

Leicester  
City Council

Democratic and Civic  
Support  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

27 September 2017

Sir or Madam

I hereby summon you to a meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on THURSDAY, 5 OCTOBER 2017 at FIVE O'CLOCK in the afternoon, for the business hereunder mentioned.

**Monitoring Officer**

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**AGENDA**  
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1. **LORD MAYOR'S ANNOUNCEMENTS**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 6 July 2017 are available to view at:

<http://www.cabinet.leicester.gov.uk:8071/ieListDocuments.aspx?CId=81&MId=8209&Ver=4>

Copies are also available from Democratic Support on (0116) 454 6350 or [committees@leicester.gov.uk](mailto:committees@leicester.gov.uk)

#### **4. STATEMENTS BY THE CITY MAYOR/EXECUTIVE**

#### **5. PETITIONS**

- Presented by Members of the Public
- Presented by Councillors

#### **6. QUESTIONS**

- From Members of the Public
- From Councillors

#### **7. MATTERS RESERVED TO COUNCIL**

- 7.1 Service Plan for Food Law Enforcement
- 7.2 Treasury Strategy – Investments
- 7.3 Employee Appeals against Dismissal
- 7.4 Call-In of Executive Decision – Youth Service Remodelling

#### **8. EXECUTIVE AND COMMITTEES**

- To note any changes to the Executive
- To vary the composition and fill any vacancies of any Committee of the Council

#### **9. NOTICE OF MOTION**

##### **National Joint Council Pay**

Proposed by the City Mayor, seconded by the Deputy City Mayor:

- “On average, across the country, National Joint Council (NJC) basic pay has fallen by 21% in real terms since 2010
- NJC workers had a three-year pay freeze from 2010-2012 and have received only 1% pay increase annually since then
- NJC pay is the lowest in the public sector
- Differentials in pay grades are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increase Statutory National Living Wage
- Leicester City Council began paying our staff the Living Wage Foundation living wage in March 2013 and formally signed the licence with the Foundation to include services the council contract with in September 2015. We are committed to providing those on lower wage rates with a fair and

decent rate of pay

- The likelihood of rising inflation following the vote to leave the European Union will worsen the current public sector pay inequality.

This council therefore supports the NJC pay claim for 2018, submitted by UNISON, GMB and Unite on behalf of council and school workers and calls for the immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector.

The 2018 claim is for the deletion of NJC pay points SCP 6-9 to reach the Foundation Living Wage of £8.45 (UK) and £9.75 (London) and a 5% increase on all NJC pay points.

This council also welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom-loaded pay settlements.

Council further notes the drastic ongoing cuts to local government funding and calls on the Government to provide additional resources to ensure local authorities can fund a decent pay rise for NJC employees and the pay spine review.

This council resolves to:

- Write to the LGA asking it to make urgent representations to Government to fund the NJC claim and the pay spine review;
- Write to the Prime Minister and Chancellor supporting the NJC pay claim and seeking additional resources to fund a decent pay rise and the pay spine review;
- Write to local NJC union representatives to convey support for the pay claim and the pay spine review.”

## **10. ANY OTHER URGENT BUSINESS**

## **Fire & Emergency Evacuation Procedure**

- The Council Chamber Fire Exits are the two entrances either side of the top bench or under the balcony in the far left corner of the room.
- In the event of an emergency alarm sounding make your way to Town Hall Square and assemble on the far side of the fountain.
- Anyone who is unable to evacuate using stairs should speak to any of the Town Hall staff at the beginning of the meeting who will offer advice on evacuation arrangements.
- From the public gallery, exit via the way you came in, or via the Chamber as directed by Town Hall staff.

## **Meeting Arrangements**

- Please ensure that all mobile phones are either switched off or put on silent mode for the duration of the Council Meeting.
- Please do not take food into the Council Chamber.
- Please note that Council meetings are web cast live and also recorded for later viewing via the Council's web site. Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. Will all Members please ensure they use their microphones to assist in the clarity of the web-cast.
- The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at [www.leicester.gov.uk](http://www.leicester.gov.uk) or from Democratic Support. If Members of the public intend to film or make an audio recording of a meeting they are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and

consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.



## MATTERS RESERVED TO COUNCIL

### **7.1 SERVICE PLAN FOR FOOD LAW ENFORCEMENT**

A report is submitted presenting Leicester City Council's Food Enforcement Plan 2017-18 for consideration by the Executive.

The Council is asked to consider and approve the Service Plan for Food Law Enforcement 2017/2018.

### **7.2 TREASURY STRATEGY 2017/18 - INVESTMENTS**

A report is submitted that proposes some minor amendments to the investment strategy, which forms part of the Council's Treasury Strategy.

The Council is asked to approve the revised investment strategy laid out within the report.

### **7.3 EMPLOYEE APPEALS AGAINST DISMISSAL**

A report is submitted presenting a proposal that appeals from employees against dismissal under the council's disciplinary, capability and absence management procedures should no longer be heard by the Employees Committee.

The Council is asked to agree that:

- a) The function of determining appeals from employees against dismissal under the council's disciplinary, capability and absence management procedures should, in future, rather than being heard by the Employees Committee, be delegated as an officer decision heard by a manager outside of the immediate service area and with no prior involvement in the case, and who will normally be more senior than the manager taking the decision to dismiss;
- b) A review of the new arrangements is completed after 12 months of operation and reported to members;
- c) The disciplinary, capability and absence management procedures be amended accordingly and those amendments to be subject to appropriate consultation with the recognised Trade Unions; and
- d) The Terms of Reference for the Employees Committee contained within Part 3 of the Council's Constitution are amended to remove the role of members in appeals.

#### **7.4 CALL-IN OF EXECUTIVE DECISION – YOUTH SERVICE REMODELLING**

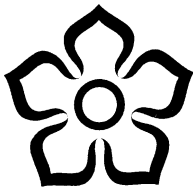
A report is submitted regarding an Executive decision taken by the Assistant City Mayor, Children, Young People and Schools on 3 August 2017 relating to Youth Service Remodelling has been the subject of a five member call-in under the procedures at Rule 12 of Part 4D, City Mayor and Executive Procedure Rules, of the Council's Constitution.

The Council is recommended to either:

- a) Support the Assistant City Mayor for Children and Young People's Services decision, and thus confirming the decision with immediate effect;  
or
- b) Recommend a different decision to the Assistant City Mayor for Children and Young People's Services. (The original decision will still stand, unless the Assistant City Mayor takes a further decision to amend the original.)

**Sir Peter Soulsby  
City Mayor**





Leicester  
City Council

WARDS AFFECTED  
All

7.1

**FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:**

Full Council

5<sup>th</sup> October 2017

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**Service Plan for Food Law Enforcement**

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**Report of the Food Safety Team, Regulatory Services, Neighbourhood & Env. Services  
Lead Director: John Leach**

**1. PURPOSE OF REPORT**

This report presents Leicester City Council's Food Enforcement Plan 2017-18 for consideration by the Executive. The Plan sets out the demands on the City Council and the resources required to deliver an effective regulatory regime. The Plan also reviews the achievements for 2016/2017.

**2. RECOMMENDATIONS (OR OPTIONS):**

**2.1** To consider and approve the Service Plan for Food Law Enforcement 2017/2018.

**3. REPORT**

**3.1** Leicester City Council's regulatory responsibilities relate to the safety and fitness of food made and sold in the City; the accuracy of any labels and descriptions. The City Council delivers a significant programme of food hygiene inspections, advice and training for food businesses and operatives, and investigates complaints and food poisoning incidents. The City Council response is delivered by a number of regulatory teams.

**3.2** Leicester has a diverse food sector and notably a vibrant Asian cuisine restaurant trade. The number of registered food businesses in Leicester is around 3000 with significant turnover of business. This makes achieving and maintaining good compliance challenging. The number of food businesses that are 'broadly compliant' with food law in Leicester is 84% (the national average is 88%).

**3.3** In 2017/18 the Food Safety Team will deliver around 1999 food hygiene inspections. These are programmed at frequencies dependent on risk as required by the statutory Code of Practice. Appendix 2 provides the Service Plan for Food Law Enforcement 2017/2018.

**3.4** Key compliance projects for 2017/18 include:

- Promotion of 5 rated Establishments
- Allergens

- Halal food suppliers - traceability of product
- Illicit Alcohol

## 4. FINANCIAL, LEGAL AND OTHER IMPLICATIONS

### 4.1. Financial Implications

**4.1.1** The net budget of the Food Safety Team, the principal team for delivery of food regulatory activities, is £455k in 2017/18.

**4.1.2** Following the FSA Audit in 2014 temporary additional funding of up to £75k pa was made available from departmental funds to support the increased establishment. The funding and resourcing of the food regulatory function has been considered as part of the Regulatory Services Spending Review and budgets are being re-aligned to maintain service delivery.

Colin Sharpe  
Head of Finance  
Ext 37 4081

### 4.2 Legal Implications

**4.2.1** The Multi-Annual National Control Plan (MANCP) for the UK details the roles and responsibilities of the different authorities and organisations involved in the monitoring compliance with, and enforcement of, feed and food law, animal health and welfare rules and plant health requirements. The UK MANCP has been extended to the end of March 2018. It is a European requirement that all member states have a national control plan.

<http://www.food.gov.uk/enforcement/regulation/europeleg/feedandfood/ncpuk>

**4.2.2** The Food Standards Agency supervises local authority regulatory activity and the requirements from local authorities are set out in the Framework Agreement on Official Feed and Food Controls by Local Authorities.

<http://www.food.gov.uk/enforcement/enforcework/frameagree>

**4.2.3** Under the Framework Agreement the local authority is required to produce a service plan that sets out how and at what level official feed and food controls will be provided in accordance with Codes of Practice.

**4.2.4** Local authorities should take account of the Government's better regulation agenda when planning and delivering their services. Key to this agenda are the five principles of good regulation:

- targeting (to take a risk-based approach);
- proportionality (such as only intervening where necessary);
- accountability (to explain and justify service levels and decisions to the public and to stakeholders);
- consistency (to apply regulations consistently to all parties); and
- transparency (being open and user-friendly).

**4.2.5** The Service Plan has been produced in accordance with the guidance in the Framework Agreement.

**4.2.6** Local Authorities have the flexibility to decide locally whether or not service plans should be approved at Member level.

**4.2.7** The Food Law Enforcement Service Plan is an element of the City Council's Policy Framework and the Council's Constitution reserves approval of the Food Law Enforcement Service Plan to Full Council as a matter of local choice.

Kamal Adatia  
City Barrister & Head of Standards  
Monitoring Officer  
Ext 37 1401

### **4.3 Equalities Implications**

**4.3.1** Food regulatory activities are delivered in accordance with the Food Law: Code of Practice (England), April 2014. The Code of Practice is issued pursuant to section 40(1) of the Food Safety Act 1990, regulation 24(1) of the Food Safety and Hygiene (England) Regulations 2013 and regulation 6(1) of the Official Feed and Food Controls (England) Regulations 2009.

**4.3.2** The risk assessment scheme in the Code of Practice takes account of vulnerable risk groups. In this context, vulnerable risk groups are those that include people likely to be more susceptible to the effects of illness that arise from poor food hygiene such as those who are under 5 or over 65 years of age, people who are sick or immuno-compromised.

**4.3.3** The Service Plan does not propose changes or departures from the Code of Practice with equalities implications.

## **5. OTHER IMPLICATIONS**

OTHER IMPLICATIONS	YES/NO	Paragraph Within the Report	References
Equal Opportunities	<b>Yes</b>	<b>4.3 (4.3.1, 4.3.2 and 4.3.3)</b>	
Policy	<b>No</b>		
Sustainable and Environmental	<b>No</b>		
Crime and Disorder	<b>No</b>		
Human Rights Act	<b>No</b>		
Elderly/People on Low Income	<b>No</b>		
Corporate Parenting	<b>No</b>		

## **7. BACKGROUND PAPERS –**

Service Plan for Food Law Enforcement 2017/2018

## **8. CONSULTATIONS**

### **Details of Scrutiny**

**8.1** The Director of Neighbourhood and Environmental Services submitted a report to the Neighbourhood Services and Community Involvement Scrutiny Commission on 12<sup>th</sup> July 2017, on public protection and regulation in Leicester's food sector.

The full minute is in Appendix One.

**8.2** The Commission AGREED:

- 1) that the report be noted;
- 2) that the Commission congratulate and thank the department for their work in improving the food hygiene ratings; and
- 3) that a halal desk top study be brought to a future meeting of the Commission

## **9. REPORT AUTHOR**

Roman Leszczyszyn, Head of Regulatory Services  
0116 454 3191, leszr001@leicester.gov.uk

## Appendix One:

### 104. REGULATION OF LEICESTER'S FOOD BUSINESS SECTOR

The Director of Local Services and Enforcement submitted a report that provided information on the food sector from a food regulatory perspective, proposed food law regulatory interventions for 2017/18, case studies and key issues in the development of the national framework. Members also received a power-point presentation a copy of which is attached to the back of these minutes.

Members raised comments and queries, which included the following:

- A Member said that she was pleased that the council were having conversations about obesity issues with Public Health. People were increasingly eating out or having takeaway meals which were often highly calorific.
- It was noted that there had been a backlog of inspections and additional staff had been recruited and a Member questioned whether those staffing levels had been maintained. Officers acknowledged that there had been a significant backlog but permission to recruit had been given and the service was now well resourced.
- A comment was made that it would be useful for statistics in future reports to be shown as percentages as well as numbers.
- A member questioned whether tests were carried out on ice buckets and their contents and heard that while these had not specifically been tested, sampling was carried out on ice making machines. A recent case publicised in the media involving bacteria found in iced drinks, involved unclean hands going into the ice bucket.
- A suggestion was made for the Council to charge for the advice given to the food sector. Members heard that the council were considering this, but there was a concern that if they ceased to offer free advice, people would be reluctant to pay which could lead to more problems in the future. Consideration was being given however to the recovery of costs incurred in re-inspections.
- In respect of allergens, officers explained that there were 14 main allergens, including gluten. Peanuts were the highest rated allergen and checks were currently being concentrated on that particular food.
- In response to a question, officers said that both inspections and re-inspections were unannounced.
- Officers explained that they did not test food to verify whether it was vegetarian; there was no legal definition of vegetarian food.

- A Member expressed concerns relating to food businesses that had failed to register with the council. Officers responded that the Food Safety Officers knew their own area well and tended to notice if a new food outlet appeared. They were also becoming increasingly aware of food outlets that did not have a street presence; they might operate from a home address and therefore harder to identify.
- The Chair commented that he was very pleased to see an increase in the number of food outlets that had been awarded a four or five star food hygiene rating. An officer explained that in addition to providing advice and support, there was a greater emphasis on compliance visits. If an establishment was non-compliant they would be given a report and an improvement would usually be evident when the food safety officers returned. It was anticipated that whilst there was the capacity to carry out these compliance visits, the numbers of food outlets with four and five star ratings would continue to improve.
- It was noted that 1707 written warnings had been issued during 2016/17 and officers explained that these related to the number of written reports issued following compliance visits.
- In relation to a query regarding the channel shift programme, officers explained that many companies were happy with digitalisation and registered on-line. Many of the complaints relating to food hygiene issues were submitted on-line by the public. The service was also working to identify any vulnerable people for whom this might be problematic.
- In response to a query regarding food fraud and Halal food, the Commission heard that officers carried out desk top reviews into Halal food. Some businesses relied on their Halal certificate or accreditation and it was hoped to carry out some investigations into those accreditations. Any meat or poultry that had been Halal slaughtered should be traceable back to the Halal slaughter house. The Chair requested that a Halal desk top study be brought to a future meeting of the Commission.

The Chair drew the discussion to a close and asked the Commission to agree to congratulate and thank the department on their work in improving the food hygiene ratings. A further report was requested in 12 months-time and Members heard that there was a legal requirement to provide this report on an annual basis.

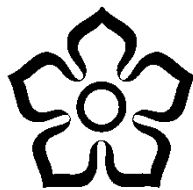
**AGREED:**

- 1) that the report be noted;
- 2) that the Commission congratulate and thank the department for their work in improving the food hygiene ratings; and
- 3) that a halal desk top study be brought to a future meeting of the

Commission.







**Leicester City Council**  
**Service Plan for Food Law Regulation**  
**2017/2018**

**Date:** October 2017

**Version:** COUNCIL FINAL

**Owner:** Dave Howard, Manager Food Safety  
David Barclay Rhodes, Manager Food Safety

## **1.0 Introduction**

The plan is based on the Food Standards Agency's Framework Agreement on Official Feed and Food Controls of April 2010.

### **1.1 Purpose of this plan**

This Service Plan outlines how Leicester City Council intends to fulfill its obligations as a food and feed authority. It also demonstrates how the work of the Food Safety Team links into the council's overall vision and aims for Leicester City

### **1.2 Aims and objectives**

Leicester City Council aims to:

- Prevent ill-health and death arising from food poisoning
- Ensure that retailers and caterers supply good quality food
- Prevent and detect fraud in the production and description of food
- Assist Leicester's food businesses to comply with food law.

## 2.0 Leicester City's Food & Drink Sector

### 2.1 Profile of Leicester City

Leicester is the largest city in the East Midlands region and the tenth largest in England. The city is a major regional commercial, manufacturing and retail centre located close to the M1 and M69. Although it is known for diversity of its trades rather than for the dominance of any single industry, it has a sizeable food manufacturing sector which includes a number of specialist ethnic food producers and importers.

The population of the city is 329,900 (2011 Census) - a rise of 47,000 since 2001. According to the ONS Leicester has the smallest proportion of people aged 65 and over in the East Midlands with almost 36,300 - 11%. It has the largest proportion of people aged 19 and under, with about 89,000 (27%), and under-fives about 23,000, (7%) of Leicester's total population. 45% of residents identify themselves as white British, 28.3% identify themselves as British Indians.

There are two universities and the city also has a large student population.

### 2.2 Food & Drink in Leicester Economy

The Leicester Leicestershire Economic Partnership (LLEP) 2014-2020 Strategic Economic Plan views 'food & drink manufacturing' as sector in which the area has "higher than average concentrations of employment and competitive advantage where the aim is to accelerate existing enterprise growth". 'Food & drink manufacturing' is identified as a Priority Sector for Intervention in the form of business development and support.

In November 2014 Leicester Food Park opened its gates. The park was funded by Leicester City Council and the European Regional Development Fund (ERDF) 2007 - 2013 programme. The Food Park is managed by East Midlands Chamber icon working in partnership with The Food & Drink Forum. It provides high quality food manufacturing space with purpose-built units, enabling new and innovative food businesses to start up and grow as well as providing established food businesses with grow on space for their expanding businesses. At the heart of the food park community is a Business Support Centre and Management Hub. The Chamber and the Forum maintain an onsite presence and manages the park support services.

A feature of Leicester's food industry is its high number of Asian and restaurants. Leicester's food businesses are generally small (less than 50 workers) and micro (less than 10 worker) enterprises. Some are run by people for whom English is not their first language. Establishments in existence for a short time are also characterized by poor compliance with food law and higher levels of enforcement actions. Several languages are spoken by proprietors and staff including Bengali, Gujarati, Urdu, Chinese and Turkish.

A number of Leicester's food businesses are of national significance such as Walkers Snack Foods (Pepsico), Walkers Midshires, Samworth Brothers, Fox's Confectionery and Cofresh Snack Foods. The city is also home to a number of smaller specialist food producers.

The leisure sector has increased substantially over the last ten years with more restaurants, fast food outlets, pubs and clubs opening up. This is likely to continue given Leicester's increased attraction as a visitor destination for King Richard III heritage.

A small number of food businesses import and distribute foods from third countries outside the EU.

## 2.3 The Register of Food Businesses

The total number of food establishments in the city continues to grow, a reflection on the appeal of Leicester being a good place to trade. The table below suggests a 'peak' in 2014, however following a review of our database and after data cleansing the total number was brought back in line with the steady trend of an overall annual increase.

