenda No. 2)

YSP/20 There were no declarations of interest.

MINUTES
(Agenda No. 3)

YSP/21 It was moved by J G Pykett, seconded by N H Hatton, and

RESOLVED that the Minutes of the Meeting held on 21 July 2004 are a correct record and that they be signed by the Chairman.

IMPLICATIONS FOR THE PANEL ARISING FROM THE COUNTY COUNCIL’S DECISION ON PUBLIC MEETINGS
(Agenda No.4)

YSP/22 The Panel noted that the County Council on 27 July 2004 had decided that, with immediate effect, all Panels should not meet in private. Consequently this meeting had been held in public under the provisions of the Access to
Information Act 1985. In making the above decision, the County Council had also provided an option for a Panel to meet in private if agreed by the parent Committee. Under the terms of the Access to Information Act, information which could be considered to contain 'exempt' information as defined in the exemption clauses could be dealt with in private.

It was recognised that for the Single Issue Panels of Policy Development and Scrutiny Committees, the decision to hold meetings in public had particular implications for the way in which evidence was collected. To date, these Panels had typically gathered information in a relatively informal style through open and frank discussions with witnesses and through site visits where Members had been given the opportunity to see issues at first hand and to meet those providing or receiving services at the front line.

It was moved by J M Philp, seconded by R S Barnes, and

RESOLVED that future meetings of the Youth Service Provision Single Issue Panel be held in public.

YOUTH SERVICE FUNDING
(Agenda No. 5)

YSP/23  J Appleton, County Youth Officer reported that historically the Youth Service had been allocated its budget from the Education Department each year. It was recognised that a sub block of the Education Formula Spending Share had been identified as the Youth and Community Sub Block which directly related to the Youth Service, Adult and Community Learning, Student Services and Discretionary Awards. It was noted that in 2003-04, the Sub Block was £3,989,000 of which a budget of £2.106 million was identified for the Youth Service. Despite efforts in the past two years to increase the Youth Service budget and given the other allowable spend under this heading it was still acknowledged that there was a shortfall of £450,000 in the 2004-05 budget. The Youth Service had traditionally sought funding from external sources and this had risen to £1,038,830 in 2003-04 which represented 31.6% of the total Youth Service budget of £3,286,834. Mr Appleton confirmed that external funding streams were often targeted to short term specific projects providing generally well funded work in the west of the County.

During discussion reference was made to budget pressures on the 2004-05 budget and specific reference was made to the many small groups of workers, usually two or three officers, who provided youth work opportunities at twenty six centres and twenty eight projects across the County.

Mr Appleton reported that a traditional feature of the Youth Service was that it relied heavily upon the recruitment of local volunteers which were trained in a variety of disciplines. This training was rigorous and accredited to NVQ levels. It was noted that many of the volunteers ultimately went on to undertake higher education courses or other professions and the contribution that the Youth Service had made in their training was often unrecognised.

Reference was made to the financial relationship between the Youth Service and the voluntary sector through grant aid and service level agreements. In the current financial year £49,948 was allocated in grants to uniformed organisations and a further £94,495 was allocated to other voluntary organisations in the form of service level agreements. It was recognised that there were many more organisations that were active in the County than those
with which the Youth Service had contact. Many adults gave their time to these organisations voluntarily and a recent exercise undertaken by the County Treasurer’s Department had estimated that approximately 8,000 volunteers were involved with local youth clubs, sports, arts and other activity clubs and that, assuming they all contributed approximately three hours per week, the value at the basic youth work salary level was approximately £150,000 per week of volunteered time. Reference was made to the former Youth Service Single Issue Panel’s recommendations in relation to the uniformed organisations which tended to deal with the younger children in the community (under 13 years old), whereas the Youth Service were now concentrating on the 13-19 year old age group. Mr Appleton agreed to clarify what action had been taken in relation to the former Panel’s recommendations and report to the next meeting of the Panel.

Reference was also made to the National Youth Agency Audit for 2002-03 which had reviewed local authority Youth Service spending annually on behalf of the Department for Education and Skills. This process enabled the provision of benchmarking data and had been circulated to Members under separate cover. It was noted that the Cornwall Youth Service received £1.989 million in 2002-03 which represented 0.84% of the Education core budget and, in turn, led to Cornwall being ranked 107 out of 129 Local Education Authorities. In relation to other funding the Youth Service received £1,288,267 in 2002-03 which represented 39.3% of the Youth Service budget and saw Cornwall ranked 20 out of 138 Local Education Authorities.

