

Youth Service Restructure Consultation feedback

Q1	<p>This in relation to the two new roles' job descriptions that have been uploaded to QES. Reading these, I am concerned that the Universal service, which these posts fall under, have a large amount in common with the currently ESF funded project I2A. Within the roles, they seem to be made up of school-based work with the aim of preventing young people becoming NEET. This is very similar to the I2A, and as a result, the enrolments and outcomes related to the I2A project. Please could you let me know what variation there will be within the remit of the teams and how this will be effectively managed as part of the daily running of both provisions?</p>
A1	<p>Currently the youth service has multiple job descriptions which cover staff working in each project or programme they deliver. This makes changing of work location or changes to delivery of provision difficult from a HR perspective as it requires a change to contract. The proposal attempts to overcome this issue by ensuring that we have a flexible workforce that can be agile enough to cover work in any area of provision. Staff in the new structure would be expected to work in a distinct team, however, it may be desirable, or an operational necessity, for them to be involved in more than one area of provision. Staff will need to be prepared to be flexible to fit into the new model of delivery. It will be essential for staff to have similar and equal job descriptions and person specifications. This is why we propose youth worker and senior youth worker job descriptions become equal in responsibility to allow flexibility for staff to move between teams if required.</p>

Q2	<p>In relation to the DofE delivery model that is being used to deliver the Award within the Vale of Glamorgan, how is this going to look in the re-structure. It seems unclear as to who will be delivering the DofE as there is no clear identification of the 'tier 4' provision within the structure. To my knowledge, there are only a small number of staff who are trained to deliver the Award and who are able/willing to run expeditions. Is the proposal designed to use the partnership with BGC Wales to continue to lead on this delivery with the support of a tier 4 team or will it be expected that members of other teams are to become involved as the DofE is part of the Youth Offer, which would fall under the Universal Support element of tier 1 support? If there is the possibility to be involved, would it possible for those who remain within the Service and have suitable experience/qualifications to become involved in the DofE provision, particularly if there is a need to train a new DofE workforce to effectively deliver this provision to the young people of the Vale? If this is an option, how would this work in terms of / TOIL?</p>
A2	<p>The proposal places a great emphasis on the delivery of the youth offer. The youth offer specifically references that the curriculum must include Duke of Edinburgh Award Outdoor Pursuits projects, music/technology and accredited projects. The proposal in the new service structure will ensure that all delivery staff understand the units of the award and are able to act as unit leaders. Therefore, there will be opportunities for accredited learning built into the Duke of Edinburgh Award unit achievements which will contribute to the formal</p>

	<p>Bronze or Silver award certificate. Present arrangements with the BGCW will continue and we propose to grow this engagement by accessing external grant funding in partnership with the voluntary sector. Furthermore, it will be possible to increase income by working more closely with schools by offering support with delivery of their parts of the award. This will give an opportunity for staff who hold the necessary experience and qualifications to become involved in the delivery if they so wish. The proposal will also need to draw on the experience of those staff in the new structure to share their skills and knowledge with their peers. The Council has the support of Duke of Edinburgh Award Wales for this development and they will provide support with training and the implementation of the proposed model of delivery.</p>
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Q3	<p>I have sought advice from my union rep regarding the possibility of me not being able to be considered for / receive redundancy from my role within Cowbridge Youth Centre if the re-structure was to go ahead. In the meetings that were held with the Youth Service managers prior to the consultation starting, it was raised by the HR representative that due to the Modification Order in place with the Council, anyone who holds another position with the Council would not be entitled to have redundancy, as I will be made redundant from my three hour contract due to me also holding a completely separate full-time role and therefore unable to take on another substantial hour contract, as I don't feel that the Modification Order is a suitable reason</p>
A3	<p>The Council and trade unions have been in discussion on the application of the modification order. The Corporate Management Team has considered this issue and are recommending that each case is dealt with on individual basis. If two distinctly different contracts are held, redundancy will apply if one post is made redundant (further information is provided in letter to all staff).</p>

Q4	<p>When will the new senior job descriptions be out?</p>
A4	<p>The job descriptions are currently online via QES and all employees can access them.</p>