**Appendix 1 is a table of performance data from the annual Food Standards Agency return for comparable Cities to Leicester**

FSA Reported Food Establishments	2010	2011	2012	2013	2014	2015	2016	2017
Leicester	2753	2871	2964	3086	3112	2828	2942 <sup>1</sup>	2996 <sup>2</sup>
Nottingham	2757	2741	2697	2787	2908	2977	3083	
Derby	1895	2017	2129	2169	2143	2014	1996	
Birmingham					7596	7504	8071	
Haringey					1957	2077	2123	
Hackney					2471	2535	2954	

**Table: Registered Food Establishments in Leicester**

	2012	2013	2014	2015	2016	2017
New Business Registrations	529	506	456	527	507	540

**Table: New Food Business Registrations in the City**

The table above shows the volatility of Leicester's food business sector. The take-away sector, in particular, is characterised by a high turnover rate. Within the total number of establishments at any time, there are many which will be in existence for a short time, sometimes not even one year.

New Registrations continue form a significant part of the Food Safety Team work both from a need to support/encourage new businesses and identification of those who are less compliant and require enforcement

## 2.4 Food & Drink Sector Profile

On 1 April 2017 Leicester City Council has records on 2996 food establishments in the city of which 20 are premises approved under EC Regulation 853 2004 by Leicester City Council to process meat, fish, egg and dairy products.

The table below show the profile of food establishments by type

Establishment Type	2012	2013	2014	2015	2016	2017
manufacturers & distributors	73	72	73	73	81	90
importers/exporters	11	11	11	6	6	9

<sup>1</sup> This includes 39 registered food businesses which have not started operating.

<sup>2</sup> This includes 24 registered food businesses which have not started operating.

distributors/transporters	81	83	80	77	82	87
retailers	835	868	848	730	773	782
restaurants & caterers	1964	2052	2100	1942	2000	2028
<b>totals</b>	<b>2964</b>	<b>3086</b>	<b>3112</b>	<b>2828</b>	<b>2942</b>	<b>2996</b>

**Table: Food sector profile by type of establishment** (Source: Local Authority Enforcement Management System – hygiene)

## 2.5 Food Hygiene Ratings in Leicester

The Food Hygiene Rating Scheme helps the public choose where to eat out or shop for food by giving information about the hygiene standards in restaurants, pubs, cafés, takeaways, hotels and other places serving food, as well as supermarkets and other food shops. Following inspection food establishments within the scheme are awarded a Food Hygiene Rating of 0 to 5. The ratings are published online and establishments are encouraged to display the rating in a prominent position.

As of 1 April 2017 of the 2996 registered food establishments 2576 are eligible and have been rated under the scheme.

The table below shows the distribution in ratings.

Food Hygiene Rating	2012	2013	2014	2015	2016	2017
5 very good	626	674	784	1008	1157	1337
4 good	280	347	370	472	493	483
3 generally satisfactory	394	414	418	536	575	452
2 improvement necessary	86	119	114	143	141	160
1 major improvement necessary	215	225	225	193	156	127
0 urgent improvement necessary	45	39	24	19	21	8
<b>Totals</b>	<b>1646</b>	<b>1818</b>	<b>1935</b>	<b>2371</b>	<b>2543</b>	<b>2567</b>

**Table: Food sector profile by food hygiene ratings** (Source: FHRS Local Authority Portal)

## 2.6 Broad compliance in Leicester

Broad compliance is a general indicator of the overall compliance/non compliance distribution. Food establishments that do not require any enforcement related follow up to an inspection are Broadly Compliant. Broad compliance is measured from the risk score awarded to a food establishment following inspection.

The Food Safety Team has over the previous 2 years focussed on support work for new establishments and swift enforcement actions for non-compliant establishments. Broad Compliance

has shown significant improvement. This focus on new business support and prompt enforcement where appropriate will continue.

	2011	2012	2013	2014	2015	2016	2017
percentage “broadly compliant”	70.6	71.1	70.4	71.5	79%	82%	84% (88% national)

**Table: Broad compliance time series**

## 2.7 Food Hygiene Risk Profile of Leicester’s Food Sector

Following inspection Food Establishments are ‘Risk’ scored to reflect the types of food activity carried out, scale, scope and current standards of hygiene. This risk score is used to prioritise the annual inspection program. Category A are the highest risk and Category E the lowest risk.

The table below shows the profile of food establishments by risk category

Category	2012	2013	2014	2015	2016	2017
category A [next inspection 6 months]	49	43	52	33	35	27
category B [next inspection 1 year]	292	273	275	313	258	261
category C [next inspection 18 months]	1334	1417	1424	866 <sup>3</sup>	868	811
category D [next inspection 2 years]	398	414	423	1004	1116	1121
category E	553	569	569	536	580	681
unrated [yet to be inspected]	338	370	369	76	85	95
Totals	2964	3086	3112	2828	2942	2996

**Table: Food sector profile by category of establishment** (Source: Local Authority Enforcement Management System –hygiene)

## 3.0 Leicester City Food Enforcement Function

### 3.1 Scope of Leicester City Council’s enforcement responsibilities

Leicester City Council is a unitary authority and has responsibility for enforcement of food hygiene, food standards and feed law.

The Team follow these key principles in our enforcement role

- Intelligence led regulatory interventions
- Food Crime – Ensure that member of the Food Safety Team are aware of the key food crime issues and understand the national and regional arrangements in place to

<sup>3</sup> In 2014 there was a CoP change to risk scoring. A significant number of C rated businesses changed to the D category and the scheduled next intervention dates put back by 6 months. This changed the intervention programme for 2014/15.

respond to issues. [NB. Specific reference to the FSA's Food Crime Annual Strategic Assessment – A 2016 Baseline].

- Regulators Code – Ensure Food Safety Team are aware of and operate to the Regulators Code. Implement Self Audit and ensure compliance

### **3.2 Food Sector Interventions**

A variety of interventions are used in order to monitor and improve compliance with food law by food businesses in the City. This range includes inspections, partial inspections, self-assessment questionnaires, sampling for analysis and examination, education and advice and the investigation of complaints. The Intervention programmes take due regard of the Food Law Code of Practice, March 2017.

All food establishments require inspection for both Food Hygiene and Food Standards legal requirements. The inspection frequency is determined by the levels of risk and compliance found at the previous inspection. There is a separate risk scheme for Food Hygiene and one for Food Standards.

Low risk compliant food establishments are inspected for both hygiene and standards at the same intervention.

A separate parallel Food Standards inspection regime is in place for food businesses that are high risk/complex and require a focussed standards inspection separate and independent to the hygiene intervention.

### **3.3 Enforcement policy**

The Council's regulatory services have a published General Enforcement Policy. This policy reflects the statutory regulatory principles set out in section 21 of the Legislative and Regulatory Reform Act 2006, the Regulators Code 2014.

The Food Safety Team have set out for service users 'What you can expect' From the Food Safety Team in line with the principle and requirements of the Regulators Code 2014.

The General Enforcement Policy was published in February 2015.

Leicester City Council has a published Prosecution Policy.

### **3.4 Organisational scope and management structure**

Leicester City Council has a City Mayor, Sir Peter Soulsby. Executive oversight of the food enforcement function is undertaken by Assistant City Mayor Councillor Sue Waddington.

The officer hierarchy within which food and feed law enforcement sits is:

Chief Operating Officer  
Strategic Director City Development & Neighbourhoods  
Director of Local Services and Enforcement  
Head of Business Regulation  
Food Safety Team Manager/Lead Officer  
Food Safety Team Manager/Lead Officer

Andy Keeling  
Phil Coyne from 14 November 2016  
John Leach  
Roman Leszczyszyn  
David Barclay Rhodes  
Dave Howard

David Barclay Rhodes and Dave Howard have, in line with the Food Law Code of Practice March 2017, Lead Officer responsibility for food hygiene, food standards and feedstuffs.

### **3.5 Provision of specialist services**

Nine public analysts and one agricultural analyst all working for Public Analyst Scientific Services are appointed.

The services of two food examiners at Public Health England's food and environmental laboratory in Birmingham are used.

The modest amount of feed law enforcement in the City is undertaken by officers from Leicestershire County Council's Trading Standards Service

Our reliance on availability of external specialist resource noted. TSEM County Authority Partners have demonstrated commitment to working flexibly and delivering regulatory functions across the region. This commitment may be weakened by impending spending reviews. Feed Governance Group has announced plans to increase central funding for 'regional feed leads' and 'coordination'; a competency review of feed officers.

### **3.6 Public and business access to support**

The FST are supporting the Leicester City Council 'digital by default' key principle for public and business access.

We are well along the line in terms of channel shift and have developed in conjunction with 'My Account' an LCC online reporting facility for service user wishing to report food safety or food standards issues.

The FST website content is this year being reviewed and revised to ensure it signposts service users appropriately and efficiently and provides useful and helpful content.

Food establishments are encouraged to contact their inspecting officers for queries and advice. To facilitate this all FST officer are provided with smart phones which allow them to be a first point of contact for all their food establishments.

At present the traditional contact methods remain and LCC has a point of single contact for all enquiries from members of the public. The telephone service lines, 0116 454 1000, are open 08.00 to 18.00 Monday to Friday, or by email at [customer.services@leicester.gov.uk](mailto:customer.services@leicester.gov.uk).

Members of the public can report issues in person to main Customer Service Centre in the city centre or one of the satellite offices.

Members of the public can also report complaints and obtain advice on all consumer issues including food standards and food safety matters to Citizens Advice (formerly Consumer Direct) on 0345 404 0506.

### **3.7 Liaison with other organisations**

Leicester City Council is represented on the following groups:



National Food Liaison Focus Group (NFLFG) which meets food times a year. FST Manager Dave Howard is the East Midland Representative for the group.

Leicestershire Food Liaison Group (LFLG), which meets 4 times a year. FST Manager Dave Howard is Chair of the LFLG. This is a local coordination and best practice group with representatives from Trading Standards and Environmental Health at Leicester City Council, Rutland Council, Leicestershire County Council, the six district councils within the county, the Leicestershire Pathology Service of the University Hospitals of Leicester NHS Trust, the Birmingham HPA Food, Water and Environmental laboratory and the FSA regional coordinator.

Trading Standards East Midlands (TSEM) Food and Agriculture Group made up of the eight regional trading standards authorities, the FSA regional coordinator and the public analysts serving those authorities. One member of this group represents TSEM on the corresponding LGRegulation (ex-LACORS) group.

CIEH Best Practice Food Group meets quarterly. This is a Leicestershire and Rutland group comprising of the unitary and district councils.

### 3.8 Estimated Core Team Resource Requirement in 2017/18 (FTE) and Staff Allocation

Ref	Work Area/Initiative	FTE Req't	Business case
1a	Food hygiene and food standards inspections of food business establishments scheduled for year	6.0	This is a statutory obligation on the council. Inspection categories are in accordance with the Food Law Code of Practice and are risk-based; priority is given to inspecting the higher risk categories establishments.
1b	Food hygiene and food standards inspections of food business establishments overdue from previous programmes	0.1	Reduced requirement
2a	Inspections of food business establishments for the first time.	0.5	This is also a statutory obligation on the council. The Food Law Code of practice requires inspection within 28 days after registration.
2b	Inspections of food business establishments for the first time overdue from previous years	0.1	Reduced requirement
3	food sampling for microbiological examination	0.4	Increased on period 2008/2009 to 2014/2015
4	Food sampling for chemical analysis/composition [e.g. DNA]	0.4	Continuation of response to substitution and contamination threat
5	Complaints about food and food establishments	0.4	Based on period 2008/2009 to 2014/2015
6	Incidents and outbreaks	0.4	Based on period 2008/2009 to 2014/2015
7	Emergency prohibitions [temporary closure due to imminent risk of injury to health]	0.3	Increased
8	Improvement notices	0.1	
9	Prosecutions and simple cautions	0.5	Increase to take into account more robust enforcement stances
10	Specialist advice and support for regulatory projects	1.0	e.g. new business start-ups, food safety procedures, new law such as Food Information Regulation, export certificates, decreasing numbers of 0s, 1s, 2s food hygiene ratings
11	Management	1.5	increased to take into account monitoring requirements and increased regulatory project work
12	Administration	0.5	
	<b>Total Requirement</b>	<b>12.2</b>	
	<b>Total FTE Resource Available</b>	<b>12.2</b>	
	<b>Resource Shortfall</b>	<b>0.0</b>	

### **3.9 Proposed Resourcing Strategy**

The resourcing estimate consists of frontline officer resource, administration and management. To maintain resourcing at adequate levels management has the following strategy:

- (1) The Management and oversight resource for the Food Safety Team has been increased by an additional 0.5 FTE This has been achieved by increasing the job share commitment to 1 FTE and 1 0.5 FTE Food Safety Team Manager.
- (2) Where possible, student food officers and EHOs will be used to undertake planned 'low risk' projects not requiring professional qualification/authorisation.

### **3.10 Staff Competency and Training for 2017/18**

In line with the Food Law Code of Practice March 2017, all Food Officers must be suitably qualified and competent to undertake food law work. All officers have completed a baseline competency assessment and are subject to a rolling annual assessment:

Food Safety Team Competency Assessment:

- FST Officers must maintain and provide at the end of each year a record of key experiences and actions that provide evidence of their competency. This is assessed by the FST Manager
- FST Officers are subject to at least 1 FST Manager accompanied inspection where their interaction with food establishments can be assessed first hand.
- FST officer have monthly 1 2 1 meetings with the FST manger to discuss work allocation, ongoing cases and review actions taken.

Food Safety Team Training:

Due to the FSA withdrawing supported Food Training for 2017/18 while it reviews its strategy for LA support the FST have had to explore training provision to meet the Food Law Code of Practice Competency and Training requirements for Food Officers:

- All officers have for this year been subscribed to an online training provider and have access to a wide range of food related learning opportunities covering both Food Hygiene and Food Standards. The subscription covers 2 training years.
- Ad hoc training as courses become available to meet needs of individual officers identified through the competency assessments.

### 3.11 Financial allocation 2017/18

\*Figures Pending completion of Spending Review

<b>Food Safety Team (20201) 2017/18</b>		<b>2016/17</b>
Contracted Spinal Local Government Staff	249,900	342,500
National Insurance Local Government Staff	37,300	36,500
Superannuation Local Government Staff	58,800	57,600
Apprentice Levy	1,700	-
Employee Related Insurance	7,000	6,800
Employee Training	600	600
<b>Employee Costs</b>	<b>455,300</b>	<b>444,000</b>
Car Travel Allowance	400	400
Equipment Purchase	200	200
Furniture Purchase	300	300
Printed & Electronic Media	200	200
Clothing, Footwear & Laundry	200	200
Stationery & Office Supplies	300	300
Printing & Copying	300	300
Photographic Supplies	200	200
Subsistence Expenses	200	200
<b>Controllable Running Costs</b>	<b>2,300</b>	<b>2,300</b>
<b>Expenditure</b>	<b>457,600</b>	<b>446,300</b>
Legal Income Incl Costs Awarded	(11,800)	(11,800)
<b>Income</b>	<b>(11,800)</b>	<b>(11,800)</b>
	<b>445,800</b>	<b>434,500</b>

## 4.0 Service delivery for 2017/2018

### 4.1 Food safety intervention programme

The annual intervention programme is governed by the Food Standards Agency intervention rating scheme. Inspectional activity takes up the substantial proportion of the Food Safety Team resource.

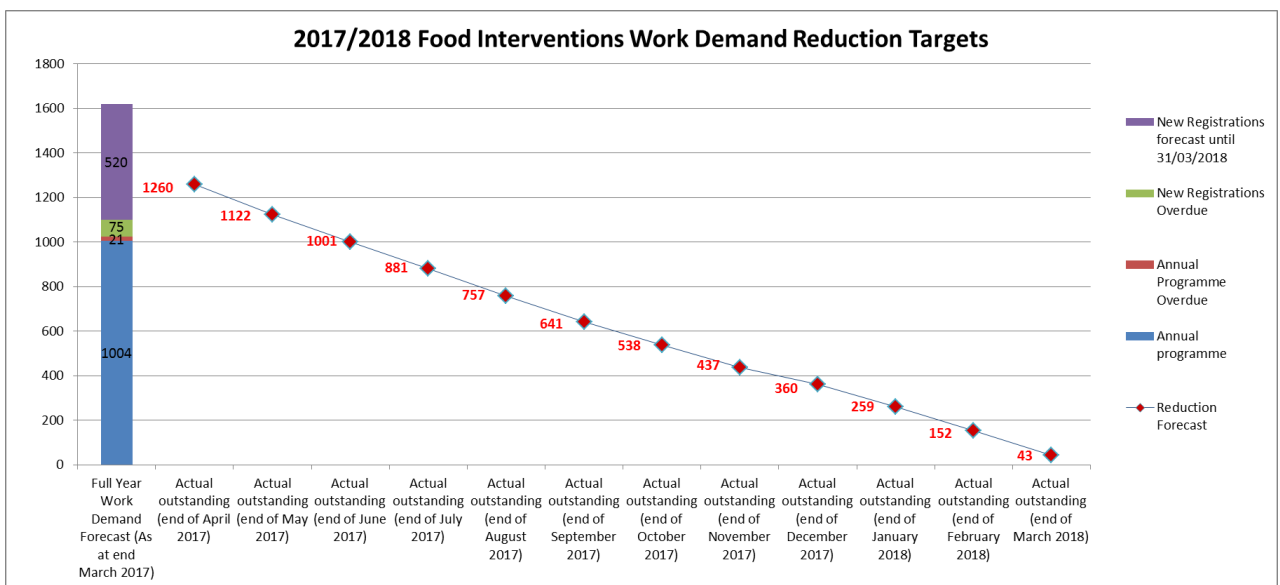
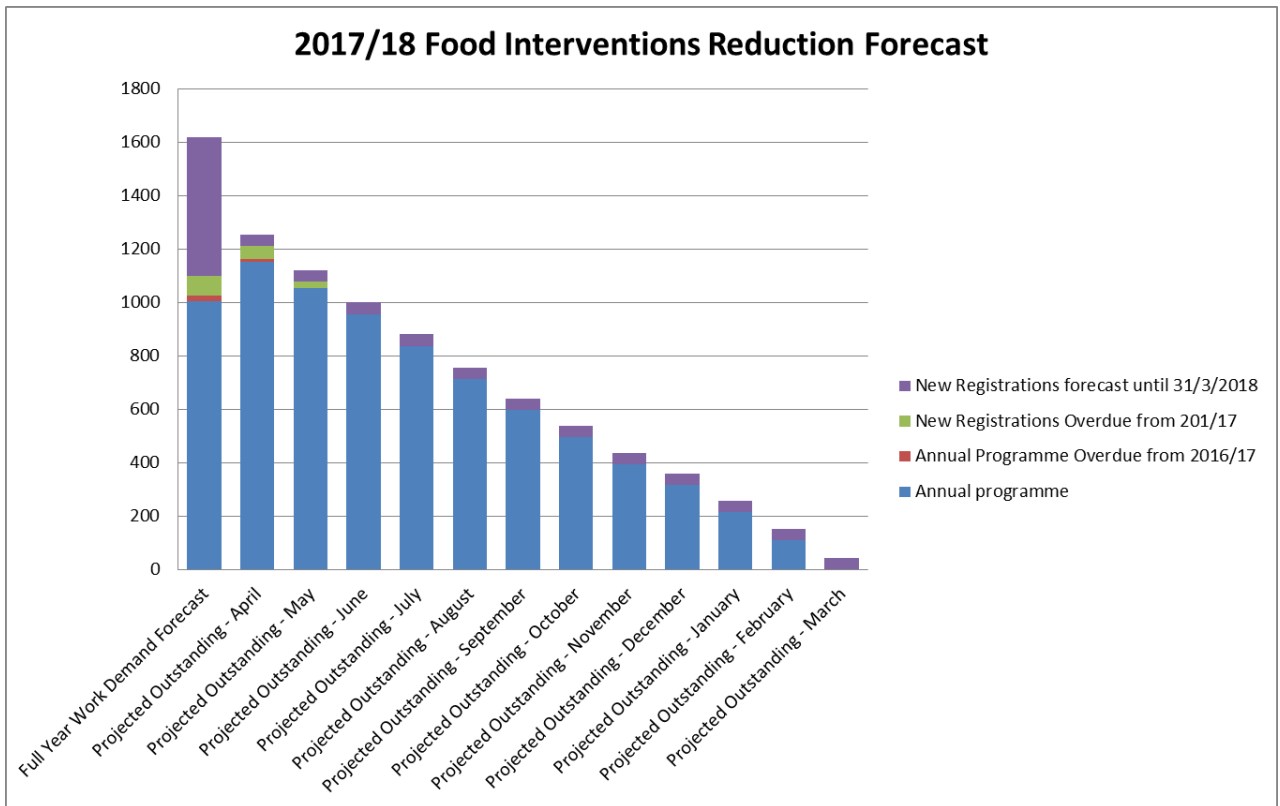
<b>Annual Intervention Programme 2017/2018 (by risk category)</b>	<b>Number forecast in 2017/2018</b>	<b>Total due</b>
A – at least every six months	48	
B – at least every twelve months	255	
C – at least every eighteen months	507	
D – at least every twenty four months	434	
E – a programme of alternative enforcement strategies or interventions every 3 years	379	
Business closures affecting Annual Programme FORECAST	(240)	
Total	1383	
New businesses FORECAST	520	
Total	1903	1903
<b>Interventions overdue from Annual Programmes (by risk category)</b>	<b>Number overdue on 1<sup>st</sup> April 2017</b>	
A – at least every six months	0	
B – at least every twelve months	3	
C – at least every eighteen months	6	
D – at least every twenty four months	12	
E – a programme of alternative enforcement strategies or interventions every 3 years	0	
Total	21	21
<b>Initial Inspections overdue</b>	<b>Number overdue on 1<sup>st</sup> April 2017</b>	
New businesses	75 [24] <sup>4</sup>	75
<b>Total Forecast Interventions</b>		<b>1999</b>

**Table: Composite Inspection/Intervention Programme for 2017/18**

<sup>4</sup> [24] denotes a food business that has been registered but not started operating  
Food Service Plan 2017-2018 COUNCIL FINAL

21 businesses are being carried over into the intervention programme for 2017/18. These are in the main businesses which have not been accessible to officers.

