

## MELBOURN AREA YOUTH DEVELOPMENT (MAYD)

### Terms of Reference

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth, Foxton and Shepreth Parish Councils.
2. This joint committee will consist of representatives from the 4 participating Parish Councils and representatives from principal authorities.
3. The joint committee shall operate under the following Terms of Reference:-
  - (a) **NAME:** The joint committee will be known as Melbourn Area Youth Development (MAYD)
  - (b) **PURPOSE:** To provide activities for young people up to the age of 19 in order to promote their well-being and development delivered through structured youth work provided by qualified youth workers.
  - (c) **AUTHORITY:** The joint committee is appointed for a period of 3 years in the first instance. There will be up to 3 councillors from Melbourn and up to 2 each from the other participating councils. The Chair, appointed at the first meeting, must be a Melbourn parish councillor. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, the committee will co-opt new members drawn from the council from which the vacancy has originated. Majority voting will apply for all decisions, the Chair having a second and casting vote in the event of a tie.
  - (d) **FINANCE:** The joint committee will be financed by contributions from each of the participating authorities, as provided for in LGA, 1972 s103. Contributions will be calculated based on attendance at youth club by young people from participating parish councils. Full details of the funding arrangements are set out in the Parish Councils' Financial Agreement attached as Appendix 1. The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council will invoice participating parish councils annually for their contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources.
  - (e) **MAYD/PARISH COUNCILS' AGREEMENT:** The relationship between the participating councils and between the committee and the youth service providers will be governed by the MAYD/Parish Councils' Agreement attached as Appendix 2.

## **MAYD / Parish Councils' Agreement**

Agreement between MAYD (Melbourn Area Youth Development) funding partners: Melbourn Parish Council, Meldreth Parish Council, Shepreth Parish Council, and Foxton Parish Council.

### **Background**

1. MAYD was established in 2010 at the initiative of the aforementioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth, Shepreth, and Foxton. Attendance of the youth club is not exclusive to young people from the group villages, the club is open to all young people.
2. MAYD is a voluntary community organisation resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

### **Financial arrangements**

3. MAYD's activities are financed through an annual grant awarded by each of the parish councils named in this agreement.
4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible.
5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund items such as materials for activities and/or items to improve the facilities for the benefit of youth club.

### **Governance arrangements**

7. The activities of MAYD will be overseen by a steering group comprised of parish councillors from the participating parish councils, and District and County Councillors, or a non-councillor but authorised by their designated member representative. The group will be chaired by a Melbourn Parish Councillor as the over arching Council with the fiscal responsibility. The Vice chair can be drawn from the remaining group.
8. The parish clerk for Melbourn will provide the secretariat for this steering group.
9. The steering group will meet at least quarterly and the minutes disseminated to participating parish councils via Parish Clerk for Melbourn.
10. Complaints regarding any element of this agreement or the service provided through this agreement are to be directed to the steering group via the secretariat.

MAYD is a unique group of Parish councils that have come together to jointly provide a youth club and youth work service.

11. A member parish council, should it choose to withdraw from this agreement, should provide the steering group with at least six months' notice prior to the annual renewal date of 1 April.
12. Following the departure of a member parish council the remaining members of the steering group will determine the future of the partnership and reframe this agreement accordingly.

### **Safeguarding**

13. In order to ensure the safety of its client group MAYD will be bound by the safeguarding procedures of Melbourn Parish Council, which are
  - appropriate to MAYD's work
  - reviewed annually
  - ensure a rigorous recruitment and selection process is in place for staff and volunteers involved in MAYD activities who work with children and young people, and shall include the checking of criminal records via the Disclosure and Barring Service (DBS) and the taking up references. DPS will be carried out every 3 years.
  - statutory or best practice guidance will be followed on appropriate ratios of staff or volunteers to children or young people
  - child protection and health and safety training or guidance for staff or volunteers will be provided
  - activities will be risk assessed as appropriate
  - appropriate insurance cover will be in place
  - Or it will be ensured that any third party contractor hired to deliver youth recreational services on its behalf complies with these requirements

### **Service Delivery/ Function on MAYD**

- To provide Governance, resolving any issues raised from any source
  - To set Aims of Youth Club
  - To receive and discuss the service provider's assessment of whether the programs are meeting the aims.
  - To review performance of the appointed service provider against agreed programs and other criteria
  - To finance the activities of Youth Club adequately
  - To promote the activities of Youth Club and encourage participation from the local community
14. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD steering group.