Q5	<p>Will staff be matched into the new positions or will they be open to all internal staff?</p>
A5	<p>Posts in the new structure will be open to youth service staff only. Detailed information on how matching will be conducted and how to apply for a match will be shared with members of staff. Matching will be considered against substantive roles which are up to four spinal points apart. Therefore, someone on a Senior Youth Worker rate could apply for a match to their substantive post or to a post at the next or higher level within the four point scale.</p>

Q6	Will I be able to apply for a senior position as I'm currently on point 12 but acting up? I'm worried my current job description won't reflect my current role.
A6	Each member of staff must match to a post equivalent to their substantive role. However, they may express an interest in a higher grade post if appropriate.

Q7	What will the salary be for the new senior position?
A7	JNC point 17

Q8	I have a few queries about the new jobs in the restructure. I have been looking at Appendix C and D and was wondering if all the posts are to be advertised? Or will some people be matched to certain roles if they are currently doing a similar role?
A8	This will happen post the 30 day consultation period. The posts are open for matching to all staff in a similar substantive role. We will send out precise instructions for staff on how matching will be conducted so you are clear about what is expected nearer the time. We would only advertise if matching and or redeployment was not successful and we had vacancies. Further advice will be available from HR.

Q9	Do you know when the job specs will be available to view for all posts, and when the timetable giving an idea of what hours will be day/evening etc. will be available for the 25/30 hr posts please?
A9	We have sent out papers relating to the restructuring. The proposed new team would work in several provisions in the working week, e.g. Monday night at Hub, Tuesday at YYD, Wednesday afternoon DofE in St Cyres. The job descriptions are in development and will be finalised following the consideration of the consultation report by Scrutiny and Cabinet.

Q10	How will the development of community groups be established?
A10	The new structure proposes the development of community groups to support present provision, not replace it. For the service to grow and prosper in the future, an increase in volunteer groups is desirable. The proposal seeks to develop working relationships with community groups and look at means to access external funding to increase and sustain the youth offer. This could be achieved by working closely with a National Third Sector organisation and accessing their support and expertise. The Vale Youth Service has long-standing and well developed relationships with the Boys and Girls Clubs of Wales and Youth Cymru. Both are leading voluntary sector organisations where each has a place on the Council for Wales Voluntary Youth Service, which has extensive membership from the voluntary youth sector. Each organisation has a growing membership from community groups and youth clubs across Wales. The member clubs receive

	<p>advice and guidance on setting up youth provision, youth worker training, safeguarding, Education Workforce Council regulations, financial control and roles and responsibilities of leaders, committee members and trustees. These two organisations have over 150 years of experience in supporting and developing the youth sector. They also have the skills and knowledge required to apply for funding applications and are aware of and able to access grant streams which are closed to the Council.</p> <p>The proposal seeks to enhance our relationships by developing Service Level Agreements and ensuring that established groups have support from both Council youth services and National Voluntary Sector groups. The Council will offer support from youth work staff and offer to cover affiliation fees for developing community groups, as well as free training and advice on safeguarding and Disclosure and Barring Checks DBS.</p> <p>We have asked interested community groups to complete an Expression of Interest form. The form will instigate engagement between the Council's Youth Service and the group. The next step would be to establish the group's aims and objectives, needs and abilities. Senior youth service managers will give advice on:</p> <ul style="list-style-type: none"> ➤ How to establish the group, recruitment of volunteers ➤ Who to go to for advice on setting up ➤ Establishing a constitution ➤ What can be gained from affiliation with a National Youth Organisation ➤ Further to this advice free training will be available on safeguarding and the completion of safeguarding checks (DBS). The costs of these checks will be incurred by the Council initially. It is important that all volunteers are DBS checked prior to them delivering any youth provision ➤ The Youth Service will offer the support of youth staff to provide advice and guidance after a period of training plus access to resources. This may also include delivery hours ➤ Training will be essential to establish the group. Training will include safeguarding children at level 1, youth leadership level 2 and dealing with parent's expectations, health and safety, as the minimum requirement <p>We are not expecting voluntary groups to begin youth work practice without training or the appropriate support in place. To get to a point of independence a long period can be expected, in which case, there would be an agreement in place for joint working and support.</p> <p>All of the above will be offered as part of a Service Level Agreement established between both parties. The agreement will be initially for one year but extended if requested.</p>
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Q11	<p>Regarding Major Music-the studio was put in place at LMYC, to support the needs of young people. What provision is being made to ensure that local young people will still have access to this service? If the centre is closed and sold off what will be done to re-locate the community recording studio located in Llantwit Major Youth Centre by Major Music</p>
A11	<p>As a result of successive cuts to Council funding and increasing cost pressures in areas such social care and education, it is incumbent on officers to ensure that all funding is utilised effectively to sustain service provision. You might be aware that many Council Services have been reviewed as part of the Council's Reshaping Services Programme to ensure we can continue to</p>