75 new business registrations are being carried over. However, 24 of these are businesses which have not yet commenced trading.



## 4.2 2017/18 Food Establishment Profiling

The Intervention Programme sets out when food business inspections are to take place.

A significant feature of the planning of the previous 2 year's Intervention Schedule was a reset to match expected demand and resources. In previous years that schedule has primarily been determined by the date the individual businesses were registered and the consequent first inspection and risk assessment. The overall result is that the schedule for the year is 'unstructured' on a number of aspects and also does not take into account, for example, availability of 'seasonal' establishments (e.g. schools) or seasonal variations in staff resources.

This gives rise to a number of obvious and less obvious issues:

- Clashes between scheduled work and reactive responses at operational level that have resulted in scheduled inspections being postponed or not undertaken.
- Obscured management sight of performance and difficulty in providing assurance for Executive and Strategic Management that the work programme is in control and will be delivered
- Lost opportunities to enhance regulatory impact of the Service

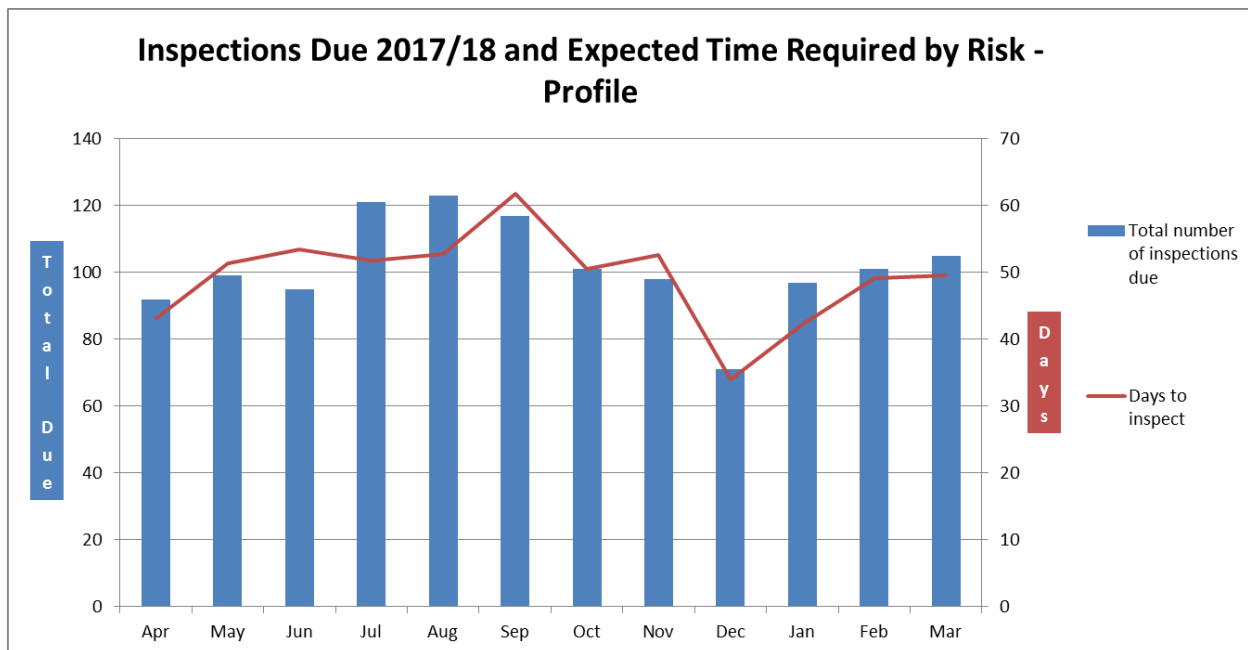
The principle of profiling has been carried on to the 2017/18 intervention schedule. The method of profiling has been refined following the experience gained during 2015/16 and 2016/17.

### Rules used in profiling:

- Carried over inspections and new registrations to be completed within three months
- New businesses to be contacted by the inspecting officer and where appropriate/beneficial offered and advisory visit. Full inspection to take place where practicable within 4 weeks of an advisory visit
- New businesses where an advisory visit is not required to be inspected within 28 days of registering.
- Category 'A' risk establishments to remain on existing inspection month schedule
- Category 'B' risk establishments to remain on existing inspection month schedule.
- Approved establishments to remain on existing inspection month schedule
- Restaurants, Takeaways and pubs to remain on existing month schedule
- Adjust inspections by month to accommodate FST Officer who works on a Term Time basis
- Cluster inspections by food business (sub) type
- Target inspection month to reflect sector availability
- Apply an appropriate resource demand weighting to each sub-sector
- Spread evening inspections throughout the year.
- Future proof for subsequent years
- Category E Inspections are not included.

### How the inspection Profile is determined:

- Food Establishments that are not profiled will be inspected in the month determined by their risk score.
- Groups of profiled inspections are spread across the year where there is best fit to even out the distribution of inspections taking into account the rules above
- Category E inspections are subject to an Alternate Enforcement Strategy which means that each 3 years an inspection can alternate with alternate enforcement, typically a self-assessment questionnaire.



The re-profiled Intervention Programme for 2017/18 will be closely monitored and may be amended in the interests of service delivery.

#### 2017/18 Inspection Profile - Main Food Themes

Month	Establishment Type	Code	Number
<b>April</b>	Grocers	FRET2	<b>12</b>
	Other restaurant or caterer	FRES25	<b>27</b>
<b>May</b>	School	FRES18	<b>39</b>
	College	FRES19	<b>3</b>
<b>June</b>	Wholesaler	FDIST1	<b>4</b>
	Cash and carry	FDIST2	<b>4</b>
	Cold store	FDIST3	<b>2</b>
	Milk distributor	FDIST6	<b>3</b>
	Import/export warehouse, depot etc.	FIMEX	<b>1</b>
	Night club	FRES9	<b>2</b>
	Event caterer	FRES23	<b>15</b>
<b>July</b>	Hotel	FRES5	<b>11</b>
	Guest house	FRES6	<b>1</b>
	Bed and breakfast	FRES7	<b>0</b>
	Village hall, community centre	FRES22	<b>21</b>
	Home caterer	FRES26	<b>17</b>
	Food Bank	FFBANK	<b>1</b>
<b>August</b>	Mobile catering unit	FRES20	<b>29</b>
	Burger van	FRES21	<b>2</b>
	Butcher	FRET4	<b>16</b>
	Fishmonger	FRET5	<b>6</b>
	Mobile retail van	FRET10	<b>1</b>
	Other food retailer	FRET15	<b>8</b>
<b>September</b>	Nursing/care home	FRES16	<b>20</b>
	Asian Sweet Mart	FRES24	<b>20</b>
<b>October</b>	Grocers	FRET2	<b>22</b>
<b>November</b>	Childcare facility/nursery	FRES17	<b>12</b>
	School	FRES18	<b>24</b>



	College	FRES19	1
	Off licence	FRET13	3
	Sport/leisure/gym non-food codes		1
<b>December</b>	Sandwich shop/bar	FRES14	22
<b>January</b>	Work place canteen	FRES4	12
	Hospital	FRES15	1
	Supermarket	FRET1	10
	Confectioner	FRET3	2
	Greengrocer/fruiterer	FRET6	1
	Health food shop	FRET7	1
	Bakers shop (retail)	FRET8	4
	Market stall	FRET11	1
	Chemist	FRET16	0
Pan house	FRET17	4	
<b>February</b>	Bakery	FMP6	5
	Food packers	FRP10	4
	Garage minimarket	FRET14	1
	Other food retailer	FRET15	23
<b>March</b>	Nursing/care home	FRES16	22
	Newsagent	FRET9	12

436 Food Establishments have been subject to profiling

Planning of the 2018/19 intervention programme will commence in the third quarter.

#### 4.3 Approved Establishments

In total there are 9 Approved Establishments due for inspection during 2017/18 comprising 2 category A, 5 category B and 2 category Cs.

The category of these establishments arises from their compliance with food hygiene law and also whether they manufacture high risk food. If they do then they get a high score which may lead to a higher category. See also paragraph 6.3 below on approved establishments.

Quarter Due	Approved Establishments [Risk]
<b>April – June 2017</b>	Seasonal Eggs Life With Taste Star Dairies
<b>July – September 2017</b>	
<b>October – December 2017</b>	Just Egg BBQ BASE
<b>January – March 2018</b>	Walkers Midshires Foods Food Attraction Samworth Brothers United Foods

#### 4.4 Food Standards Intervention Program

Generally inspections on food standards matters such as labelling and composition is included in and part of food hygiene inspections. There is also a food standards inspection programme of food standards establishments. Some category A and B establishments will have separate hygiene and Food Service Plan 2017-2018 COUNCIL FINAL

standards inspections due to the size of the establishments and/or their complexity. Category C establishments will be subject to alternative intervention; an intelligence gathering questionnaire.

#### **2017/2018 Food Standards Inspections Due**

<b>Category</b>	<b>Number due</b>
Category A	12
Category B	96
Category C	245
Total	343

#### **4.5 Proposed Compliance Projects 2017/18**

##### **Engage food businesses and service users through social/digital media**

The FST wish to utilise social and digital media to

- Promote food safety/standards in Leicester
- Provide news on current local and national issues
- Promote FSA media events/launches
- Promote good practice
- Provide advice.

##### **Introduction of cost recovery for FHRS re-rating visits**

Implementation of cost recovery for re-rating inspections will require some time to research and plan the details of the costs involved and mechanics. The principle needs to be promoted to Food Establishments before launch.

##### **Introduction of cost recovery based advice and support services**

To investigate the potential for cost recovery in relation to re-rating inspections.

##### **Promotion of 5 Rated Establishments**

Introduce an additional level of recognition for Food Establishments that routinely achieve a 5 – recognise consistent high standards.

##### **Allergens**

Investigate take away food with regard to substitution with peanuts for other ingredients such as almonds, and peanut contamination. This would involve a desktop review of establishment menus, placing an order for a peanut free meal and then sending that meal to the Public Analyst.

Investigate the allergen controls in small Leicester manufacturers in relation to substitution with peanuts for other ingredients such as almonds and peanut contamination.

##### **Sweet Marts**

Planned sampling exercise to examine the microbiological safety of sweet mart products. Sampling would be an alternative to inspection or compliment where officers have specific concerns

##### **Illicit Alcohol –wet bars/nightclubs**

Joint project with the Licensing Team to visit difficult to access late night bars and clubs with a focus on illicit alcohol

### Launch new web content

Design and launch new web content which support and signposts service users.

### Halal Certification

Desktop review of Halal Certification in Leicester City carried out in March 2017. A review of this intelligence is incorporated into the 2017/18 Service plan to identify any significant issues arising.

### GM Foods

Desk top review of permitted GM foods – thought to be only one – GM oil which is already covered on inspection

Quarter Planned	Compliance Projects
April – June 2017	Digital Media Website
July – September 2017	Caribbean Carnival Halal Certification Review of GM Foods Explore Cost Recovery Re rating visits
October – December 2017	Illicit Alcohol Implement Cost Recovery Re rating visits Explore Cost Recovery advice and support visits
January – March 2018	Implement Cost Recovery Re advice and support visits Promotion of 5's

### 4.6 Registered feed establishments

There are 40 registered feed establishments in the City. With the exception of 2 farms, all are food establishments which either transfer surplus foodstuffs into the feed chain or sell co-products of food production.

Leicestershire County Council continues to perform feed interventions for Leicester City Council. Funding for 2017/2018 has been reduced and in accordance with national and regional planning, only 1 feed establishment in the city is due to be inspected during 2017/2018.

## 4.7 Product Testing

Planned Local Sampling Exercises

Quarter Planned	Testing/Sampling
April – June 2017	
July – September 2017	Sweet Marts
October – December 2017	Illicit Alcohol Allergens in food
January – March 2018	Allergens in food

Other samples will also be taken and submitted for microbiological examination. These will include samples from approved establishments and of imported food, and foods identified for regional or national surveys. The number of routine samples taken will be determined by capacity during the course of the year, and any incidents/outbreaks which occur.

### Revision of Local Plan

The Director of Public Health has made representations that the revision of the Local Plan includes an enhanced health perspective and that consideration is given to the concentration of fast food outlets (FFOs) in the City, their management through planning controls in order to tackle obesity levels in the City. The DoPH has indicated that that the Food Safety Team will be requested to assist in a sampling programme to develop nutritional assessment of food sold by local Hot Food Takeaways, in order to determine if the foods sold are of low nutritional value, have high salt levels, have high energy density (sugar and/or fat content) and are provided in larger portion sizes.

## 4.8 Investigations of complaints relating to food and food premises

Service Requests and complaints have increased significantly in 2016/17. This was due to the launch of a Food Standards Agency national complaint portal and the Leicester City Council My Account simplifying and facilitating the process for consumers to raise concerns. Whilst the overall numbers of complaints is expected to rise in 2017/18 it is anticipated that the increase will not be as dramatic as 2016/17 and will level off and stabilise.

Service Requests and Complaints will be assessed for detriment and risk and responded to appropriately.

	2010/2011	2011/2012	2012/2013	2013/2014	2014/15	2015/16	2016/17
Complaints	311	289	273	244	213	237	371

(Source: Local Authority Enforcement Management System – hygiene)

The Food Safety Team will respond appropriately.

## 4.8 Business and Consumer advice and support

The Food Team through the course of their interaction with new and existing food establishments identify potential support needs. Given the decommissioning of the in-house BRAST Team the Food

Team will signpost to commercial suppliers of advice and support; where appropriate using the LLEPs Gateway facility.

Requests for Primary Authority relationships will be considered and consulted with senior management.

The Food Safety Team will respond appropriately where consumers are seeking advice. Referrals for civil advice will be made to Citizens Advice Consumer Advice.

## **5.0 Organisational Improvement & Development**

### **5.1 Introduction**

The Authority will continue to implement the actions set out in the 2014 Improvement Plan.

### **5.2 Quality assessment**

The findings of the FSA Auditors in 2014 were that quality of inspections was good. However, it was the view of the Auditors that enforcement action proportionate to the risk and reflecting the compliance history of the business was not being taken.

To provide assurance that there is a consistency in approach to advice, inspection and enforcement by officers regular formal internal monitoring continues.

A process of pre and post inspections review of officer decisions and actions is in place. Reviews are triggered where inspections reveal poor compliance and ongoing through monthly 1 to 1's with officers.

Approved establishments are dealt with by a small team of officers within the Food Safety Team. This ensures a clear oversight of the Cities Approved Establishments which due to their complexity and technical require closer attention.

### **5.3 Intra-authority and inter-authority audits**

The Leicestershire Food Liaison Group is in the latter half of 2017/18 arranging inter-authority audit. This will involve a peer review based audit of all Leicestershire Food Services in relation to the application and consistency of the Food Hygiene Rating Scheme

### **5.4 Organisational Improvement & Development Programme**

**The work programme includes:**

- Establish working arrangements with the newly established Service Support & Intelligence Team (Regulatory Services Review: Phase 2)
- Embedding intelligence arrangements in food regulation
- Review the Food Safety/Trading Standards investigation into meat substitution and identify lessons to be learned



# 6.0 Review of the Food Law Enforcement Plan 2016/17

## 6.1 Introduction

The Food Law Enforcement Plan for 2016/17 saw the findings of the May 2014 Food Standards Agency Audit further underpinned. The earlier work on implementing the audit action Plan has been built on and continues to be taken forward in the Food Law Enforcement Plans.

Whilst the key objectives of the Food Safety Team remain (1.2 above) there has been a strong focus on support for new businesses and swift enforcement actions where compliance is poor.

Since the Food Standards Agency Audit and following the implementation of the recommendations including resourcing commitments we have seen the level of broad compliance rise across food businesses in the city from 71.5% to 84%

The food team remain committed to those key objectives.

**Appendix 2 is a summary of the commentary from the FST monthly reports providing service ‘highlights’.**

## 6.2 Resourcing

The Authority needs to ensure that future reviews of resources should include a considered and realistic assessment on the challenges specific to the Service, namely the large number of food businesses with poor levels of compliance and the numerous approved establishments in the Authority’s area. These challenges can significantly impact on the ability of the food safety team to deliver service priorities, particularly in the areas of work and businesses that carry the biggest public health and food safety risks. [FSA Audit 2014]

The additional resources committed to the service In 2015/16 have been maintained in 2016/17 to continue to provide additional management and inspectional activity. The outcome was that the intervention plan was completed with only a small number of inspections being carried over to 2017/18.

Following Phase Two of the Regulatory Services Spending Review there have been no changes to the resource commitments for the Food Service.

At the end of the 2015-2016 the FTE permanent establishment of the Team was:

Management	Frontline	Administrative Support
1.5	10.7	0.5

At the end of the 2016-2017 the FTE permanent establishment of the Team is:

Management	Frontline	Administrative Support
1.5	10.2	0.5

## 6.3 Approved Establishments

These are food establishments which process meat, fish, dairy or egg and market to other businesses. They are subject to some additional food hygiene requirements and to prior approval by

the local authority before they operate. At the end of 2016/17 there were 21 approved establishments.

Approved Establishments are a complex and high risk food environment which demand a great deal of close attention to ensure compliance. Examples include:

**Life With Taste**

This business Started from a small kitchen on Northampton Street 6 years ago. Unaware of the legal requirements for Approval and was producing food illegally and was required to stop until compliant. The company has since, with the Food Team Support, continued to grow. In 2016/17 the business moved from a small unit on Lee Circle to a much larger converted unit on Barkby Road. The Approval process was complicated due to the logistics of the move. However the company has successful been re approved in their new location and continue to provide Traditional Polish Foods regionally and nationally.

**Eastern Catering**

Following an inspection at Eastern Catering Burleys Way on February 23 2017 and further checks on March 07 2017, non compliance with food law was identified which being of such a nature and taking into account the past record of the operator, led to the immediate withdrawal of the operator’s approval to place certain animal based food on the market in the UK and across the rest of the EU.

This was the first time in Leicester that this sanction had been used. Eastern Catering is a food business involved in food manufacture and event catering. A case is being prepared for Legal Services to consider prosecution for non-compliance leading up to withdrawal of approval.

**6.4 Monitoring Interventions**

In 2016/17 the following monitoring activity was undertaken by the Authority. Comparative data for 2015/16 on Leicester is presented in the Appendix.