It was moved by J M Philp, seconded by J G Pykett, and

RESOLVED THAT THE LIFELONG LEARNING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE BE RECOMMENDED THAT the following proposals be accepted and implemented

(a) in order to alleviate pressure on the 2005-06 Youth Service Budget, a significant step towards the Formula Spending Share Youth and Community Sub Block figure be sought as part of the 2005-06 to 2007-08 three year forward budget process;

(b) the role of the Youth Service in providing services which assist a range of agencies to meet their target be acknowledged and that future funding reflects this; and

(c) the role of the Youth Service in providing grants to uniformed organisations be clarified.

UPDATE ON FACT FINDING VISITS FROM MEMBERS OF THE PANEL
(Agenda No. 6) (Minute YSP/8/JUNE/04 refers)

YSP/24 The Chairman referred to the debate at the first meeting of the Panel on 8 June 2004 when it had been agreed that Members would undertake individual fact finding visits to local youth projects/activities. It was noted that some Members had given feedback at the last meeting on 21 July 2004. No further visits had been undertaken by Members and no additional feedback was given to the Panel.

EVIDENCE FROM WITNESSES
(Agenda No. 7)
J Cousins, Manager, Youth Offending Team  
(Agenda No. 7.1)

YSP/25 The Panel met J Cousins, Manager, Youth Offending Team and during discussion the following key points arose:

- The Criminal and Crime Disorder Act 1998 had established a requirement for an inter-agency team to be established in each local education authority. In Cornwall, the Youth Offending Team had been established in April 2000 as part of the Chief Executive’s Department. The Team had seconded officers from a range of statutory partners including the Police, Probation Service, Social Services, Education and Health who provided a method of fast tracking issues raised by young people through their parent organisations.

- It was suggested that the key issues concerning young people in Cornwall related to the availability of affordable housing and transport and to ensuring that their needs were considered in a holistic way.

- “One stop shops” should be developed where representatives from a number of agencies were present, who could provide advice and information to young people.

- More flexible approaches to learning were required, which were not exclusively through formal school education.

- Reference was made to the positive working relationship with the Youth Service and specific reference was made to the excellent work currently being undertaken in Newquay.

- It should be recognised that consideration must be given to the needs of both residents and those young people who move to the county during the summer months.

- Further efforts were required to ensure that individual agencies were not duplicating work within the county and it was felt that on occasions the “professionals” had more challenges in sharing information than the young people involved.

- It was suggested that the Panel should become advocates for all young people and that the County Council be encouraged to deliver the Every Child Matters agenda.

- To date, the Youth Service had not received the level of funding identified within the Education Formula Spending Share and this had affected the level of service which could be provided throughout the county to all young people.

Ms F Fitzpatrick, Divisional Manager, Social Services  
(Agenda No. 7.2)

YSP/26 The Panel met Ms F Fitzpatrick, Divisional Manager, Social Services and during discussion the following key points arose:

- The Social Services Department were providing a good service to the majority of young people, although it was recognised that there was a patchy delivery of services across the county.
The work undertaken by Social Services concentrated on the looked after children in the county.

It was recognised that the Social Services Department had different statutory requirements in relation to young people than many of the other multi agencies involved in youth work.

The key issues concerning young people related to affordable housing and criminality.

Ms D Tredgett, Local Manager (Cornwall), Connexions Cornwall and Devon (Agenda No. 7.3)

YSP/27 The Panel met Ms D Tredgett, Local Manager (Cornwall), Connexions Cornwall and Devon and during discussion the following key points arose:

The Connexions Service was a relatively new information, advice, guidance and personal development service for all 13-19 year olds to help young people make decisions about studying, jobs and careers and get the personal development opportunities they needed to fulfil their potential. It also gave help to those who had problems with drugs, alcohol, depression, or were at risk of becoming homeless.

Personal Advisers acted as a single point of contact for young people and worked in schools, colleges, voluntary and community centres as well as at the Connexions own information and advice centres.