	<p>provide good quality services in the future within the reduced funding available.</p> <p>A review of the Youth Service showed that it will not be possible to retain dedicated Youth Centres in the future. The centre in Llantwit Major is the last remaining dedicated centre in operation in the Vale of Glamorgan. The service will continue to be delivered in the area through use of the Council's tailor made youth bus which has proved to be very popular with young people in other areas.</p> <p>Subject to Cabinet approval, the Council intends to place the building on a disposal list but will ask organisations for expressions of interest from community groups who wish to operate the premises as a community work and community activity space. We would be hopeful that youth work could remain a feature at the centre should this approach be successful.</p>
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Q12	<p>Who is earmarked for the new jobs already? Under equality of opportunity, JNC/EWC all those with a diploma before 2010 and degree should now be able to apply for Senior Management jobs.</p>
A12	<p>No staff in particular have been earmarked for any roles. The employment of staff into proposed new roles will be dependent on the matching process/ expressions of interest. In terms of the qualifications that staff require, the service position is set out in the regulations of the EWC for Wales. Staff who have a degree will be classified as a Youth Worker. The senior management roles referred to are degree qualified roles. Please see the following extracts from the EWC guidance to employers specifically on youth work. The document can be viewed in full:</p> <p>https://www.ewc.wales/site/index.php/en/registration/registration-information-for-employers</p> <p>The Council will follow the EWC guidance when matching staff into new proposed structure. We have made significant attempts to encourage staff to undertake training to obtain the necessary qualifications. This facility will continue to operate for the near future but if staff do not wish to avail themselves of this opportunity, they will be unable to match to the roles on offer.</p> <p>If an SLA is established between the Council, voluntary sector and/or a community group, we would expect any volunteer to be qualified to the following levels for youth support worker if they are operating under Council support or agreement with a National Voluntary Organisation.</p> <p>Please see the extract form the EWC guidance to employers.</p> <p>The Education Wales Act 2014 and the Education Workforce Council (Main Functions) (Wales) Regulations 2015 as amended, set out the requirement for practitioners to be registered in the category or categories of registration for the work they undertake.</p> <p>A qualified youth worker or qualified youth support worker in Wales must be registered with the Education Workforce Council (EWC) if they provide the services set out below for, or on behalf of, a relevant body.</p> <p>The legal responsibility for ensuring that only registered practitioners are employed in such posts lies not only with the practitioner</p>

themselves but also with the employer.

Regulations stipulate that a youth worker or youth support worker who holds one of the recognised qualifications in Annex A is registered with the Council **before** they commence work.

In legislation:

A relevant body means:

(a) a local authority in Wales;

(b) a governing body of a school;

(c) a further education institution in Wales;

(d) a voluntary body, to the extent that the youth development services provided for or on behalf of the voluntary body are provided to people in Wales.

A youth worker is:

A person who provides (or wishes to provide) youth development services (as defined below) and who possesses at least one of the qualifications specified as youth worker qualifications.

A youth support worker is:

A person who provides (or wishes to provide) youth development services (as defined below) and who possesses at least one of the qualifications specified as youth worker qualifications.

A qualification set out below is a youth support worker qualification for the purposes of registration with the EWC in the youth support worker category. It must be awarded by a body recognised by Qualifications Wales in respect of the award of that qualification.