	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/15	Actual 2015/16	Actual* 2016/17
inspections & audits	1358	1297	1388	2062 [+117 desktop assessments of E’s]	1477 [+11 desktop assessments of E’s]	1822 [+28 desktop assessments of E’s]
verification & surveillance	821	768	702	1013	1365	1273
sampling visits	208	137	56	62	153	95

\* hygiene only – in 2016/2017 there were also 703 food standards inspections/audits

Annual Intervention Programme Review	Undertaken in 2014/15	Undertaken in 2015/16	Undertaken in 2016/
A – at least every six months	96	50	44



B – at least every twelve months	238	251	227
C – at least every eighteen months	645	387	524
D – at least every twenty four months	280	301	511
E – alternative enforcement strategies or interventions every 3 years	249	40	30
<b>Total</b>	1508	1001	<b>1336</b>

<b>Initial Inspections</b>	<b>Annual New Registration Forecast</b>	<b>2014/15 Undertaken</b>	<b>2015/16 Undertaken</b>	<b>2016/17 Undertaken</b>
New Businesses registered in year	480	483	425	<b>476</b>

### 6.5 Monitoring Interventions and New Registrations– Clearing the Backlog`

The Authority should ensure that it addresses the significant backlog of food businesses that are not broadly compliant with hygiene legislation and overdue for intervention. [FSA Audit 2014]

Similarly there are a large number of food establishments registered with the Authority including caterers and restaurants that have not yet received any assessment or intervention, contrary to the Food Law Code of Practice, which should receive a first inspection at the earliest possible opportunity. [FSA Audit 2014]

<b>Interventions overdue from previous Annual Programmes (by risk category)</b>	<b>Number overdue on 1<sup>st</sup> April 2014</b>	<b>Number overdue on 1<sup>st</sup> April 2015</b>	<b>Number overdue on 1<sup>st</sup> April 2016</b>	<b>Number overdue on 1<sup>st</sup> April 2017</b>
A – at least every six months	1	1	0	0
B – at least every twelve months	5	0	1	3
C – at least every eighteen months	220	6	5	6
D – at least every twenty four months	216	10	1	12
E – a programme of alternative enforcement strategies or interventions every 3 years	364	40	0	0
<b>Total</b>	806	57	7	<b>21</b>

<b>Initial Inspection overdue</b>	<b>Number overdue on 1<sup>st</sup></b>	<b>Number overdue on 1<sup>st</sup></b>	<b>Number overdue on 1<sup>st</sup></b>	<b>Number overdue on 1<sup>st</sup></b>
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	April 2014	April 2015	April 2016	April 2017
New Businesses registered but not inspected	369	73 [33] <sup>5</sup>	86 [36] <sup>6</sup>	75 [24] <sup>7</sup>

## 6.6 Product Testing

A programme of planned food products testing was included in the Food Law Enforcement Plan for 2016/17. Sampling programs are designed around International, National, Regional and Local Intelligence.

Each year the PHE (Public Health England) produce a sampling programme including surveys which are reactive to issues which have occurred in the UK/EU. We follow this programme and collect samples according to the survey requirements. The samples can be food and/or environmental. Results indicate the levels of microorganisms in the food and/or on food preparation surfaces, equipment, etc. follow up visits and action is taken where adverse results are found.

PHE Surveys which were carried out within 2016/17 were:

1. Study 58 - swabs and cloths in catering premises to obtain information on cleaning standards and practices.
2. Study 59 - sauces from catering premises looking at the levels of contamination in sauces produced by caterers and home producers.
3. Paneer – A local survey initiated through the Leicestershire Food Liaison Group following concerns regarding a paneer producer in North West Leicestershire. No adverse results.

The 2016./17 Trading Standards East Midlands sampling program focussed on meat speciation and supplements.

Meat Speciation - 9 meat speciation samples (5 from retail and 4 from manufacturers) were taken. 6 were unsatisfactory and 3 were satisfactory.

Supplements - 10 supplements samples were sources from health food shops. 5 were subject to labelling and 5 tested and label checked by the Public Analyst. 6 failed and 4 passed

Every year we also collect samples of foods imported from third countries from retailers across the city. These samples are randomly selected and can be anything from fresh fruit and vegetables to tins, jars and dry ambient stable foods. Foods imported from outside the EU have to have compliance certificates to be allowed into the UK/EU. Sampling and checks are carried out at the ports. However inland authorities are also required to sample and checks to get a wider picture of the type of products being sold and ensure these are safe for the final consumer.

## 6.7 Investigations

The Team responds to a diverse range of service request and complaints.

The recent trend has been a significant increase in the numbers of complaints received. This is due in part to improved service user access via digital/online reporting and an increased awareness of food safety issues.

<sup>5</sup> [33] denotes a food business that has been registered but not started operating

<sup>6</sup> [36] denotes a food business that has been registered but not started operating

<sup>7</sup> [24] denotes a food business that has been registered but not started operating

The significant increase is a challenge but managed by 'triaging' requests based on priority and where possible signposting Service Users towards information and solutions where they can self help.

	2010/2011	2011/2012	2012/2013	2013/2014	2014/15	2015/16	2016/17
Complaints	311	289	273	244	213	237	371

(Source: Local Authority Enforcement Management System – hygiene)

A major investigation into meat substitution has been concluded. The case for Food Hygiene, Food Standards and Food Fraud contraventions has now been heard in court

**Investigating and prosecuting a Food Fraud – Dutch Bangla**

During 2013/2014 officers took over 100 samples of meat from butchers' shops and of meat based meals from various types of catering establishments. Some of the results of this sampling led to a substantial and complex investigation which involved colleagues in Trading Standards and other local authorities and culminated in a trial in the Crown Court of four defendants on charges including fraud. Widespread substitution of lamb [an expensive meat which should have been Halal] for Turkey [a cheaper meat which might not have been Halal] was uncovered. Two of the four defendants were found guilty of fraud and Food Safety Act offences and were both imprisoned for five years. The other two defendants were found not guilty.

### 6.8 Enforcement Actions

All food law enforcement action taken by the Council's authorised officers is required to be proportionate to the harm and risk, consistent with statutory requirements and good practice.

	Actual 2011/2012	Actual 2012/2013	Actual 2013/2014	Actual 2014/15	Actual 2015/16	Actual 2016/17
Voluntary closure	7	7	5	9	5	9
Seizure, detention & surrender of food	3	3	1	11	19	8
Suspension/revocation of approval or licence	0	0	0	0	0	1
Emergency prohibition notice	11	13	11	8	9	2
Simple caution	9	6	1	2	12	6
Improvement notices [X] <sup>8</sup>	32	30	15	76 [25]	58 [33]	60 [29]
Remedial action & detention notices	1	1	3	1	3	0
Written warnings	1264	1246	1210	1814	1273	1661
Prosecutions concluded	0	1	5	1	3	2

(Source: Local Authority Enforcement Management System – hygiene)

#### Prosecution - Boston Chicken & Pizza

Boston Chicken and Pizza is a typical hot food takeaway. The establishment had a long history of fluctuating compliance. Standards were typically poor on inspection however some improvements would be made. However in 2015 the FBO was served with improvement notices for structural matters including repairs to the floors and lack of hot water to a wash-hand basin. At a subsequent visit these issues had not been fully addressed and the inspecting officer identified other serious and repeated food hygiene offences. The FBO was prosecuted and although the fine due to his circumstances was nominal LCC made

### ***Mega Oriental seizure***

#### **Seizure – Mega Oriental**

Mega Oriental is a small retailer specialising in Chinese food and produce. Following an anonymous complaint regarding concern that there was illegal food the shop was inspected. The inspecting officer identified a large quantity of meat and fish products from China with no traceability information and no evidence that they had been legally imported. The food was seized and taken away for destruction.

#### **6.9 Business Advice & Support**

As part of an initiative to improve compliance in new food businesses the Food Safety Team continue to offer email and telephone support to new businesses and where appropriate carry out advisory visits to new registrations ahead of formal inspections.

In 2016/17 Food Safety Team Officers carried out 292 advice visits offering bespoke guidance to new businesses on compliance and how to achieve the best Food Hygiene Rating possible

Leicester City Council continued to support food businesses with training.

The Food Information Regulations introduce a new requirement for Nutritional Labelling which will come into force December 2016. For the first time, all manufacturers of pre-packed food will need to provide nutritional information on their product packs.

### **Nutrition Labelling Project**

The project focussed on smaller Leicester based food manufacturers with an aim to:

- Ensure they were aware of the nutritional labelling requirements
- Offer advice and guidance where needed
- Identify compliance issues for potential follow up
- In addition potential weights and measures issues were also checked.

52 small manufactures were contacted by letter advising of the new nutritional requirements and offered a support visit to look at the requirements in relation to their products and to gauge compliance. An officer from the Business Advice and Support Team provided the lead supported by Food Safety Team Officers.

Overall most businesses were on the way to correct nutritional labelling. Some required further advice and this was offered at the time.

Some significant weights and measures issues were identified. Again businesses were advised and dealt with at the time to seek compliance.

There remains some follow up work to this project.

### **6.10 Conclusion of Service Plan Review**

The commitment of additional resources and other measures taken has enabled the Food Safety Team to maintain the Intervention Programme and avoid a backlog of inspections. The closer management oversight of the inspection program thus ensuring that non-compliance is addressed in an appropriate, proportionate and timely fashion has provided greater confidence. The continued support offered to new and existing food establishments is not statutory. However the support for willing businesses coupled with swift enforcement for those less willing has seen a significant rise in 'broad compliance'.

The Food Safety Team Officers continue to work hard to ensure that the Food Establishments in the City provide safe food. In light of the diverse and challenging environment that is Leicester City and the impacts of the Service Review this work is to be commended.

**APPENDIX 1 : COMPARATIVE DATA FOR 2015/2016**

Authority	Total establishments	Unrated establishments	Total of Broadly Compliant A-E	Total of Interventions Achieved (exc unrated)
Hackney	2,954	175	82.94	66.65
Haringey	2,123	170	92.71	77.02
Birmingham	8,071	1,041	83.82	79.28
Derby City	1,996	26	94.82	98.10
<b>Leicester City</b>	<b>2,935</b>	<b>92</b>	<b>84.31</b>	<b>99.47</b>
Nottingham	3,083	114	95.95	58.38

Authority	Voluntary Closures	Hygiene Emergency Prohibition Notices	Prohibition Orders	Seizures and detentions of food
Hackney	4	0	0	7
Haringey	7	4	0	0
Birmingham	1	107	0	3
Derby City	3	1	1	0
<b>Leicester City</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>11</b>
Nottingham	1	1	1	0

Authority	Written warnings	Remedial Action & Detention Notices	Cautions	Prosecutions
Hackney	973	0	0	3
Haringey	422	0	8	0
Birmingham	2,007	6	0	16
Derby City	868	0	0	0
<b>Leicester City</b>	<b>1,273</b>	<b>3</b>	<b>12</b>	<b>3</b>
Nottingham	958	0	0	2

(Source: Local Authority Enforcement Management System – hygiene)

## APPENDIX 2

### Commentary and future actions sections from 2016/2017 FST monthly performance reports

#### April 2016

- BRAST and FST officers visited 12 food factories to advise operators about new nutritional labelling requirements in force in December 2016 [BRAST/FST joint working].
- Three FST Food Safety Officers attended food standards training the success in which will extend what they may be authorised to enforce.
- An investigation started into the sale by Morrisons of an in-store baked loaf in which was a used, blue coloured, first aid plaster [blue plasters are used in the food industry]. Enforcement action against Morrisons is possible.

#### May 2016

- Voluntary Closure Ton Ton Chicken 140 East Park Road – Cockroaches; HEPN Stop N Save Sparkenhoe Street – Mice
- Seizure of Unfit Food – 160 kg of Mopane Worms from Pamuzinda
- Refusal of Application for Approval – Pamuzinda (going to appeal)
- Detention of Illegally Imported Chinese Meat Products Mega Oriental Supermarket London Road – ongoing investigation into wider supply.
- 3 officers on 6 days Food Standards Training has impacted on resources available this month.

#### June 2016

- Voluntary Closure Ton Ton Chicken 140 East Park Road – Cockroaches; HEPN Stop N Save Sparkenhoe Street – Mice
- Seizure of Unfit Food – 160 kg of Mopane Worms from Pamuzinda
- Refusal of Application for Approval – Pamuzinda (going to appeal)
- Detention of Illegally Imported Chinese Meat Products Mega Oriental Supermarket London Road – ongoing investigation into wider supply.
- 3 officers on 6 days Food Standards Training has impacted on resources available this month.

#### July 2016

- 3 days Food Standards Training for all of FST plus other LCC authorised officers and lawyers
- Investigation into cockroach activity at Highfield Primary School
- Investigation into national E. coli 0157 pt34 outbreak.
- Undertaking to temporarily cease the use of the food function at the Ramgarhia Board Temple, 51 Menyell Rd.
- Advice and support to the Krishna Speaks Event 26<sup>th</sup> July to 2 August

#### August 2016

- Three officers checked food traders at the Caribbean Carnival and found compliance with food hygiene law to be generally good
- The planning and running of the national/international Krishna Speaks event on Rushey Fields was good.
- Compliance with food hygiene law at Glenfield Hospital was unsatisfactory: food hygiene rating 2 – improvement necessary, for patients' and staff/visitors' catering.
- Compliance with food hygiene law at LRI had deteriorated: food hygiene rating 3 – generally satisfactory [previously 5 – very good. Both hospitals back "in-house"]
- Two incident meetings with PHE and investigation into ~68 out of 70 people ill after event at Sizzlers Bar & Grill 188-190 Melton Road [Norovirus – not food related illness]

Food Service Plan 2017-2018 COUNCIL FINAL

Page 31

### **September 2016**

- Start of use during certain inspections of a handheld device to monitor cleanliness of surfaces – instant result for officer and operator.
- FOIA request for inspection reports of Leicester hospitals. Glenfield Hospital now rated 2 – improvement necessary, possibility of this becoming news.
- Voluntary closure of Ton Ton Chicken due to cockroach activity
- Voluntary surrender of 51 items of chilled ready to eat meats beyond their ‘use by’ date, from a Polish Deli, Delikatsey Smaksec, Belgrave Gate.
- Prosecution Case submitted to Legal for Food Hygiene Offences at Boston Chicken & Pizza.
- Resolution of Appeal case against LCC regarding refusal to approve an establishment. Out of court settlement payment to operator of £4000 agreed.

### **October 2017**

- Operator of Boston Chicken & Pizza Pleaded Guilty to 14 contraventions. £1500 Fine and £5000 costs and was prohibited from managing any food business.
- Stonebaked Pizza in the Highcross closed voluntarily due to cockroaches. Significant additional work was done checking adjacent food establishments and liaising with Highcross management regarding pest checks in rear service areas.
- FOIA information provided to Press Association Health Editor: Glenfield Hospital: food hygiene rating 2 – improvement necessary; LRI: food hygiene rating 3 – generally satisfactory
- New student started: Kalsum Abdurahman, who speaks English, Arabic, Urdu, Oromo, Punjabi, Hindi

### **November 2016**

- The Canadian Food Inspectorate visited Walkers Snack Foods as part of an audit of UK food manufacturing sites to seek assurance on Food Imports and UK Food Law.
- A contracted Food Safety Officer started work to cover inspections for a maternity leave. This is short term to ensure the 2016/17 inspection targets are met.
- Mirch Masala on Market Street agreed to voluntarily close due to poor cleaning and temperature control.
- Tetry Shop on Evington Road agreed to voluntarily close due to the presence of mice
- A quantity of illegally imported peanuts has been seized from Hussain Fruit & Veg, Green Lane Road
- 3 Officers Attended Labelling Training and 2 others attended a 2 day Enforcement Sanctions Course.

### **December 2016**

- Formal closure of Lucky Superstore 3 Abbey Park Street due to mouse activity and poor cleaning
- Media interest in San Carlo receiving a 0 Food Hygiene Rating
- Contractor completed 2 month support to cover workload of FST officer on maternity leave from Jan 2017. 80 inspections achieved.
- Requests for food hygiene inspection reports to be handled by the FST and not as a FIOA requests. Responses to include up to date information about establishments.

### **January 2017**

- EHO Laura Cowlshaw began maternity leave – gave birth to a girl Holly Esme on Jan 31 – fte now 9.2 from 10.2.
- Meeting with Leicestershire County Trading Standards to discuss common issues and priorities with a view to developing a more coordinated approach to enforcement and information sharing.



- Voluntary closures of Fairway Fish Bar The Fairway & Shakes & Fries 207 Evington Road, both due to evidence of mice.
- Adoption by LCC's Festivals & Events service of condition that food traders have food hygiene rating of => 3 before being permitted at festivals/events in the city.
- Training of officers on the Primary Authority Principle and operation of Primary Authority agreements.

### **February 2017**

- Allegation of food poisoning outbreak after wedding reception attended by 500 people; person reporting positive for Norovirus [not food related illness]
- One Voluntary closure for mice at Shakes & Fries 2017 Evington Road.
- Attendance at the Food Poverty event and exploring closer working with the LCC Food Poverty Group
- Thirty nine Category E questionnaires sent out [possible alternative to inspection, depending on responses]

### **March 2017**

- 1 FST Manager on sick leave all March but working at home. Date due to return not known – awaiting an operation.
- Dutch Bangla trial in the Crown Court ended. Two defendants found guilty of conspiracy to defraud etc.; two defendants found not guilty. Sentencing due in April.
- Email or letter sent to ~3000 FBOs setting out responsibilities to provide allergen information and reporting recent deaths and prosecutions from failures to do this.
- Eastern Catering Approval under EC Regulation 853/2004 to provide certain foods withdrawn
- Wang Fung Hong FBO discovered repacking sprouted beans – subject to but not approved and told to stop.
- San Carlo re rated as food hygiene rating 4 - good [previously 0 – urgent improvement necessary, and reported in the Leicester Mercury]
- Maryland Horsefair Street; poor conditions found during visit after a complaint; officer re rated down from a 4 - good to a 1 –major improvement necessary.
- FSA March 2017 Food Law Code of Practice issued.





Council

Date: 5<sup>th</sup> October 2017

## Treasury Strategy 2017/18 - Investments

### Report of the Director of Finance

#### 1. Purpose of Report

- 1.1 This report proposes changes to the types of investments that the Council may make and the limits on such investments.

#### 2. Summary

- 2.1 The Council approved the Treasury Strategy on 22nd February 2017. The purpose of the report is to propose some minor amendments.

#### 3. Recommendations

- 3.1 The Council is asked to approve the revised investment strategy laid out within this report.

#### 4. Report

- 4.1 The Treasury Strategy governs the way the Council manages borrowing and investments. The proposed changes only affect investment strategy.

- 4.2 The level of investments fluctuate during the course of a year, and range from £180m to £270m dependent on circumstances (e.g. closeness to employees' pay day).

- 4.3 It needs to be stressed that these are not monies which are available to spend. Our ability to spend depends on our income, expenditure and spendable reserves. We have these investments because:-

- (a) Whilst the Government no longer supports capital spending with borrowing allocations, we are still required to raise money in the budget each year to repay debt. Because of the punitive rules which apply to debt repayment, we

do not actually repay any debt, and therefore have no option but to invest the cash;

- (b) We have working balances arising from our day to day business (e.g. council tax received before we have to pay wages, and capital grants received in advance of capital spending).
  - (c) To the extent that we do have reserves, the monies are invested until they are spent. This includes the managed reserves which will support future budgets.
- 4.4 Increasing levels of cash balances over the years have led us to look for more ways to invest, and to diversify our investments to reduce risk.
- 4.5 The shape of the investment strategy remains unchanged and in summary:-
- (a) We will lend on an unsecured basis to the largest UK banks for periods not exceeding one year. We will also lend to some smaller building societies for periods not exceeding six months. "Bail-in" rules mean lending for longer on an unsecured basis is too great a risk;
  - (b) We will lend for longer periods, and to smaller banks, if our money is secured (i.e. if we can take possession of the bank's assets in the event of failure to repay);
  - (c) Lending to other local authorities has long been a cornerstone of our investment strategy, and this will continue. We will lend to local authorities, either directly or through their bonds;
  - (d) We will place some money with pooled investments, such as money market funds. These are professionally managed funds, which place money in a range of financial assets, some based overseas. This helps achieve diversification. In cases where money is not secured, we will make sure funds can be returned very quickly;
  - (e) We will place up to £15m in pooled funds that invest in property. Such funds would only be appropriate to invest if we expect to retain our holding for at least five years. Such funds typically pay dividends at a rate of 4% to 4.5%, which exceeds current cash returns of around 0.5%. However, with such a fund there is always a risk that values will decrease;
  - (e) We will lend to the Government and other public sector bodies.
- 4.6 The overarching investment priorities remains the security of capital and the liquidity of investments.
- 4.7 The proposed changes to the investment strategy are made to reflect practical issues encountered in implementing the 2017/18 treasury strategy, namely:-

- (a) The peak levels of cash balances are higher than expected when the 2017/18 strategy was set. Accordingly increases are proposed to the limits on the amount of money that may be invested in some of the categories of investments;
  - (b) Increasingly investment counterparties seek a commitment to investments being made in advance. Such commitments create a credit exposure (we are contractually bound to lend the money). This has caused practical problems in complying with investment limits, and the revisions therefore permit greater exposure for limited periods of time in these circumstances;
  - (c) The maximum period for direct investment in local authorities is increased from 2 years to 5 years;
  - (d) The minimum long-term credit rating for some investments is reduced from AA to AA-, which remains a high credit rating (for example some local authorities have this rating). This change expands the pool of available investments and also gives some flexibility if the credit rating of the UK government, currently AA, were to be reduced. This change prevents us from unexpectedly finding a lot of UK borrowers no longer meet our requirements;
  - (e) The policy now permits investing in a range of property funds instead of just one;
  - (f) The strategy now permits investments in non-UK banks operating and regulated within the UK (such investments will only be made on the advice of our treasury advisors). We still are not recommending direct investment in overseas banks; only those regulated in the UK.
- 4.8 The following part of this report updates the schedules within the Investment Strategy that detail the instruments in which the Council may invest, the counterparties with whom it can invest with and the credit worthiness requirements to be applied.