The Connexions Service in Cornwall and Devon covered both counties and five local authority areas within the region.

It was recognised that access to the Service was poor in some parts of Cornwall, particularly in the far west and east of the county.

It was suggested that a comprehensive database was required which could be available to all partner agencies.

As at July 2004, six hundred and eighty young people in Cornwall were not engaged in education, training or employment and the activities of two hundred and forty seven young people were not known (i.e. 2% of the county’s youth population).

The main areas of concern for at risk young people were teenage pregnancy, substance abuse, youth offending orders and academic achievement.

Discussions were currently ongoing with the Social Services Department regarding the need to share data relating to looked after children. The lack of data sharing was a major factor which inhibited multi agency working within the county and the principles of Best Value should be more widely applied.

Multi agency work was the only effective way of meeting young people’s needs and, in turn, meeting the targets for the Connexions Service. There was a need for multi agency strategic planning to be developed, in order that each agency understood the targets of the other agencies.
• Consideration was currently being given to developing multi agency centres at various locations (e.g. Bodmin and in the Camel Estuary).

• The Cornwall Youth Service interacted well with the Connexions Service and the shared training which had been developed for staff had become very important and extremely successful.

• There was a need to have adequate resourcing for youth services.

• Generally young people and their parents were content to provide data to the Connexions Service and were fully aware of the confidentiality policy. However, where parents did not wish information to be held they could opt out.

Ms J Marks, Youth Intervention Manager, Devon and Cornwall Constabulary (Agenda No. 7.4)

YSP/28 The Panel met Ms J Marks, Youth Intervention Manager, Devon and Cornwall Constabulary and during discussion the following key points arose:

• Reference was made to the recent launch of the Devon and Cornwall Constabulary Force Youth Strategy and it was noted that Superintendent J Tucker had been invited to give a presentation on the Strategy at the Lifelong Learning Policy Development and Scrutiny Committee meeting on 16 September 2004.

• Neighbourhood Beat Managers would be the first point of contact for schools within their area and provided a high profile, familiar and accessible presence in schools and with young people in general. They also worked with partners to provide open multi agency surgeries and were accessible to meet the needs of young people. The Neighbourhood Beat Managers patrolled their local community for six hours per day and worked with their local schools to establish a strong partnership and deal with lower level crime and reports of bullying associated with school premises.

• The role of Youth Intervention Officers had also recently being created and were responsible for the local co-ordination and delivery of specialist targeted services. These officers worked with schools to develop school policies to reduce offending behaviour and encourage responsible social integration. The Youth Intervention Officers also used Police and partnership data to identify young people at risk of offending, re-offending or victimisation and ensured high profile personal accessibility to partners.

• It was felt that multi agency work was crucial to accessing young people and part of the new role for the Youth Intervention Manager would be to ensure that Police Officers were aware of the specialist agencies who were available within the county.

• It was recognised that, in certain circumstances, information sharing was difficult with some partners although discussions were ongoing to overcome these problems.

• It was vital that all young people felt integrated within their local communities. Reference was made to the role that sport could play in this integration and it was noted that local football teams had been developed in the Redruth and Camborne areas with support from local Police Officers.
EMERGING ISSUES/CONCLUSIONS
(Agenda No. 8)

YSP/29 It was noted that the Panel had a further meeting scheduled for 14 October 2004 to consider the Panel’s conclusions and recommendations which would then be reported to the Lifelong Learning Policy Development and Scrutiny Committee on 11 November 2004. It was recognised that the Government were likely to issue a new Green Paper on the Youth Service in Autumn 2004 and it was suggested that the Panel prepare an interim report for consideration in November 2004 and then meet subsequently to consider the implications of the Green Paper. The Panel could then make further recommendations as appropriate.

Members had an initial discussion on the issues which had emerged during the evidence from witnesses. Members recognised that the Youth Service was not currently receiving the full allocation identified within the Youth and Community Sub Block of the Education Formula Spending Share and that the provision of youth services was not consistent throughout the county. It was suggested that the work undertaken by all agencies required further publicity and support. Members also felt that it was important that consideration be given to the needs of all young people, whatever their circumstances.

The meeting ended at 12.55 p.m.

[The agenda and reports relating to the above items are attached to the signed copy of the Minutes].