The qualifications are:

(a) Level 2 award in youth work practice;

(b) Level 2 certificate in youth work practice;

(c) Level 3 certificate in youth work practice;

(d) Level 3 diploma in youth work practice.

Youth Worker qualifications are at a higher level as per the information below:

Qualifications awarded by awarding bodies in Wales <i>Qualifications in relation to Wales</i>	<i>Awarding body</i>
Undergraduate degree in community education	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Undergraduate degree in youth and community work	Cardiff Metropolitan University Glyndŵr University North East Wales Institute of Higher Education

	The University of Wales Institute, Cardiff Trinity College Carmarthen University of South Wales University of Wales: Trinity Saint David University of Wales Newport Higher Education Corporation
Undergraduate degree in youth and community work (youth justice)	University of South Wales University of Wales Newport Higher Education Corporation
Undergraduate degree in youth and community work (sport)	University of South Wales University of Wales Newport Higher Education Corporation
Higher education diploma in community education	Cardiff Metropolitan University
Higher education diploma in youth and community work	Glyndŵr University
Postgraduate degree in the community professions	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Postgraduate degree in youth and community studies	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate degree in youth and community education	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate degree in youth and community work	Trinity College Carmarthen University of Wales: Trinity Saint David
Postgraduate diploma in community professions (youth and community work)	Cardiff Metropolitan University The University of Wales Institute, Cardiff
Postgraduate diploma in youth and community education	Glyndŵr University North East Wales Institute of Higher Education
Postgraduate diploma in youth and community work	Cardiff Metropolitan University Glyndŵr University North East Wales Institute of Higher Education Trinity College Carmarthen University of South Wales University of Wales: Trinity Saint David The University of Wales Institute, Cardiff University of Wales Newport Higher Education Corporation

Where any group or club is operating outside of our expectations or EWC guidance, we would monitor the provision. If the practice is deemed unsafe we would report any potential issue through appropriate channels.

Q13	Has the Youth Service discussed their proposals with the voluntary sector organisations to discuss use of their community buildings?
A13	We have asked interested community groups to complete an Expression of Interest form. The form will instigate engagement between the Council's Youth Service and the group. Once these have been received, we will discuss the use of premises and any other buildings for youth provisions. Our current arrangements with community centres will continue.

Q14	Has the youth service discussed its proposals with the voluntary sector to maximise and optimise resources
A14	We have discussed our proposals with YMCA Barry, Urdd Gobiath Cymru, BGCW and Duke of Edinburgh Award. They have offered their support, access to resource if appropriate and access to training and advice and guidance. We have not received any negative feedback from them.

Q15	If the Youth Service is proposing to use a mobile provision are there agreements for the siting of such a provision and the impact this will have on the surrounding neighbours and environs?
A15	The VPOD Mobile provision has been used on a county-wide basis for many years, in all this time no complaints regarding this provision have been received we would continue to use the vehicle and existing sites and operate as we always have done . The sites are chosen and checked with our highways department and the health and safety team and are fully risk assessed. The vehicle is serviced on a 6 weekly basis to ensure it is safe and there are no concerning issues on road or user safety. When siting the vehicle, residents and community groups are consulted and the issue of noise pollution is discussed. In the many years of operation, only 1 complaint has been received. To our knowledge the impact on the environment is minimal, but we will check and offer more information on this in the future.

Q16	We have been promised for many years that we will have access to social media but this has not been put into place.
A16	The Youth Service has several social media channels. They have a Twitter and Facebook account and are on Instagram and YouTube. They also have a page on the Council's website. Staff are routinely asked to provide input for articles or to have pictures or reports on activities placed onto our social media outlets. However, only two clubs regularly use the service. The service has a working relationship with the Council's Communications Team and does make full and practical use of social media. There are strict controls imposed on using Council media channels by the ICT security officers and Council policy. It is with this in mind that we do restrict postings from the service and act as