<b>3.1 UK Banking Sector: Credit Rated Institutions</b>			
Type	Description	Investment Period	Controls
General	<p>Covers the largest UK banks and building societies.</p> <p>Covers non-UK banks operating in the UK and regulated in the UK.</p>		<p>No more that £100M will be invested in total with these institutions.</p> <p>No more that £20M will be invested with any one institution.</p> <p>Of this £20M no more than £10M will be unsecured except when invested with Barclays (our bankers). An additional £5M may be invested overnight with Barclays</p> <p>New bodies will not be added to the list without the written approval of the Director of Finance.</p> <p>In addition investments may be committed in advance by up 10 working days.</p>
Unsecured deposits	Banks regulated within the UK-	Maximum 366 days.	<p>A list of approved counterparties will be maintained, based on credit ratings. Principally, we use Fitch.</p> <p>Minimum ratings as below. Other market intelligence will also be considered.</p>
		Up to 366 days.	Long-term rating of A & short term rating of F1
		Up to 6 months.	Long-term rating of A- & short term rating of F2
		100 days or less.	Long-term rating of BBB+ & short term rating of F2
Covered Bonds	<p>This is a deposit with a bank or building society, which is secured on assets such as mortgages. These assets are not immediately saleable but the value of the assets exceeds loans secured upon them.</p> <p>If the deposit is not repaid the assets are sold and the proceeds used to repay the loan.</p>	Maximum 5 years.	<p>Bond is regulated under UK law and majority of assets given as security are UK based.</p> <p>Minimum long-term rating of AA- .</p>

Reverse REPOs	This is a deposit with a bank, which is secured on bonds and other readily saleable investments and which will be sold if the deposit is not repaid.	Maximum 1 year.	<p>Judgement that the security is equivalent, or better than the credit worthiness of unsecured deposits.</p> <p>REPO/Reverse REPO is accepted as a form of collateralised lending and should be based on the GMRA 2000 (Global Master REPO Agreement) or a successor agreement. Should the counterparty not meet our senior unsecured rating then a 102% collateralisation would be required.</p> <p>The acceptable collateral is as follows:-</p> <ul style="list-style-type: none"> <li>• Index linked Gilts</li> <li>• Conventional Gilts</li> <li>• UK Treasury bills</li> <li>• DBV (Delivery By Value)</li> <li>• Corporate bonds</li> </ul>
<b>3.2 Unrated Building Societies</b>			
<b>Type</b>	<b>Description</b>	<b>Investment Period</b>	<b>Controls</b>
General	Smaller building societies who do not have credit ratings. Many are mutually owned.	Up to 6 months.	<p>No more than £10M will be invested in total with these institutions.</p> <p>No more than £1M will be invested with any one institution.</p> <p>A list of approved counterparties will be maintained.</p> <p>This will be based upon an analysis of the financial strength of the institution by our Treasury Advisers.</p> <p>New bodies will not be added to the list without the written approval of the Director of Finance.</p> <p>Investments committed in advance will not count against these limits provided that committed no more than 3 working days in advance of the actual investment.</p>

<b>3.3 UK Public Sector &amp; Quasi Public Sector</b>			
<b>Type</b>	<b>Description</b>	<b>Investment Period</b>	<b>Controls</b>
General	<p>The UK Government and UK local authorities, including Transport for London (TFL) . Also bonds issued by the Local Government Bond Agency.</p> <p>It also includes bodies that are very closely linked to the UK Government or to local government such as Cross Rail or National Grid.</p>		<p>No more than £200M to be lent to local authorities. No more than £20M to be lent to any one local authority.</p> <p>No more than £40M to be lent to bodies very closely linked to the UK Government and no more than £20M to be lent to any one body.</p> <p>No limit on amounts lent to the UK Government.</p> <p>In addition investments may be committed in advance by up 10 working days.</p>
Deposits	Deposits with Local Authorities and the UK Government.	Up to 5 years.	Our judgement is that local authorities are of high credit worthiness and that the law provides a robust framework to ensure that all treasury loans are repaid. However, should the occasion arise, we would have regard to adverse news or other intelligence regarding the financial standing of a local authority.
Bonds – Local Authority	Bonds issued by local authorities.	Up to 5 years.	
Bonds – Municipal Bond Agency	Bonds issued by local authorities collectively through the Local Government Bond Agency.	Up to 5 years.	
Bonds – Bodies Closely Linked to UK Government		Up to 5 years.	<p>Minimum AA- credit rating.</p> <p>The agency is new and until established the number of underlying borrowing local authorities will be low. When investing with the agency we will look at the underlying exposure to individual authorities when these are material and take into account existing exposures to those authorities.</p> <p>Minimum AA- credit rating.</p> <p>Approval by Director of Finance to the body being added to the lending list on the basis of a written case, including advice from the Council's treasury advisors.</p>
<b>3.4 International Development Banks</b>			
<b>Type</b>	<b>Description</b>	<b>Investment Period</b>	<b>Controls</b>
Bonds	International Development Banks which are	Up to 5	No more than £40M to be lent in total and no more than £10M to be lent



	backed by the governments of the world's largest and strongest economies. The funding obligations are established by treaties or other binding legal agreements.	years.	to any one bank.  Approval by Director of Finance, in consultation with the City Mayor, to the body being added to the lending list on the basis of a written case, including advice from the Council's treasury advisors.  A minimum credit rating of AA- plus backing of one or more G7 country.
<b>3.5. Pooled Investments – Shorter Dated Investments</b>			
<b>Type</b>	<b>Description</b>	<b>Investment Period</b>	<b>Controls</b>
General	<p>A structure where a wide base of investors share a common pool of investments.</p> <p>The most common legal form involves an intermediate company. The company has legal title to a pool of investments. The underlying investors own the company with a claim to their share of the assets proportional to their investment in the company.</p>		<p>We will only invest in funds where there is evidence of a high level of competence in the management of the investments, and which are regulated.</p> <p>Approval by Director of Finance to the body being added to the lending list on the basis of a written case, including advice from the Council's treasury advisors.</p> <p>The investment period will reflect advice from our Treasury Advisors on a fund by fund basis.</p> <p>We will be alert to "red flags" and especially investments that appear to promise excessive returns.</p> <p>We look for diversification away from the banks permitted elsewhere in this lending list (though some overlap is unavoidable).</p> <p>No more than £120M to be invested in all fund types listed in this table.</p>
Money market funds	The underlying pool of investments consists of interest paying investments, for example deposits. The underlying borrowers include banks, other financial institutions and non-financial institutions of good credit worthiness. Banks may be UK or overseas.	Must have immediate access to funds.	<p>Fitch rating of AAmmf (or equivalent).</p> <p>No more than £20M in any one fund.</p>

Short Dated Government Bond Funds	Similar to money market funds but mainly concentrated in highly credit rated government bonds.	Must have immediate access to funds.	Whilst these are very safe the interest returned is very low. We may use these in times of market turmoil. Fitch rating of AA Af (or equivalent). No more than £20M in any one fund.
Money market plus funds / cash plus funds / Short dated bond funds	Similar to money market funds but the underlying investments have a longer repayment maturity. We would use these to secure higher returns.	Must have access with one month's notice but normally would wish to hold for 12-18 months.	Fitch rating of AA Af (or equivalent). No more than £20M in any one fund. We will "drip feed" money that we invest rather than investing it all at once.
<b>3.6. Pooled Investments – Longer Dated Investments</b>			
<b>Type</b>	<b>Description</b>	<b>Investment Period</b>	<b>Controls</b>
General	<p>A structure where a wide base of investors share a common pool of investments.</p> <p>The most common legal form involves an intermediate company. The company has legal title to a pool of investments. The underlying investors own the company with a claim to their share of the assets proportional to their investment in the company.</p> <p>Other legal structures will be considered.</p> <p>Longer dated investments expose us to the risk of a decline in value, but also provide an opportunity to achieve higher returns.</p> <p>Consequently, controls involve both the</p>		<p>We will only invest in funds where there is evidence of a high level of competence in the management of the investments, including, where relevant, how the fund is regulated.</p> <p>The investment period will reflect advice from our Treasury Advisors on a fund by fund basis.</p> <p>We will be alert to "red flags" and especially investments that appear to promise excessive returns.</p> <p>We will "drip feed" money that we invest rather than investing it all at once.</p> <p>We look for diversification away from the banks permitted elsewhere in this lending list (though some overlap is unavoidable).</p> <p>No more than £50m to be invested in all fund types listed in this table.</p>

	personal authorisation of the Director of Finance and consultation with the City Mayor.		
Property Funds	<p>The underlying investments are mainly direct holdings in property, but our investment is in a pool of properties.</p> <p>Whilst the fund normally has a small cash balance from which to fund redemptions the bulk of the fund is held in direct property investments. On occasions redemptions will not be possible until a property has been sold.</p> <p>Funds may have the power to borrow .</p>	Generally have access with three months' notice but normally would wish to hold for five years.	<p>No more than £15M to be invested in property funds.</p> <p>Investment amounts and timing to be approved by the Director of Finance, in consultation with the City Mayor.</p>
Longer-dated Bond Funds.	Similar to money market funds but the underlying investments are now mainly bonds with a maturity with an average maturity of up to 8 years.	Must have access with one month's notice but normally would wish to hold for two to three years.	<p>Fitch rating of AAf (or equivalent).</p> <p>Approval by Director of Finance, in consultation with the City Mayor, to the body being added to the lending list on the basis of a written case, including advice from the Council's treasury advisors.</p> <p>No more than £10M to be invested in any one fund.</p>
Asset Based Securities	<p>The base investments are "securitised investments" which pool consumer debt (mortgages, car loans and credit cards) and loans to small businesses.</p> <p>The base investments are loans to borrowers of good credit worthiness. They are a world away from the "sub-prime" investments that led to the 2008 crash.</p>	Must have access with one month's notice but normally would wish to hold for two to three years.	<p>Fitch rating of AAf (or equivalent).</p> <p>We look for particular strong evidence of expertise both from the organisations that issue the securitised investments and also from the managers of the pooled fund. We look for clear evidence of financial and operational independence between the fund managers and the banks that made the consumer loans in the first place.</p> <p>Approval by Director of Finance, in consultation with the City Mayor, to the body being added to the lending list on the basis of a written case,</p>

	<p>The investment we would make would be in a pooled investment containing a number of such securitised investments.</p> <p>They are normally issued by banks (UK or overseas).</p>		<p>including advice from the Council's treasury advisors.</p> <p>No more than £10M to be invested in any one fund.</p>
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5. **Financial and Legal Implications**

5.1 The proposals are in accordance with the Council's statutory duties under the Local Government Act 2003 and statutory guidance, and comply with the CIPFA Code of Practice on Treasury Management. In accordance with the Council's constitution (Article 4.03), the strategy requires full Council approval.

6. **Background Papers**

6.1 None.

7. **Author**

David Janes – 0116 454-4058  
Mark Noble – 0116 454-4041

# Full Council Report

5 October 2017

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## **Employee appeals against dismissal**

Lead director: Miranda Cannon

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## Useful information

- Ward(s) affected: N/A
- Report author: Jo Poynton, HR Policy & Projects Manager
- Author contact details: 0116 4544322 joanne.poynton@leicester.gov.uk
- Report version number: 1

### 1. Summary

1.1. This report presents a proposal that appeals from employees against dismissal under the council's disciplinary, capability and absence management procedures should no longer be heard by the Employees Committee. Instead, it is proposed that such appeals are heard by officers.

### 2. Recommendations

2.1 It is recommended that:

- a. The function of determining appeals from employees against dismissal under the council's disciplinary, capability and absence management procedures should, in future, rather than being heard by the Employees Committee, be delegated as an officer decision heard by a manager outside of the immediate service area and with no prior involvement in the case, and who will normally be more senior than the manager taking the decision to dismiss.
- b. A review of the new arrangements is completed after 12 months of operation and reported to members.
- c. The disciplinary, capability and absence management procedures be amended accordingly and those amendments to be subject to appropriate consultation with the recognised Trade Unions.
- d. The Terms of Reference for the Employees Committee contained within Part 3 of the Council's Constitution are amended to remove the role of members in appeals.

### 3. Main report

#### 3.1 Background

3.1.1 Currently, under the council's disciplinary, capability and absence management procedures, appeals against dismissal are heard by the Employees Committee which consists of any three elected members. Appeals against warnings issued under these procedures are heard by officers (a manager with no prior involvement in the case, normally more senior than the manager who issued the warning). Appeals against dismissal under the redundancy and probation procedures are also heard by officers.

3.1.2 The role of members in the appeal process is contained within the Terms of Reference for the Employees Committee contained in Part 3 of the Council's Constitution.

### 3.2 Implications of current appeal arrangements

3.2.1 A HR Adviser is assigned to provide advice to members of the Employees Committee when hearing appeals. In the event of an employment tribunal claim resulting from the appeal decision it had been usual practice for the HR Adviser to be a witness at the tribunal hearing. This practice has previously been criticised by employment tribunal judges who argue that the decision maker should be called rather than the HR Adviser.

3.2.2 In an Employment Appeal Tribunal (EAT) case in 2015, it was held that the role of a HR Adviser should not extend to advice on the appeal decision itself and failure to adhere to this may render the dismissal unfair. Following on from this case the council has been required to call the chair of the Employees Committee (and potentially other members of the Committee may also be called) to provide evidence as to the decision making in the appeal process. Members have, therefore, been required to attend employment tribunal hearings. This has involved a significant amount of time preparing for and attending tribunal, and detailed questioning by a lawyer. Limited notice is provided of the time of appearance at tribunal so the member has needed to be available for the duration of the hearing. This can be particularly problematic for members, for example, during an election campaign.

3.2.3 It is worth noting that the Supreme Court recently ruled that employment tribunal fees (introduced in 2013) are unlawful and discriminatory and so these have been abolished. It is anticipated that this ruling will result in an increase in the volume of claims and, consequently, the number of hearings and, therefore, demands on Employees Committee members.

### 3.3 Proposal

3.3.1 In light of the issues outlined above it is proposed that the Employees Committee no longer hears any appeals, eliminating the need for elected members to attend tribunals. Instead, it is proposed that appeals against dismissal under the disciplinary, capability and absence management procedures are heard by a manager outside of the immediate service area and with no prior involvement in the case, who will normally be more senior than the manager taking the decision to dismiss – as per appeals against warnings. It would be this manager who would then attend the employment tribunal in the event of a claim arising from the decision. It is likely that, in the majority of cases, the appeal would be heard by a director given the level of manager normally making a decision to dismiss.

### 3.4 Trade union consultation

3.4.1 The necessary amendments to the applicable policies would, in accordance with standard procedures, be the subject of consultation with the recognised trade unions.

3.4.2 It is proposed that the new arrangements are reviewed 12 months after implementation and that, as part of this, the views of stakeholders, including trade unions and senior managers, are sought. The outcome of the review would be reported to members.

### 3.5 Appeal data

3.5.1 In the three year period April 2014 to March 2017:

- 126 employees were dismissed under the disciplinary, capability and absence management policies.
- 28 of these appealed to the Employees Committee.
- 4 appeals were upheld.

3.5.2 The annual breakdown is shown below:

Year	Disciplinary, capability & absence dismissals	Appeals	Appeal upheld
April 2014 - March 2015	35	9	2
April 2015 - March 2016	50	8	0
April 2016 - March 2017	41	11	2
<b>Total</b>	<b>126</b>	<b>28</b>	<b>4</b>

### 3.6 Practice in other local authorities

3.6.1 The practice in 11 similar unitary and metropolitan councils has been ascertained. In summary, appeals are heard by:

Officers: 7 authorities (with one reserving gross misconduct hearings only to members).

Elected members: 4 authorities of which one considering a change to officers.

Details are below:



<b>Authority</b>	<b>Dismissal appeals heard by</b>	<b>Notes</b>
Nottingham	Officers	Panel of 2
Coventry	Elected members	Panel of 3. Considering changing to officers.
Stoke	Assistant Director unless gross misconduct which are heard by Elected members	
Wolverhampton	Officers	Director chairs, 1 elected member can observe (not involved in decision making)
Leeds	Officers	Officer led for over 10 years. Used to be a panel of 3, recently changed to 1 officer only.
Sandwell	Officers	Directors, legal + senior management
Doncaster	Officers	Director or Asst Director
Peterborough	Officers	Senior manager from another department
Derby	Elected members	
Birmingham	Elected members	Panel of 3.
Telford & Wrekin	Elected members	

### 3.7 Implementation

3.7.1 From the point at which any final decision is made to implement the proposal, following consultation, it would be appropriate to apply the change in respect of employees dismissed from that date. This means that a small number of appeals – where employees have been dismissed before that date – could still need to be heard by Employees Committee.

## **4. Financial, legal and other implications**

### 4.1 Financial implications

4.1.1 There are no direct financial implications arising from this report.

Paresh Radia, Finance

## 4.2 Legal implications

4.2.1 When an employee is dismissed from their employment both natural justice and the law of unfair dismissal require the employer to offer them an appeal against the decision. Failure to offer this would likely result in a successful unfair dismissal claim at employment tribunal. The appeal should be to an independent person/body with no prior involvement in the case that is senior to the original decision maker.

Julia Slipper, Principal Lawyer (Education & Employment)

## 4.3 Climate Change and Carbon Reduction implications

4.3.1 No climate change implications.

## 4.4 Equalities Implications

4.4.1 There are no equality implications arising from the proposal.



Leicester  
City Council

**WARDS AFFECTED**  
All Wards

**CHILDREN, YOUNG PEOPLE AND SCHOOLS  
SCRUTINY COMMISSION  
OVERVIEW SELECT COMMITTEE  
COUNCIL**

**22 AUGUST 2017  
14 SEPTEMBER 2017  
5 OCTOBER 2017**

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**CALL-IN OF EXECUTIVE DECISION – YOUTH SERVICE REMODELLING**

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**REPORT OF THE MONITORING OFFICER**

**1. INTRODUCTION**

An Executive decision taken by the Assistant City Mayor, Children, Young People and Schools on 3 August 2017 relating to Youth Service Remodelling has been the subject of a five member call-in under the procedures at Rule 12 of Part 4D, City Mayor and Executive Procedure Rules, of the Council's Constitution.

The procedure rules state that a scrutiny committee or any five councillors may request formally that the decision be called-in for a further review by giving notice in writing to the Monitoring Officer within five working days of the decision.

The five Councillors who signed the call in were: Councillor Wilmott (proposer), Councillor Singh Riyait (seconder), Councillor Chaplin, Councillor Kitterick and Councillor Sangster.

**2. RECOMMENDATIONS**

Council is recommended to either:

- a) Support the Assistant City Mayor for Children and Young People's Services decision, and thus confirming the decision with immediate effect; or
- b) Recommend a different decision to the Assistant City Mayor for Children and Young People's Services. (The original decision will still stand, unless the Assistant City Mayor takes a further decision to amend the original.)