### **About current contractor**

15. See appendix 1 for details of current contractor.

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**Term of the agreement**

16. This agreement shall run from January 2019 to January 2022.

Melbourn Parish Council Councillor Julie Norma Date: 14 January 2019

Meldreth Parish Council Councillor Ryanne Addison Date: 25/6/19

Foxton Parish Council Councillor [Signature] Date: 7/1/19

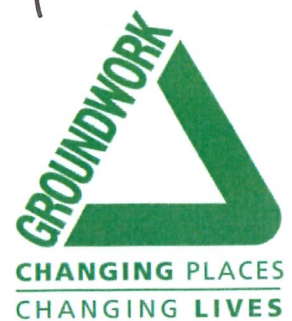
Shepreth Parish Council Councillor SM Reeves Date: 22/2/19

MAYD Chair Julie Norma Date: 14 January 2019

Melbourn Area Youth Development (MAYD)  
c/o Melbourn Parish Council  
January 2019

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Melbourn, Meldreth, Shepreth and Foxton Parish Councils make up this group.  
January 2019



**Youth Provision Melbourn Parish Council  
Proposal for two sessions of youth delivery a week, run back to back  
April 2019 – March 2020 (term-time only)**

Costs currently exclude hall hire.

**Melbourn Youth Delivery Cost**

Staffing including management, reporting, meetings and mileage	£13,314
Session Resources	£912
Total cost	£14,226 Plus VAT at the prevailing rate per year

**Timing**

2 sessions per week will start in the first week of April 2019 until 31 March 2020 term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

**Sessions**

Groundwork proposes to deliver:

- 38 x 1.5 hour evening sessions: 1.5 hour sessions back to back from April 2019 – March 2020 (term time only)
- 3 x Assemblies in school to advertise the youth club - one per term.

The price also includes:

- Termly programme planning
- Session planning
- Partnership development
- Attending relevant Parish Council meetings
- Written progress reports four during that period
- Project Management fees
- Mileage

**Cost breakdown (costs excluding VAT)**

Management, reporting and meetings	£2448
• Includes set up costs, management of staff for one year, volunteer management	
• Assemblies: includes delivery of 2 assemblies, one each term	

Evening delivery and session planning time £10,866

- Evening sessions 6-9pm back to back once a week: includes set up and shut down time, session planning time and mileage.

**Sessions Resources**

£912 is based on £12 per session. This would buy the necessary resources on a weekly basis, things like food ingredients for a cooking session. Larger purchases like sport equipment and craft materials have not being included in this quote, but can be on request.

**Staffing**

Groundwork's Child Protection Policy states that the adult to young person ratio is 1:12. The sessions would be delivered by a lead worker and two sessional workers. We would also wish to call upon on a pool of volunteers to actively take part in the delivery of sessions and would work with Melbourn Parish Council to recruit the volunteers. Should a member of staff be ill Groundwork will provide appropriate cover.

**Programme Content**

Groundwork's Youth Club Programmes aim to:

- Deliver high quality support for young people focusing on meeting young people's needs and priorities
- Provide a safe place for young people to go, have something positive to do and have someone to listen too
- Listen to young people so they can influence decisions made at various levels.
- Provide a wide range of personal and social development opportunities.
- Prevent disaffection and social exclusion.

**18<sup>th</sup> December 2018**

**For More information please contact:**

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