	<p>gatekeepers to ensure random notices placed with the service logo are not in the public domain without the proper checks in place for reasons of safeguarding and public perception.</p> <p>In the past and of late, the service logo and name have been used by non-authorised social media outlets which we have had to seek to be removed because of incorrect statements and inaccurate detail.</p>
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Q17	<p>How does the Vale Youth Service envisage succeeding in attracting volunteers when nationally supported local youth organisations with many years' experience struggle to attract volunteers?</p>
A17	<p>The Youth Service already recruits volunteers routinely. Many of these become paid members of staff. We have recruited 11 this year. We have been operating a Youth Leadership Programme over the last year and have trained 7 young people. There have also been a number of young people who have volunteered as part of their Welsh Baccalaureate and have achieved Millennium Volunteer Awards.</p> <p>We recruit from youth service projects, training events and also from our contact with young people in youth forums, youth clubs and youth action groups. Our role is to provide information, advice and guidance on all aspects of volunteering. The Youth Service currently offers volunteer opportunities in partnership with GVS.</p> <p>Glamorgan Voluntary Services (GVS) is an independent charity and has a flourishing membership of voluntary and community organisations active in the Vale of Glamorgan. They are able to help to improve the quality of life of people and communities by supporting volunteers, volunteering opportunities and voluntary groups.</p> <p>GVS delivers an array of quality services to meet the needs of voluntary groups and are a one stop shop for the voluntary sector. They champion best practice throughout voluntary organisations so that they excel in delivering their aims and objectives.</p> <p>The Youth Service recruits from GVS, its own contracts and schools. More emphasis needs to be given to the voluntary opportunities for young people.</p> <p>The service will need to ensure its recruitment process is improved and robust and also look at all possible means of recruiting volunteers.</p>

Q18	<p>With the proposal we are concerned that confidentiality and privacy maybe an issue where peripatetic teams are concerned, in particular, the C-card scheme and advice and guidance on STI contraception and sexual health?</p>
A18	<p>The funding of C Card has been included into the Families First Wellbeing programme. There will be some change to condom distribution, however, advice, support and referral on sexual health related matters will still be provided for young people by the Wellbeing Team which will be available to all provisions on request. The service will operate in primary and secondary schools and also be available to link into universal and targeted teams interventions with young people. Confidentiality is always observed and will be</p>