### 3. REPORT

#### 3.1 Process

The call-in submitted to the Monitoring Officer was in the following terms:

*“We the undersigned wish to call in the decision on the £923,000 cuts to the Youth Service.*

*Given the needs of young people in the city and the recent criticisms of the council's leadership by Ofsted it is wrong to be cutting the youth service by 50%.*

*We further note that the following decision by Children's Scrutiny Commission has not been responded to by the Executive and should be before any decision is implemented:*

*‘It was proposed and duly seconded that the City Mayor and executive should be recommended to reconsider the savings target for Youth Services and that the required saving should come from the £7.4 million underspend that was not known at the time this review was commissioned, upon being put to the vote the motion was carried’.*

*And: That none of the £7.4 million underspend has yet been allocated to any projects so it is still available to offset these cuts.”*

The Monitoring Officer has confirmed that the call-in satisfied the requirements of the procedure rules and it has therefore proceeded as per the process set out at Rule 12 of Part 4D, City Mayor and Executive Procedure Rules of the Council's Constitution.

Where a call-in has been made, officers are to take no further legally binding action and the matter shall be referred to a meeting of the full Council. Prior to this it shall be referred to the relevant Scrutiny Committee if one is programmed or a special scrutiny committee if one is convened.

The call-in may however be withdrawn if:

- The decision maker and the relevant scrutiny committee (or via the Monitoring Officer, the scrutiny committee chair and vice chair unanimously) come to an agreement;
- The relevant scrutiny committee makes a resolution to withdraw; or
- The sponsor and seconder of the call-in inform the Monitoring Officer that they wish the call-in to be withdrawn.

Following consideration of a call-in by full Council, the original decision will be deemed to be revived in its entirety. Any agreement by the decision maker to change the original decision will require a further formal Executive Decision.

### **3.2 Scrutiny consideration**

The call-in was initially considered at the meeting of the Children, Young People and Schools Scrutiny Commission on 22 August. However, due to the budgetary links between this call-in and the call-in relating to the Revenue Budget Monitoring Outturn 2016/17, the Chair of the Overview Select Committee requested that both call-ins be considered at the meeting of the Committee on 14 September. It was noted however that the Overview Select Committee could not overturn any recommendation by the Children, Young People and Schools Scrutiny Commission. The relevant minute extract from this discussion is attached as Appendix D.

### **3.3 Background**

Appendices to this report are as follows:

Appendix A – Executive decision notice.

Appendix B – Executive decision report.

Appendix C – Minute extract from Children, Young People and Schools Scrutiny Commission on 22<sup>nd</sup> August 2017.

Appendix D - Minute extract from Overview Select Committee on 14<sup>th</sup> September 2017.

## **4. FINANCIAL, LEGAL AND OTHER IMPLICATIONS**

### **4.1. Financial Implications**

The £7.4m underspend being referred to in relation to this decision is one-off in nature and has arisen due to the early achievement in savings in other divisions and the careful management of areas of significant pressure, such as adult social care, resulting in a better than expected outturn position. These savings will not recur.

If I refer to the 2017/18 budget report and in particular section 4.1 on page 5 of the report, the table shows that at the point Council approved its annual budget it was estimated that further savings of £40m would be required by 2019/20. This means that £40m per year in spending needs to be removed from the general fund budget. This level of savings significantly exceeds our current programme of spending reviews which includes the savings proposed in this report. Alison Greenhill, Director of Finance, ext 374001.

### **4.2 Legal Implications**

The legal implications are set out in the accompanying Executive Decision Report. Kamal Adatia, City Barrister and Head of Standards, ext. 371401.

### **4.3 Climate Change**

The climate change implications are set out in the accompanying Executive Decision Report. Duncan Bell, Senior Environmental Consultant, ext. 372249.

## OTHER IMPLICATIONS

OTHER IMPLICATIONS	YES/NO	Paragraph References Within the Report
Equal Opportunities	N	
Policy	N	
Sustainable and Environmental	N	
Crime and Disorder	N	
Human Rights Act	N	
Elderly/People on Low Income	N	
Corporate Parenting	N	
Health Inequalities Impact	N	

### 6. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

None

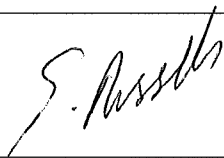
### 7. CONSULTATIONS

None.

### 8. REPORT AUTHOR

Graham Carey,  
Democratic Services Officer

**RECORD OF DECISION BY CITY MAYOR OR INDIVIDUAL  
EXECUTIVE MEMBER**

1.	<b>DECISION TITLE</b>	Youth Service Remodelling
2.	<b>DECLARATIONS OF INTEREST</b>	None
3.	<b>DATE OF DECISION</b>	3 <sup>rd</sup> August 2017
4.	<b>DECISION MAKER</b>	Assistant City Mayor, Children, Young People and Schools.
5.	<b>DECISION TAKEN</b>	<p>(1) Approve the revised model for the Youth Service set out in Option 2 in Table 1 on page 6 of the decision report and its implementation in order that the targeted £923,000 saving can be realised. Paragraph 4 of the report details the background information and rationale for remodelling the Youth Service. Table 1 of the report details the model based on Option 2 as the chosen model from the public consultation process.</p> <p>(2) To initiate the business case and begin the formal consultation with Trade Unions and Staff members in scope.</p>
6.	<b>REASON FOR DECISION</b>	The Service is required to make a saving of approximately 1 million and a public consultation took place with a clear option chosen of a mixed delivery model.
7.	<p>a) <b>KEY DECISION Y/N?</b></p> <p>b) If yes, was it published 5 clear days in advance? y/n</p>	<p>Yes</p> <p>Yes</p>
8.	<b>OPTIONS CONSIDERED</b>	3 options were considered as part of the public consultation and option two was the clear chosen option with a mixed delivery model.
9.	<p><b>DEADLINE FOR CALL-IN</b></p> <ul style="list-style-type: none"> <li>5 Members of a Scrutiny Commission or any 5 Councillors can ask for the decision to be called-in.</li> <li>Notification of Call-In with reasons must be made to the Monitoring Officer</li> </ul>	10 <sup>th</sup> August 2017
10.	<p><b>SIGNATURE OF DECISION MAKER</b></p> <p>(City Mayor or where delegated by the City Mayor, name of Executive Member)</p>	







## ***Youth Service Remodelling***

Decision to be taken by: Assistant City Mayor, Children, Young People and Schools

Decision to be taken on: 3<sup>rd</sup> August 2017

Lead director: Frances Craven

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Children, Young People and Schools Scrutiny Commission:  
5<sup>th</sup> July 2017

## **Useful information**

- Ward(s) affected: All
- Report authors Julia Conlon - Service Manager Targeted Youth Support and IAG  
Nicola Odom - Project Manager
- Author contact details: Julia Conlon 0116 454 1777, Nicola Odom 0116 454 1678
- Report version number (Final) 31/05/2017

### **1. Summary**

- 1.1. This report presents the responses received following the public consultation, on three options of a remodeled Youth Service, which took place 18th January 2017 to 12th April 2017. The outcome of the consultation has been taken into consideration and informed the recommendations within this report.
- 1.2. It is proposed that **Option 2** with 55% support is recommended as the preferred option for a remodeled Youth Service offer for young people receiving the highest vote and the most positive comments. Option 1 received 28% support and Option 3 received 4% support from respondents; no option chosen 7% and other suggestions 6%.
- 1.3. In December 2016, the Executive approved proposals for a public consultation on three options, which looked to reduce the Youth Service and save between £925,000 up to £1 million annually from the Education and Children's Service's budget for Youth services that are either delivered or commissioned by the council.
- 1.4. In developing proposals and a vision for future service provision, considerable information was reviewed by the project team and scrutinised by the council's Targeted Youth Support remodelling board. This included a review of:
- quantitative data regarding usage of services in relation to postcodes and volume;
  - the impact of service provision on service users with protected characteristics
  - all commissioned youth services applying best value principles;
- 1.5. The vision for the proposed new service continues to be underpinned by the Education and Children's Service's priorities, which ensure that:
- children and young people are involved in the planning and delivery of services;
  - we target and support children, young people and families who are most in need (0-19, or 25 for young people with special educational needs or disabilities);
  - services are accessible across the city;
  - develop and strengthen statutory and voluntary partnerships to ensure co-ordinated delivery of services and respond to need.
- 1.6. The public consultation presented 3 proposed models to members of the public and stakeholders for feedback: refer to Appendix A – Consultation Analysis for full details. Consultation was carried out in line with advice from the council's communication, legal and equality services and in-line with the Local Authority's statutory consultation duties set out in the Childcare Act 2006 and revised Best Value guidance.

[2]

- 1.7. Consultation was undertaken in three main ways: an online questionnaire for the public and stakeholders (including staff); a paper booklet; and briefings for parents, young people and other stakeholders. Some people also provided a response by email and social media (e.g. Facebook comments). Consultation was supported by a communication plan that identified the key groups that could be impacted by the proposals; these were contacted with consultation details: refer to Appendix B – Consultation Briefing Schedule for the list of attendees and dates.
- 1.8. In total 1142 people took part in the consultation, which is broken down as follows:
- 144 (13%) individuals took part online;
  - 998 (87%) individuals completed a paper booklet;
- 1.9. The revised proposal Appendix C – Final Service Proposals, if approved, will result in:
- a) An indicative recurring financial saving of **£923,000**
  - b) An estimated reduction of approximately 19.6 (FTE) posts from 39.44 (FTE) posts that fall within the scope of the proposals (this is dependent on the outcome of the staff organisational review). Please note there are 74 members of staff due to a large part time workforce.
  - c) A reduction of open access youth clubs offer and
  - d) A new service model focused on vulnerable young people identified as most in need to improve outcomes.
- 1.10. Table 1 below on page 5 provides the results of the work outlined above at 1.15. It sets out:
- the current service offer;
  - the initial service proposals that we consulted upon; and
  - Revisions to the initial service proposals, leading to a final set of service proposals for approval and implementation.

## **2. Recommendations**

- 2.1. Note the contents of the paper and direct any comments, observations and actions to the Head of Service: Early Help Specialist Services.
- 2.2. Approve the revised model for the Youth Service set out in Option 2 in Table 1 on page 6 and its implementation in order that the targeted £923,000 saving can be realised.

## **3. Report**

- 3.1. The purpose of this report is to inform the Executive of the outcome of the public consultation and the proposed revised model of service delivery, which will result in achieving recurring savings

## **4. Background information and rationale for remodelling Youth Services**

- 4.1. Following the loss of dedicated youth work funding from central government many local authorities have significantly reduced or ceased direct provision of youth work. The National Youth Agency conducted a review of the changes and trends in provision of services in late 2014 and concluded that there is no longer a common form of youth service across England.

- 4.2. The revised statutory guidance for local authorities released by the Department for Education in June 2012 states that in securing access to sufficient services the government will not prescribe which services and activities for young people local authorities should fund or deliver or to what level.
- 4.3. The remodelling of the Youth Service is part of a programme of spending reviews initiated by the council in response to budgetary pressures and ongoing funding reductions imposed by central government since 2010 and which will continue at least until the end of this parliament. For the Council this means that we will need to have found savings of £155m over the period 2010- 2020, £100m of these savings were found before 2016/17 but a further £55m is still required. These further savings are being addressed through a series of spending reviews across the council, including the Education and Children’s Service, which has a £58m budget and a spending review target of £5m.
- 4.4. In presenting proposals to achieve savings, the service has thought about new ways of supporting the needs of young people, in line with legislation, statutory guidance and improving outcomes for our most vulnerable young people and to ensure that the council’s Youth Service continues to support these needs.
- 4.5. The aims of a remodeled Youth Service are to develop a reduced, remodeled and effective youth offer and achieve up to £1m savings by September 2018.
- 4.6. To achieve the project aims we undertook a piece of scoping work that resulted in the development of four draft options (Options 1 – £925,000 savings, Option 2 – £923,000 savings, Option 3 – £1m savings and Option 4 - £1.3m savings). The Executive gave approval in December 2016 to undertake a public consultation on Options 1, Options 2 and Option 3.
- 4.7. The scoping work was overseen by the Targeted Youth Support remodelling board, which is responsible for putting forward options and recommendations to the Executive for a decision. The team undertaking the scoping work was subject to regular scrutiny and challenge by the project board, which includes a range of key stakeholders including representatives from the Using Buildings Better (UBB) programme and from the council’s legal, HR and finance services. Scrutiny was also provided by senior council managers and the Lead Member (Education and Children’s Service).

#### **Timeline and Process**

- 4.8. The timeline for completing the remodeled service is set out in table 1a; the project is currently on schedule.

**Table 1a – Youth Service Remodelling project stages and timeline**

<b>Project stages</b>	<b>Key dates</b>
1. Project set up/information gathering	September – November 2016
2. Analysis and report writing	November – December 2016
3. Pre-consultation report	8 <sup>th</sup> December 2016
4. Public consultation (12 weeks)	18 <sup>th</sup> January – 12 <sup>th</sup> April 2017
5. Consultation analysis	13 <sup>th</sup> April 2017 – May 2017
6. Post consultation decision report	15 <sup>th</sup> June 2017
7. Phased Implementation (1) Organisational review and (2) commissioned	1 <sup>st</sup> September 2017 onwards

Table 1 – Youth Service offer - final service proposals (Changes to Option 2 in response to consultation feedback are highlighted below)

	(1) Current service offer	(2) Initial service proposals (pre consultation) Option 2	(3) Final service proposals pending a decision (post consultation)
<b>Posts</b>	39.44 full time equivalent (FTE)	18.3 FTE (dependent on staff org review outcome)	<b>19.82 FTE (depending on outcome of staff org review)</b>
<b>Base Budget</b>	£1,825,300	£664,944	<b>£724,944</b>
<b>Saving</b>	N/A	£983,056	<b>£923,056</b>
<b>Buildings</b>	£194,200	£194,200	£194,200
<b>Universal Youth Services - Open Access (13 – 19 Years)</b>	Youth Work Curriculum Social and Personal Development Sexual Health Services Summer Youth Activities Transition to Adulthood	Open Access Sessions 12 x per week Youth Work Curriculum Social and Personal Development Sexual Health Services Summer Youth Activities Transition to Adulthood	<b>Combined Open Access and Street Based sessions 8 x per week in 8 x locations</b> Youth Work Curriculum Social and Personal Development Sexual Health Services Summer Youth Activities Transition to Adulthood <b>Engage with young people outside of formal settings to address:-</b> Anti-Social Behavior/ Low level offending activity Intelligence lead in partnership with police and community safety
<b>Targeted Youth Work – Closed Sessions for SEND, Young Carers, Children In Care</b>	Youth sessions for SEND Youth sessions for Young Carers Youth support for LAC	Working with identified Vulnerable Groups x 300 sessions Youth Sessions for SEND Young People Youth Sessions for Young Carers Youth support for LAC	<b>Working with identified Vulnerable Groups x 208 sessions</b> Youth Sessions for SEND Young People Youth Sessions for Young Carers Youth support for LAC
<b>Targeted 1:1 work with young people referrals from Early Help</b>	CSE Support At risk of Offending Anger Management and relationships Social Isolated/low self-esteem/confidence Missing educations/poor attendance Behavioral issues	Targeted work with young people referrals from Early Help x 72 young people CSE support At risk of Offending Social Isolated/low self-esteem/confidence Behavioral Issues Poor school attendance, missing education	<b>Targeted Youth Support x 108 young people</b> CSE support At risk of Offending Social Isolated/low self-esteem/confidence Behavioral Issues Poor school attendance, missing education
<b>Street based Youth Work - engaging with young people outside of formal settings</b>	Anti-social behavior Intelligence lead in partnership with police	Mobile provision - areas of identified ASB x 9 sessions per week Engage with young people outside of formal settings to address:- Anti-Social Behavior/ Low level offending activity Intelligence lead in partnership with police and community safety	<b>Mobile provision x 8 sessions per week x 8 locations (as above)</b>
<b>Youth Participation</b>	Young Advisers Young People’s Council British Youth Parliament	Voice of Young People and Democracy Young Advisers Young People’s Council British Youth Parliament	<b>Voice of Young People and Democracy</b> Young Advisers Young People’s Council British Youth Parliament
<b>Commissioned Youth Provision</b>	Commissioned Youth Provision £30,000	Commissioned Youth Provision £30,000	<b>Commissioned Youth Provision £30,000</b>

## **5. Information about the Youth Service**

### Summary of current offer

- 5.1 The Youth Service provides personal and social development activities and interventions to young people aged 13 – 19 years or up to 25 years for Special Educational Needs and Disabilities (SEND).
- 5.2. The current youth service delivery model is involves:
- Six youth work teams based in locations across the city delivering targeted and universal open access youth activities
  - A street based youth work team which responds to police intelligence regarding nuisance youth and Anti-Social Behaviour (ASB) and other community concerns
  - Targeted 1:1 support for identified young people via Early Help referrals
  - Targeted youth group interventions with vulnerable adolescents e.g. young carers
  - Targeted work with young people with Special Educational Needs and Disabilities
  - A youth involvement team supporting young people's participation and involvement
- 5.3 The Youth Service has a budget of £1,825,300 which is made up of
- Premises costs £194,200
  - Commissioned voluntary sector youth activity £252,600
  - Staffing costs of £1.4m
- 5.4 Appendix D – Map of Youth Centres provides a map showing the location of the Youth Buildings.
- 5.5 Appendix E - Commissioned Youth Services details providers, including funding.
- 5.6. The service offer is split into **universal** (open to all levels of need via its Open Access Youth Clubs) **and targeted provision** (open to those who are identified as vulnerable and focused on specific needs). Targeted provision is focused on, young people attending SEND and Young Carer only groups. One to one support for young people identified through Early Help referrals that would benefit from targeted youth support.
- 5.7 Street based Youth Work engages with young people who do not participate in formal youth club settings and may be involved in, or at risk of being drawn into, Anti-Social Behavior.
- 5.8. A Youth Involvement Team works with the elected Young People's Council, Young Advisers and British Youth parliament representatives.
- 5.9. The Youth Service is delivered by 39.44 FTE posts, which equates to 74 members of staff. Of the 39.44 posts, 9.48 are either vacant or being filled on a temporary basis.

## **6. Consultation analysis**

- 6.1. Below is a summary of our analysis of consultation feedback. For full details please refer to Appendix A – Consultation Analysis.
- 6.2 The public consultation presented 3 proposals for feedback from members of the public and stakeholders.
- 6.3. In total, 1124 people took part in the consultation, which is broken down as follows:
- 144 (13%) individuals took part online
  - 998 (87%) individuals completed a paper booklet

- 6.4 Of the 3 proposals, which present a key change to the current Youth Service Offer, we asked respondents to tell us how the proposals would affect them and provided a tick box option for them to choose which option was their preferred model. The consultation also provided an opportunity for respondents to provide comments on all three models presented.
- 6.5 Respondents could also choose an 'Other' option which would enable the gathering of suggestions on new or different ideas that the respondents felt the council should consider. **No alternative models were proposed.**
- 6.6 We analysed the comments and grouped them into 6 themes
- Resources
  - Service Offer
  - Impact of Change
  - Consultation Approach
  - Preferred option
  - Other ideas/suggestions
- 6.7 Some of the responses will also inform our lessons learned log and the questions will be answered in an FAQ document to be distributed on Citizen Space at the appropriate time and will also inform our future communication strategy.
- 6.8 Young people were the largest group to take part in the consultation (804/1142, 70%), followed by Other 203/1142 (18%) which includes responses from colleagues, Health, Police, teachers etc. and 63 responses (5.5%) received from LCC employees and volunteers.
- 6.9 We analysed the comments provided by respondents and grouped them into six thematic areas, comments about resources; service offer; impact of change on young people and the community; the consultation approach; their preferred option and ideas for new models.
- 6.10 Of the 2231 comments that we grouped together, we identified only two comments that referred to the consultation process, which included not having sufficient information to make valid comments, not enough financial information and didn't know enough about the service to comment. In addition, where appropriate, individual questions have been responded to and others will be answered in an FAQ document, to be distributed on Citizen Space and other mechanisms available to the public after a key decision has been made about the proposals, and will also inform our future communication strategy.
- 6.11 Options are being explored separately to early help remodelling to merge the reduced number of participation roles within different children's services into one citywide participation team. This will reduce duplication and develop a stronger infrastructure for participation and engagement work.
- 6.12 A Participation and Engagement Manager will be created to further develop the participation offer.
- 6.13 Consideration of the consultation feedback and equality impact assessment has resulted in a recommendation to change some of the make-up of Option 2. This included a high number of comments about service delivery i.e. 204 comments to keep open access; 62 comments to focus resources on vulnerable young people. SEND young people requested consideration of a central venue for youth groups to add transport and independence; 17 young people wanted a consistent offer; 31 recommended improved advertising of youth services including use of social media; and 18 comments in favour of increasing one to one support.



- 6.14. In arriving at the decision some comments were ruled out as not being viable or practical to implement such as: charging young people to use the service; allocating all funding to one VCS provider; reducing the wages of council employees and young people running a youth service for other young people.
- 6.15. There were suggestions to purchase a bus and provide a mobile youth offer. Although this would not be financially viable and it would incur ongoing expenditure, we have taken on board this comment and will deliver a more mobile responsive offer in new areas across the city. By not being building focused the service will be more responsive to developing areas and where needs are identified i.e. increased Anti-social behaviour or risk of CSE.
- 6.16. The remodelling of the service has also given the opportunity to respond to the increased numbers of young people in the city, including new housing developments around Hamilton and to remodel the service to respond to increased concern regarding CSE hotspot areas which will be incorporated in the new delivery arrangements
- 6.17. The proposal maintain £30,000 funding for specialist youth provision that adds value to the core youth offer including LGBT services, youth support for unaccompanied asylum seekers and 1:1 counselling support.
- 6.18. A full description of the final set of proposals is given in [Appendix C – Final Service Proposals](#).

## **7. Implementation**

- 7.1. The draft delivery model and implementation plan will be presented in the business case and subject to a staff consultation as part of the staff organisational review expected to start in August 2017.

<b>Proposed stage</b>	<b>Time line</b>
Staff organisational review (consultation starts)	<i>August 2017</i>
Staff organisational review (consultation ends)	<i>October 2017</i>
Phased implementation of the new service	<i>November 2017 to March 2018</i>

## **8. Conclusion**

As outlined within this report, the current delivery model needs to change to ensure that the council can provide the right youth services for those young people most in need. The budgetary pressures together with the need to target more of our resources on vulnerable young people means that the current offer of support and help based on a universal open access model cannot be sustained. Leicester is not in isolation in facing this type of challenge; most other local authorities have already or are in the process of reshaping their youth services.

## **9. Financial, legal and other implications**

### **Financial implications**

The Education and Children's Services department has a £5m spending review savings target, £3.5m of which is being addressed through the agreed re-modelling of Early Help and Children's Centre provision. The Department also has a number of other spending pressures principally in children's social care which need addressing.

The savings of £0.9m from option 2 noted in the report will result in £4.4m of the spending review savings being met. The department will have to find a further £0.6m to reach the £5m spending review target as well as dealing with other spending pressures in order to meet the department's financial projections to 2019/20.

*Martin Judson, Head of Finance*

## **10. Legal implications**

This report outlines the responses received following the public consultation in relation to the future provision of Youth Services in Leicester City Council. As stated above three options were the subject of consultation and upon consideration of the responses a revised Option 2 model is being put forward for implementation in accordance with the suggested timeline above. Full details of the proposal are contained within this report and attached appendixes. It is important that the decision maker has regard to the public sector equality duties as specified within section 149 of the Equalities Act 2010 when making a decision about implementation.

*Pretty Patel, Head of Law, Social Care & Safeguarding Tel. 0116 454 1457*

- Option 2 proposes savings which will be made in part through an organisation review, staffing reductions and possibly, if alternative posts cannot be found elsewhere within the Council redundancies. It is recommended that legal services and HR are involved throughout this process to ensure that the Council meets its legal obligations in relation to the proposals including in relation to collective consultation (if applicable).

There is also a reduction in the proposed budget for external organisations providing youth services. This has the potential to lead to redundancies within the voluntary sector. Alternatively should the Council need to procure a similar service TUPE is likely to apply. Despite the reduced budget any individuals permanently employed in the provision of this service are likely to transfer on their existing terms and conditions. This may affect the viability of any procurement exercise.

Hayley McDade  
Solicitor

The report indicates that the Council has taken the findings of the consultation into account in arriving at its recommendation. The Council should ensure that any queries received through the consultation are properly responded to. The risk of challenge arising from the consultation process is considered fairly low on the basis that instructing officers have reflected on the consultation and taken the consultation findings into account in arriving at the recommended option.

It is noted that the Council proposes to amend its original proposals to reflect the results of the consultation process. The Council will not need to re-consult on the amended proposals so long as the factors leading to the change were discussed during the consultation.

In relation to the termination or expiry of any VCS service provision, the Council should also ensure that VCS providers receive at least three months' notice of termination prior to the expiry of relevant contracts in accordance with the Best Value Statutory Guidance. Further and ongoing legal advice should be taken in relation to this as appropriate.

Nilesh Tanna, Solicitor, (Commercial, Property and Planning), Extension 371434

## **11. Climate Change and Carbon Reduction implications**

The reduced level of service provision recommended in the revised proposals in Table 1 is likely to lead to a reduction in the Council's carbon footprint, contributing to the corporate target for halving the 2008/09 footprint by 2025/26. Any reduction will be the result of reduced travel by youth workers and other staff, as well as reduced use of buildings for youth work – with attendant reductions in requirements for lighting and heating. Whilst the recommendations do not include any closure of buildings, the reduced level of service being proposed may facilitate the rationalization of the Council's property portfolio through the Using Buildings Better programme.

Duncan Bell, Senior Environmental Consultant. Ext. 37 2249

## **12. Equalities Implications**

The draft Equality impact assessment (EIA) conducted details the potential impact that children and young people across protected characteristics may experience. Adverse impacts identified include having a reduced service; having to access a service from a different location which would entail travelling further across the city or a total loss of service.

To mitigate against these adverse impacts (which will affect all groups but may have more of an impact on young people with the protected characteristic of disability), the service have stated that they will regularly monitor and analyse data and staff/service user feedback by protected characteristics to inform prioritisation of service delivery making changes where necessary. They will focus on maintaining their support to young people with SEND, young carers and children in care services identified as the most vulnerable and likely to experience an adverse impact.

Monitoring and analysing data regularly on the protected characteristics of children and young people accessing services can be useful if the information collected is consistent. The service must ensure that the provision they deliver and also commission collect the same information on children and young people across all relevant protected characteristics; and that all provision/providers understand the need to collect this information and how it will be used to encourage this to be collected routinely.

87 The EIA details a commitment to ensuring all new locations identified to deliver services will meet inclusive design principles ensuring they are accessible for children and young people with disabilities.

The impact on youth service council employees and those employed directly by services commissioned are touched on in this EIA acknowledging that a separate EIA under the Appendix R process will need to be conducted once an organisational review is ready to commence.

Equality impact assessments (EIAs) must be conducted alongside the decision making process highlighting any potential for adverse impact and how this will be addressed. The mitigating actions arising from the EIA conducted must be thoroughly considered and then implemented. It is only by ensuring these things take place, at the right time, that we fully meet our public sector equality duty.

**Sonya King**  
**Ext 37 4132**

13. Is this a private report (If so, please indicated the reasons and state why it is not in the public interest to be dealt with publicly)?

No

14. Is this a “key decision”?

Yes

If a key decision please explain reason

If the proposals are approved, this will result in a key decision which will be of substantial public interest and result in the council making of savings which are significant having regard to the council’s budget for the Youth Service.

Appendix Ref	Appendix Title
<b>A</b>	<b>Consultation Analysis</b>
<b>B</b>	<b>Consultation Briefing Schedule</b>
<b>C</b>	<b>Final Service Proposals</b>
<b>D</b>	<b>Map of Youth Centres</b>
<b>E</b>	<b>Commissioned Youth Services</b>
<b>F</b>	<b>Equalities Impact Assessment</b>

# Youth Service Remodelling –

## Consultation Analysis

Date: April 2017

### 1. Introduction

#### Consultation approach

- 1.1. The Education and Children’s service undertook a 12 week public consultation, from the 18th January to 12th April 2017, on its proposals to remodel Youth Services. This report presents the results of the consultation analysis to aid decision making and is therefore a detailed analysis. We have also produced a summary report, which will be published following the Executive’s consideration of consultation feedback and the final service proposals, (expected to take place September 2017).
- 1.2. In undertaking the consultation we took advice from the council’s communication, legal and equality services and feedback is that the consultation process meets the local authority’s statutory duties set out in the Childcare Act 2006 and revised Best Value Guidance. The consultation contained 12 questions overall, 6 of which were specifically for young people. Three questions asked respondents for their views on the proposed options and one further question was provided to allow people to make any other comments.
- 1.3. We developed a communication plan with the aim of identifying and reaching key groups who could be impacted by the proposals and may have wanted to take part in the consultation. The communication plan included council members, council staff, service users at all Youth Clubs, Young Peoples’ Council, Young Carer and Big Mouth Forums and key partner organisations (e.g. Commissioned Youth Providers, Children’s Trust Board, Early Help Locality Partnerships chairs, and key parent and child service user groups e.g. SEND).
- 1.4. We provided two main ways for people to take part in the consultation:
  - 1.4.1. Online – for everyone (service users, staff and stakeholders)
  - 1.4.2. Paper questionnaire (service users and stakeholders); A Makaton version of the questionnaire was produced for SEND young people.
- 1.5. To allow for a wider reach, we also included comments submitted by email, letters and social media (e.g. Facebook).

1.6. The consultation focused on three options for the way youth services are delivered which includes the following services: one to one support for young people; open access youth clubs; Streetbased youth services; youth clubs for young carers; youth clubs for young people with Special Educational Needs and Disabilities; youth involvement and participation and other youth services funded by Leicester City Council.

## How we analysed the data

1.7. The analysis was undertaken in Excel and was split into two parts: analysis of a 'tick box option' and analysis of the written statements made by respondents.

1.8. In the first part, the 'tick box option', we asked respondents to tell us which of the three options would they prefer to see introduced : Option1, Option 2 or Option 3 and also gave them the option of selecting 'Other' in order to gather suggestions they may have on how we could reduce the cost of youth support services.

1.9. For the second part, we read all the written statements made in response to each proposal and identified a range of **key messages**. We also identified that these key messages fell into **six themes**:

- a. **Resources** – e.g. allocate more funding; charge young people, reduce wages etc.
- b. **Service Offer** – e.g. impact on children with additional needs, impact on other vulnerable groups, develop a mobile offer, some respondents chose to focus on impacts (e.g. what may be lost) as a result of a proposal.
- c. **Impact of change** – e.g. increase in anti-social behaviour, other negative impacts on young people and the local community
- d. **Consultation approach** – things that people are unclear about or wanted more information
- e. **Preferred Option** - stay the same/no change; outsource to schools and voluntary sector; proposed new models
- f. **Proposed New Model** – combination of options; improve quality and training

1.10. It should be noted that the **1142** people taking part in the consultation did not answer all questions. Some took part in the 'tick box option' only, some provided a written response only and some did both.

1.11. The results of the analysis were considered by the project leads and a council response is presented below for consideration and endorsement by the Executive.

## Summary analysis

1.12 In total **1142** people took part in the consultation:

- a) 144 (13%) took part on line and 998 (87%) took part through a paper booklet.
- b) Young people submitted the highest number of responses 804 (70%); followed by Other 203 (18%) which includes responses from colleagues Health, Police, Teachers, Students etc.; followed by 63 (5.5%) LCC employees and volunteers.

- 1.13 Ethnic monitoring of responses to the consultation has not been consistently recorded and was only collected through the on line portal. However the service holds data that informs the youth service about user needs and requirements based on their protected characteristics. To ensure a meaningful consultation, briefings were provided to the SEND youth groups, Big Mouth Forum and Young Carer forums to ensure they were able to engage with the process. In addition briefings were provided to LGBT youth groups and to the funded Centre Project an asylum seeker youth group based in the city centre. A full Equality Impact Assessment (EIA) will be included in the post consultation report.
- 1.14 We asked respondents which option they would prefer to see introduced or to provide other suggestions on how to reduce the costs of youth support services in Leicester.

<b>Option 1</b> - Reduce the level of funding for open access youth clubs and services costs £690,000 per year Key changes: <ul style="list-style-type: none"> <li>• LCC would not provide open access youth clubs,</li> <li>• Voluntary sector would receive funding for open access</li> <li>• Reduced Targeted Youth Support sessions</li> <li>• Reduce Streetbased Youth Work</li> <li>• Reduce Youth Participation and Involvement</li> <li>• Reduce one to one</li> </ul>	<b>Total 319 (28%)</b>
Someone who has used youth services in the past 12 months	90
Someone who may be interested in using youth services in the future	116
Filling in for someone who has used youth services in the past 12 months	9
Filling in for someone who may be interested in using youth services in the future	14
A parent or carer of someone who has used youth services in the past 12 months	4
A parent or carer of someone who may be interested in using youth services in the future	1
A youth service provider (not working for LCC)	5
A volunteer involved in youth services	8
A LCC employee	13
Other (health, teachers, students, police, city resident etc.)	59
<b>Total</b>	<b>319</b>

<b>Option 2</b> - Reduce the level of funding for open access youth clubs and services costs £692,000 per year Key changes: <ul style="list-style-type: none"> <li>• LCC would continue to provide a reduced open access youth club offer</li> <li>• Voluntary sector would receive funding for targeted sessions for vulnerable young people</li> <li>• Reduced Targeted Youth Support sessions</li> <li>• Reduce Streetbased Youth Work</li> <li>• Reduce Youth Participation and Involvement</li> </ul>	<b>Total 624 (54.7%)</b>
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• Reduce one to one support	
Someone who has used youth services in the past 12 months	266
Someone who may be interested in using youth services in the future	189
Filling in for someone who has used youth services in the past 12 months	25
Filling in for someone who may be interested in using youth services in the future	14
A parent or carer of someone who has used youth services in the past 12 months	3
A parent or carer of someone who may be interested in using youth services in the future	3
A youth service provider (not working for LCC)	5
A volunteer involved in youth services	10
A LCC employee	21
Other (health, teachers, students, police, city resident etc.)	88
<b>Total</b>	<b>624</b>

<b>Option 3</b> - The council would not run or fund any youth clubs and reduce other youth services costs £536,000 per year Key changes:	<b>Total 46 (4%)</b>
<ul style="list-style-type: none"> <li>• No open access youth clubs</li> <li>• Voluntary sector would receive funding for targeted sessions for vulnerable young people</li> <li>• Reduced Targeted Youth Support sessions</li> <li>• Reduce Streetbased Youth Work</li> <li>• Reduce Youth Participation and Involvement</li> <li>• Reduce one to one support</li> </ul>	
Someone who has used youth services in the past 12 months	7
Someone who may be interested in using youth services in the future	16
Filling in for someone who has used youth services in the past 12 months	0
Filling in for someone who may be interested in using youth services in the future	6
A parent or carer of someone who has used youth services in the past 12 months	1
A parent or carer of someone who may be interested in using youth services in the future	0
A youth service provider (not working for LCC)	0
A volunteer involved in youth services	0
A LCC employee	1
Other (health, teachers, students, police, city resident etc.)	15
<b>Total</b>	<b>46</b>

Not chosen an option	<b>Total 82 (7.2%)</b>
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Other - Suggestions for providing a reduced youth support services	<b>Total 70 (6.1%)</b>
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## The council's response to consultation feedback – at a glance

1.15 The table below provides a list of the initial options that featured in the consultation and highlights if consideration of consultation feedback has led the council to propose a change to the options

### List of initial option proposals that featured in the consultation and the council's proposed responses

Option 1	Did consideration of consultation feedback lead to a change to the initial proposal? (y/n)	
Leicester City Council would not run any open access youth clubs - voluntary youth organisations would receive funding to do this	No	
Targeted youth support sessions would reduce from 325 to 300 per year	No	
One to one support for referred young people would reduce from 145 to 108 sessions a year	No	
Street based youth work would reduce from 12 to nine sessions a week	No	
There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament	No	
<b>Option 2</b>	<b>Did consideration of consultation feedback lead to a change to the initial proposal? (y/n)</b>	<b>Where to find full details in this report.</b>
Leicester City Council would continue to run open access youth clubs, though the number of sessions would be reduced from 42 to 12 sessions per week	Yes	See pages 8 & 28
Targeted youth support sessions would reduce from 325 to 300 per year	Yes	See pages 8 & 28
One to one support for referred young people would reduce from 145 to 72 sessions a year	Yes	See pages 8 & 28
Street based youth work would reduce from 12 to nine sessions a week	Yes	See pages 8 & 28
There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament	Yes	See pages 8 & 28

<b>Option 3</b>	<b>Did consideration of consultation feedback lead to a change to the initial proposal? (y/n)</b>	
Leicester City Council would not run or fund open access youth clubs. However, other youth clubs would still be available	No	
Targeted youth support sessions would reduce from 325 to 300 per year	No	
One to one support for referred young people would reduce from 145 to 126 sessions a year	No	
Street based youth work would reduce from 12 to nine sessions a week	No	
There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament	No	

## 2 Summary of who took part in the consultation and how they took part

### How did people take part in the consultation?

Type of response	How many responses were submitted?	Comment
Online questionnaires	144 online questionnaires	Completed by service users and stakeholders
Paper booklet questionnaires	998 paper booklet questionnaires	Completed by service users and stakeholders
<b>Total</b>	<b>1142 individual and group responses</b>	

## Who responded and how many?

Respondent type	Total
Someone who has used youth services in the past 12 months	397 (34.8%)
Someone who may be interested in using youth services in the future	372 (32.6%)
Filling in for someone who has used youth services in the past 12 months	35 (3.1%)
Filling in for someone who may be interested in using youth services in the future	37 (3.2%)
A parent or carer of someone who has used youth services in the past 12 months	11 (1.0%)
A parent or carer of someone who may be interested in using youth services in the future	6 (0.5%)
A youth service provider (not working for LCC)	17 (1.5%)
A volunteer involved in youth services	23 (2.0%)
A LCC employee	40 (3.5%)
Other	203 (17.8%)
<b>Total</b>	<b>1142</b>

## 3 Questions for young people

### Young People's Feedback

Which of these best describes you?	Total	In your view, who should provide youth services and activities in Leicester?					
		The council	The council and voluntary organisations	No preference	Don't know	Not Answered	Other
Filling this in for someone who has used youth services in Leicester in the past 12 months	35	18	10	0	1	3	1
Filling this in for someone who may be interested in using youth services in Leicester in the future	37	8	20	2	5	2	0
Someone who has used youth services in Leicester in the past 12 months	397	179	130	11	26	25	8
Someone who may be interested in using youth services in Leicester in the future	372	109	138	19	65	25	3
Other	203	27	30	4	21	114	1
<b>Total</b>	<b>1044</b>	<b>341 (33%)</b>	<b>328 (31%)</b>	<b>36 (3%)</b>	<b>118 (11%)</b>	<b>169 (16%)</b>	<b>13 (1%)</b>

Which of these best describes you?	Total	Do you attend any of the following:		
		Leicester City Council youth club / session / project	Young People's Council, UK Youth Parliament or other democratic meeting / group	Young Advisors
Filling this in for someone who has used youth services in Leicester in the past 12 months	35	17	0	0
Filling this in for someone who may be interested in using youth services in Leicester in the future	37	9	0	1
Someone who has used youth services in Leicester in the past 12 months	397	290	30	8
Someone who may be interested in using youth services in Leicester in the future	372	43	9	5
Other	203	20	2	1
<b>Total</b>	<b>1044</b>	<b>379 (36)%</b>	<b>41 (4)%</b>	<b>15 (1)%</b>