	adhered to in all circumstances.
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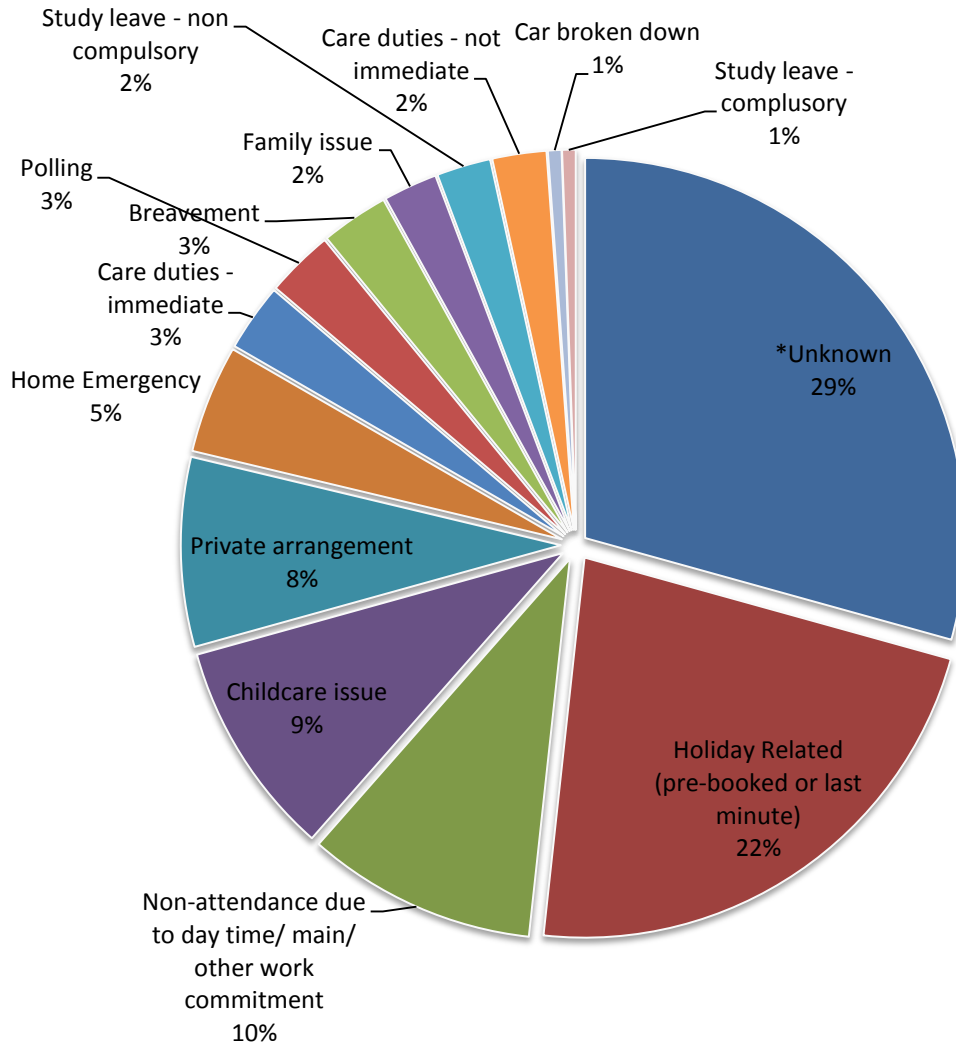
Q19	In the scrutiny committee there was a comment made regarding Duke of Edinburgh Award. This was entirely fabricated, for example, it was claimed that all Vale schools are supported by the Vale Youth Service to run Duke of Edinburgh?
A19	<p>The Duke of Edinburgh Award is indeed supported under arrangements with Duke of Edinburgh's Award Wales on a direct licence with schools contract. The Vale of Glamorgan pays the licence fees for schools and the school has the benefit of advice, support and training from DofE Wales. Under these arrangements, the numbers of students enrolling in the award has increased and the numbers of completed awards by young people has increased.</p> <p>The Vale of Glamorgan Youth Service also operates its own licence in partnership with BGCW. The award is available to young people who are unable to enrol via their school. Whilst this is a small number, we would hope the proposals would enable this facet of DofE to be improved and to grow in numbers. Present numbers are as follows:</p> <ul style="list-style-type: none"> • 10 young people Bronze • 28 young people silver • 18 young people gold • Details of current phase of programme: • Gold Practice – 9-11th March • Gold Expedition – 25-29th May, 100 Mile Canoe • Day Walk – 25th March 2018, circular route starting at Dyffryn Gardens. This day walk will include all Bronze participants, any Silver direct entrants and also the Mayor's Award participants who need to complete a day walk. • Silver Practice Expedition: 6th–8th April 2018, Gower route. • Silver Assessed Expedition: 30th June – 2nd July 2018, Brecon Beacons route. This expedition will be three full days so will mean leaving at around 8am on the Friday morning and returning on the Sunday around 5pm.

Q20	If staffing paid three hour posts is difficult, how can we expect volunteers to commit to the same? There is no obligation for them to be EWC registered, nor can we enforce this.
A20	<p>The Education Wales Act 2014 and the Education Workforce Council (Main Functions) (Wales) Regulations 2015 as amended, set out the requirement for practitioners to be registered in the category or categories of registration for the work they undertake.</p> <p>A qualified youth worker or qualified youth support worker in Wales must be registered with the Education Workforce Council (EWC) if they provide the services set out below for, or on behalf of, a relevant body.</p> <p>The legal responsibility for ensuring that only registered practitioners are employed in such posts lies not only with the practitioner</p>

	<p>themselves but also with the employer.</p> <p>Regulations stipulate that a youth worker or youth support worker who holds one of the recognised qualifications in Annex A is registered with the Council before they commence work.</p> <p>In legislation:</p> <p>A relevant body means:</p> <p><i>(a) a local authority in Wales;</i></p> <p><i>(b) a governing body of a school;</i></p> <p><i>(c) a further education institution in Wales;</i></p> <p><i>(d) a voluntary body, to the extent that the youth development services provided for or on behalf of the voluntary body are provided to people in Wales.</i></p> <p>Our proposal includes a partnership agreement or Service Level Agreement with any Community groups who wish to access council youth service resource or support. Also we have explained previously in this feedback to extent to which national voluntary organisation support is available.</p> <p>We believe that points a) and b) above would apply and expect volunteers to become registered and qualified to level 2. We would offer free training from the council but they could also access training from the National organisations referred to previously. We do not expect any volunteer to be registered immediately, but would expect them to do so as part of their individual professional development. The youth service will promote its training and support and offer trained supervision it appropriate.</p>
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Q21	What is the current level of part time absence in the Youth Service?
A21	<p>The chart below indicates the reasons for staff requesting special leave for the last 2 years. In addition to this level of absence, there have also been 100 days of sickness.</p> <p>Special leave is mostly taken with short notice creates difficulties in planning youth service provision cover effectively. We believe the level of special leave is a significant factor in all absences – 29% was taken without any notification at all. Absence of this nature is when a member of staff does not attend and is recorded as special leave without pay.</p>

Special leave reasons over the period from 01/04/16 to 14/03/18



Reasons (Categories)	Frequency (days)	Frequency (%)
*Unknown	51	29.31%
Holiday Related (pre-booked or last minute)	39	22.41%
Non-attendance due to day time/ main/ other work commitment	17	9.77%
Childcare issue	16	9.20%
Private arrangement	14	8.05%
Home Emergency	8	4.60%
Care duties - immediate	5	2.87%
Polling	5	2.87%
Bereavement	5	2.87%
Family issue	4	2.30%
Study leave - non compulsory	4	2.30%

Care duties - not immediate	4	2.30%
Car broken down	1	0.57%
Study leave - compulsory	1	0.57%
Total	174	100%

***Unknown - worker did not turn up for shift**

Q22	What is the difference in hours for part time staff now and the new structure in the report?
A22	<p>The current universal youth service budget established is set for 61 part-time contracted staff. There are currently 52 staff actually in place. There are 9 vacancies.</p> <p>In any working week, part-time staff should cover 180 hours across the county in all provisions. In any working year this should be 6660 hours. Actual delivery with vacancies is 165.5 hours per week. This equates to 6123.5 per annum.</p> <p>This is resulting in 536.5 hours lost due to vacancies special leave and general absence.</p> <p>Under the proposals we would seek to increase staff hours for universal provision to 8000 per annum.</p> <p>Currently 23 grant funded Targeted staff are contracted to deliver 615 hours per week. Actual delivery is 631 hours per week. The direct contact per annum hours are 28,580, under the proposals this will grow to 35016 hours.</p> <p>Under the proposals, Staff will be acting in a peripatetic manner. As they are available for more hours per week, they can attend more than one provision. The delivery of youth work will be available in all areas. We intend to create a pool from new members of staff who will be available to cover should sickness or absence for any reason occur. There will be a focus on projects and events. Provision and curriculum of activities will be led by the engagement with young people. Staff will have flexibility in approach and what curriculum offer they deliver with young people. They will seek support from other teams such as wellbeing and look to incorporate differing delivery models. If we then increase community group participation, it will increase the numbers of youth provision available to young people. Staff will also have flexibility to change provision to meet the needs of young people. Delivery of the youth offer maybe at differing times and also during holiday periods instead of team time, as requested by young people.</p>

Q23	Part time youth workers engage with young people 100% of their time. Part time youth workers attend training in their own time, supervision in their own time, and get no expenses for travelling and don't take breaks. They represent outstanding value for money.
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A23

It is recognised that many staff do go the extra mile and attend training and supervision outside of their contracted time and do so of their own choice and this is appreciated.

The service provides a training week annually and preparation and planning time each term for staff. These functions are all paid via annual salary. Staff appraisals are conducted annually and again staff are paid to attend.

The proposals are being made to make improvements to service provision. The new proposals will have an emphasis on accredited learning and projects. The impact of youth work will be measured using a system of soft outcome measurement tools. Each provision will need to be evaluated termly and analysed for the impact it is making. Thereby demonstrating effective and efficient use of Council resource.

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