87

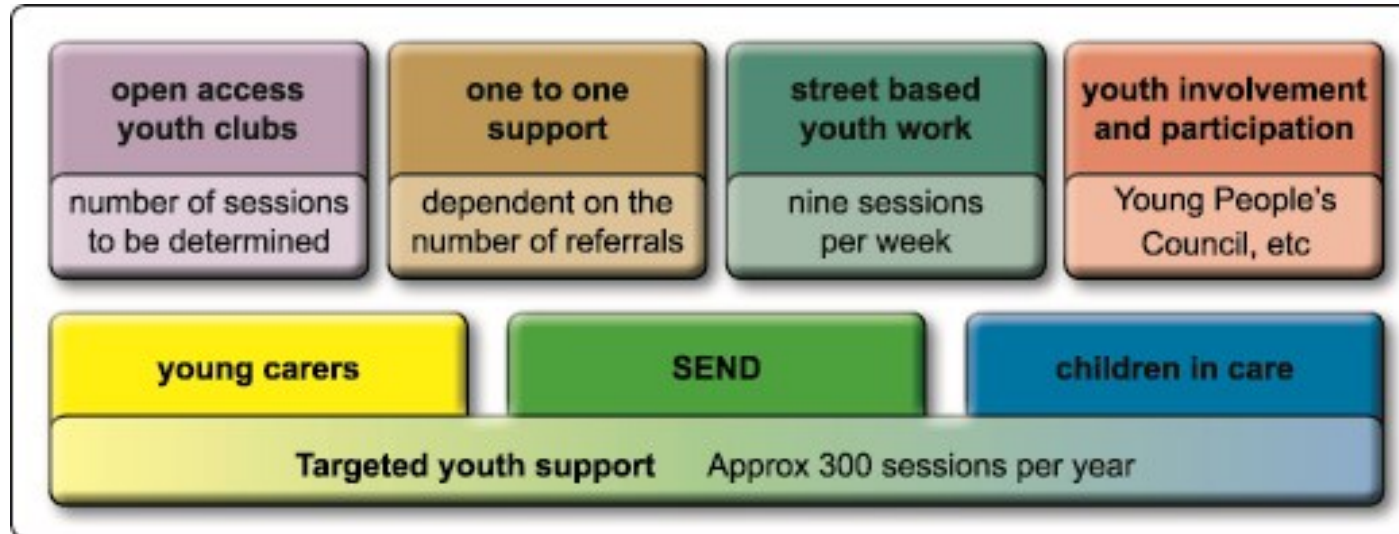
Which of these best describes you?	Total	Which type of clubs, activities, projects do you attend, or would be likely to attend?							
		Dance or drama	Faith based youth club	Sports club	Uniformed club (guides, scouts, cubs, etc.)	Youth club run by a charity, volunteers or the voluntary sector	None	Other	Other activity
Filling this in for someone who has used youth services in Leicester in the past 12 months	35	4	1	14	4	5	5	4	10
Filling this in for someone who may be interested in using youth services in Leicester in the future	37	9	3	11	6	12	7	2	1
Someone who has used youth services in Leicester in the past 12 months	397	67	24	168	23	103	29	83	111
Someone who may be interested in using youth services in Leicester in the future	372	88	47	160	44	77	50	32	40
Other	203	16	15	42	2	12	23	6	7
<b>Total</b>	<b>1044</b>	<b>184 (18)%</b>	<b>90 (9)%</b>	<b>395 (38)%</b>	<b>79 (8)%</b>	<b>209 (20)%</b>	<b>114 (11)%</b>	<b>127 (12)%</b>	<b>169 (16)%</b>

Which of these best describes you? (Please choose only one)	Which of these activities are you / might you be interested in?																	
	Total	Confidence building	Cooking skills	Dance	Democracy / political engagement	Discos / social activities	Drama	Drug / alcohol support / advice	Keep fit	Music	Outdoor activities	Running your own home (i.e. paying rent, bills, etc)	Sexual health services	Sports	Volunteering / mentoring	Young Advisors	Other	Other
Filling this in for someone who has used youth services in Leicester in the past 12 months	35	12	14	7	4	8	2	3	9	12	10	7	4	16	9	1	2	4
Filling this in for someone who may be interested in using youth services in Leicester in the future	37	12	21	9	4	7	7	5	14	12	21	10	7	20	12	7	1	0
Someone who has used youth services in Leicester in the past 12 months	397	147	144	72	49	82	58	83	116	139	137	67	78	214	79	41	12	19
Someone who may be interested in using youth services in Leicester in the future	372	114	182	76	49	42	78	20	147	105	154	69	22	174	83	33	10	9
Other	203	16	47	20	9	7	15	9	23	15	30	13	5	43	11	3	6	8
<b>Total</b>	<b>1044</b>	<b>301 (29)%</b>	<b>408 (39)%</b>	<b>184 (18)%</b>	<b>115 (11)%</b>	<b>146 (14)%</b>	<b>160 (15)%</b>	<b>120 (11)%</b>	<b>309 (30)%</b>	<b>283 (27)%</b>	<b>352 (34)%</b>	<b>166 (16)%</b>	<b>116 (11)%</b>	<b>467 (45)%</b>	<b>194 (19)%</b>	<b>85 (8)%</b>	<b>31 (3)%</b>	<b>40 (4)%</b>

Which of these best describes you? (Please choose only one)	Total	Which of these are important to you when you go to a club / session / activity? (Please tick your top two)							
		Having a place to meet friends	Being able to express views about things that matter	Being able to take part in regular activities	Confidential support and advice from trusted adults	Making friends and meeting new people	Being involved in decision making about services for young people	Being able to discuss issues such as friendship, relationships, sexual health, bullying, home life, etc	Other
Filling this in for someone who has used youth services in Leicester in the past 12 months	35	22	6	14	4	10	3	8	2
Filling this in for someone who may be interested in using youth services in Leicester in the future	37	25	17	9	8	17	7	4	2
Someone who has used youth services in Leicester in the past 12 months	397	243	120	133	103	173	66	85	16
Someone who may be interested in using youth services in Leicester in the future	372	177	122	113	59	171	47	57	5
Other	203	50	23	22	14	38	12	14	5
<b>Total</b>	<b>1044</b>	<b>517 (50)%</b>	<b>288 (28)%</b>	<b>291 (28)%</b>	<b>188 (18)%</b>	<b>409 (39)%</b>	<b>135 (13)%</b>	<b>168 (16)%</b>	<b>30 (3)%</b>

## 4 Section 3 – Proposed Changes

### Proposed Change Option 1



06

### Key changes at a glance (option 1)

- Leicester City Council would not run any open access youth clubs - voluntary youth organisations would receive funding to do this
- Targeted youth support sessions would reduce from 325 to 300 per year
- One to one support for referred young people would reduce from 145 to 108 sessions a year
- Street based youth work would reduce from 12 to nine sessions a week
- There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament



## Consultation responses - Option 1

### Responses

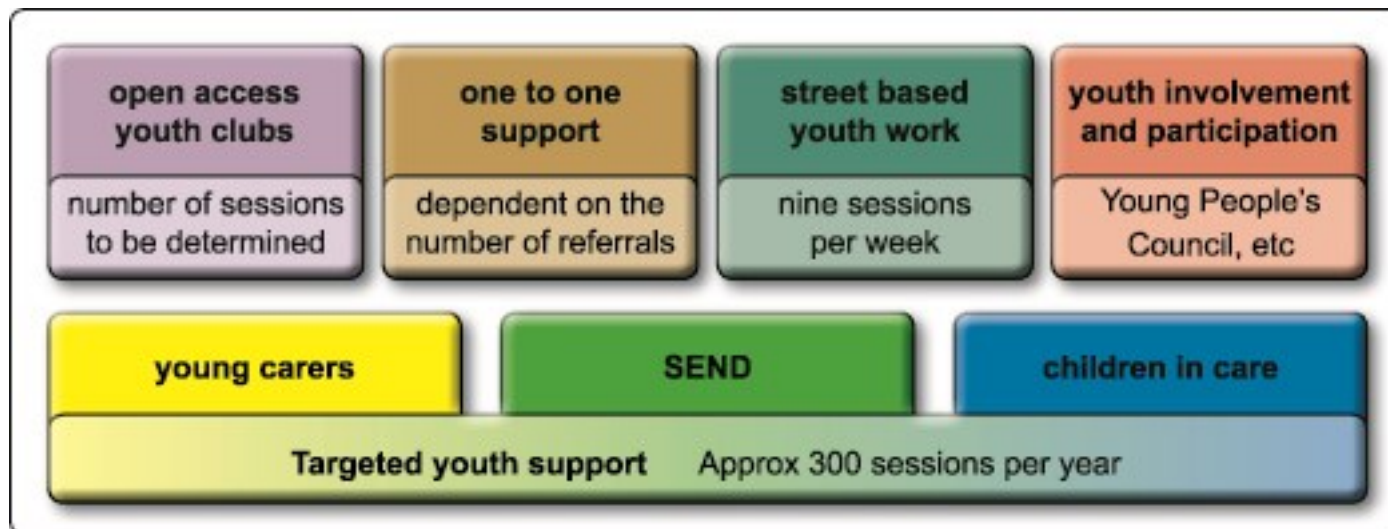
Respondent type	Preferred Option 1 and in favour of change	It will affect me/us in a negative way	Alternative ideas / suggestions (other than option 1)	Consultation Approach	No response	Numbers of responses
Someone who has used youth services in the past 12 months	94	70	7	0	55	226
Someone who may be interested in using youth services in the future	122	48	6	0	68	244
① Filling in for someone who has used youth services in the past 12 months	10	10	0	0	4	24
Filling in for someone who may be interested in using youth services in the future	16	3	0	0	7	26
A parent or carer of someone who has used youth services in the past 12 months	5	5	0	0	4	14
A parent or carer of someone who may be interested in using youth services in the future	1	4	1	0	0	6
A youth service provider (not working for LCC)	7	8	1	0	0	16
A volunteer involved in youth services	11	11	1	0	3	26
A LCC employee	14	23	1	0	7	45
Other	63	27	5	0	41	136
<b>Total</b>	<b>343</b>	<b>209</b>	<b>22</b>	<b>0</b>	<b>189</b>	<b>763</b>

**Option 1 Consultation feedback – themes and key messages**

Themes	Key message	Number of statements	Councils response
Resources	Allocate more money to YS	0	<p><b>Feedback</b></p> <p>a) All comments have been considered and noted.</p> <p>b) Suggested impacts are referenced within the equality impact assessment and will be subject to regular scrutiny to inform future planning and decision making.</p> <p>c) A lessons learnt log has been developed to take into account processes undertaken for this consultation</p> <p>d) Where appropriate, questions have been responded to, otherwise, they have informed our future communication strategy.</p> <p>e) Of the four service suggestions submitted to the consultation on option 1; two were new suggestions to be considered; one would not be cost effective and one would not be viable/practicable to implement.</p> <p><b>Comments on Service suggestions</b></p> <p>1) Youth participation and consultation could be part of school councils and the council should provide a grant to schools.</p> <p>2) Streetbased Youth Work should have priority over open access youth clubs.</p> <p>3) One to One support should be given to all young people, not via Early Help referrals</p> <p>4) Increase sessions over the weekend.</p> <p><b>Decision</b></p> <p><b><u>Option 2 is preferred Option</u></b></p>
	Charging Young People / Buildings	0	
	Fundraise	3	
	Reduce wages	0	
	Advertise	0	
Service offer	Council to provide YS	3	
	Focus on vulnerable young people/services	8	
	Keep open access	11	
	Mobile provision/Bus	0	
	Increase Participation	1	
	Increase Streetbased	4	
Impact of change	Cut some youth clubs	0	
	Increase in Anti-Social Behaviour	12	
Consultation approach	Negative impact on young people / community	29	
	Need more information	0	
	Confusing questionnaire	0	
Preferred option	Listen to us/hear our voice	0	
	In favour of change	8	
	Stay the same /No change	15	
	Outsource to voluntary sector	7	
	Outsource to school	0	
Propose new model	No preference	0	
	Combine options 1 & 2	1	
	Not option 3	0	
	New model proposed	3	
	Quality / Training needed	4	

92

## Proposal Change Option 2



33

### Key changes at a glance (option 2)

- Leicester City Council would continue to run open access youth clubs, though the number of sessions would be reduced from 42 to 12 sessions per week
- Targeted youth support sessions would reduce from 325 to 300 per year
- One to one support for referred young people would reduce from 145 to 72 sessions a year
- Street based youth work would reduce from 12 to nine sessions a week
- There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament

## Consultation responses Option 2

### Responses

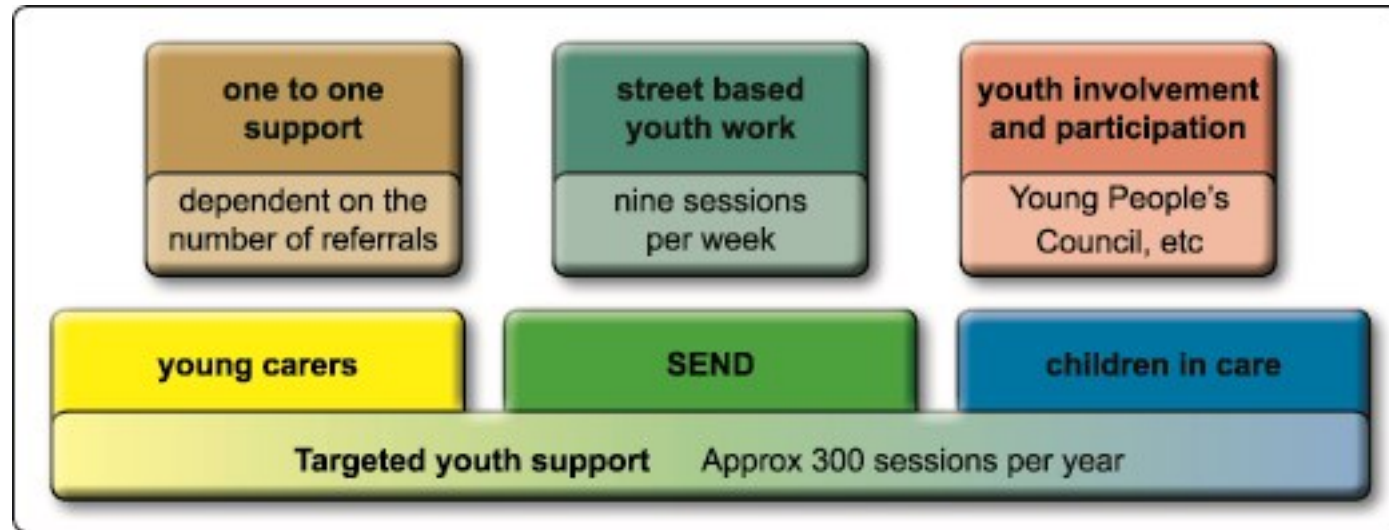
Respondent type	Preferred Option 2	It will affect me/us in a negative way	Alternative ideas / suggestions (other than option 2)	Consultation Approach	No response	Numbers of responses
Someone who has used youth services in the past 12 months	268	25	2	1	123	419
Someone who may be interested in using youth services in the future	199	21	2	0	145	367
Filling in for someone who has used youth services in the past 12 months	25	0	1	0	9	35
Filling in for someone who may be interested in using youth services in the future	15	0	1	1	6	23
A parent or carer of someone who has used youth services in the past 12 months	3	5	0	0	3	11
A parent or carer of someone who may be interested in using youth services in the future	3	1	1	0	1	6
A youth service provider (not working for LCC)	6	4	2	0	3	15
A volunteer involved in youth services	12	6	1	0	6	25
A LCC employee	24	5	3	0	8	40
Other	92	17	7	0	67	183
<b>Total</b>	<b>647</b>	<b>84</b>	<b>20</b>	<b>2</b>	<b>371</b>	<b>1124</b>

## Option 2 Consultation feedback – themes and key messages

Themes	Key message	Number of statements	Councils response
Resources	Allocate more money to YS	3	<b>Feedback</b> a) All comments have been considered and noted. b) Suggested impacts are referenced within the equality impact assessment and will be subject to regular scrutiny to inform future planning and decision making. c) A lessons learnt log has been developed to take into account processes undertaken for this consultation d) Where appropriate, questions have been responded to, otherwise, they have informed our future communication strategy.
	Charging Young People / Buildings	0	
	Fundraise	0	
	Reduce wages	0	
	Advertise	0	
Service offer	Council to provide YS	55	two were new suggestion to be considered; one would not be cost effective; one would not be viable/practicable to implement; and five are already a feature of the propsed service offer
	Focus on vulnerable young people/services	7	<b>Comments on Service suggestions</b> 1) In support of maintaining open access youth clubs and partnership with voluntary sector. 2) Want more open access youth sessions ; synergy and communication vital between teams 3) A specialist youth participation team is not required 4) Positive comments about team of targeted one to one support workers 5) Streetbased Youth Work should be linked to open access team 6) Link between open access and targeted youth support required
	Keep open access	34	
	Mobile provision/Bus	0	
	Increase Participation	2	
	Increase Streetbased	0	
Cut some youth clubs	0		
Impact of change	Increase in Anti-Social Behaviour	12	
	Negative impact on young people / community	39	
Consultation approach	Need more information	2	<b>Decision</b> <b><u>Option 2 is preferred Option</u></b>
	Confusing questionnaire	0	
	Listen to us/hear our voice	0	
Preferred option	In favour of change	92	
	Stay the same /No change	41	
	Outsource to voluntary sector	0	
	Outsource to school	0	
	No preference	6	
Propose new model	Combine options 1 & 2	1	
	Not option 3	1	
	New model proposed	2	
	Quality / Training needed	0	

65

## Proposal Change Option 3



### Key changes at a glance (option 3)

- Leicester City Council would not run or fund open access youth clubs. However, other youth clubs would still be available.
- Targeted youth support sessions would reduce from 325 to 300 per year
- One to one support for referred young people would reduce from 145 to 126 sessions a year
- Street based youth work would reduce from 12 to nine sessions a week
- There would be a reduction in the number of staff supporting the Youth Council and UK Youth Parliament

## Consultation responses Option 3

### How Young People responded Option 3

Respondent type	Preferred Option 3	It will affect me/us in a negative way	Alternative ideas / suggestions (other than option 3)	Consultation Approach	No response	Numbers of responses
Someone who has used youth services in the past 12 months	10	80	3	0	5	98
Someone who may be interested in using youth services in the future	19	43	4	0	13	79
Filling in for someone who has used youth services in the past 12 months	1	5	0	0	0	6
Filling in for someone who may be interested in using youth services in the future	6	1	1	0	6	14
A parent or carer of someone who has used youth services in the past 12 months	1	3	1	0	0	5
A parent or carer of someone who may be interested in using youth services in the future	0	3	0	0	0	3
A youth service provider (not working for LCC)	0	7	3	0	0	10
A volunteer involved in youth services	1	11	1	0	0	13
A LCC employee	2	23	2	0	1	28
Other	19	25	4	0	12	60
<b>Total</b>	<b>59</b>	<b>201</b>	<b>19</b>	<b>0</b>	<b>37</b>	<b>316</b>

### Option 3 Consultation feedback – themes and key messages

Themes	Key message	Number of statements	Councils response
Resources	Allocate more money to YS	0	<b>Feedback</b> a) All comments have been considered and noted. b) Suggested impacts are referenced within the equality impact assessment and will be subject to regular scrutiny to inform future planning and decision making. c) A lessons learnt log has been developed to take into account processes undertaken for this consultation d) Where appropriate, questions have been responded to, otherwise, they have informed our future communication strategy. e) Of the seven service suggestions submitted to the consultation; one because they would not be cost effective; three would not be viable/practicable to implement; and three are already a feature of the proposed service offer <b>Comments on Service suggestions</b> 1) Funding should be available for open access 2) One to One targeted support is important that the VCS could deliver 3) The council should have a strategic overview and commission out all youth services to VCS 4) No requirement for Streetbased Youth Work 5) Achieves savings but does not provide quality service to young people 6) Close some youth clubs with low attendance  <b>Decision</b> <b><u>Option 2 is preferred Option</u></b>
	Charging Young People / Buildings	0	
	Fundraise	0	
	Reduce wages	0	
	Advertise	0	
Service offer	Council to provide YS	0	
	Focus on vulnerable young people/services	0	
	Keep open access	2	
	Mobile provision/Bus	0	
	Increase Participation	0	
	Increase Streetbased	0	
Impact of change	Cut some youth clubs	0	
	Increase in Anti-Social Behaviour	2	
Consultation approach	Negative impact on young people / community	4	
	Need more information	0	
	Confusing questionnaire	0	
Preferred option	Listen to us/hear our voice	0	
	In favour of change	1	
	Stay the same /No change	0	
	Outsource to voluntary sector	0	
	Outsource to school	0	
Propose new model	No preference	0	
	Combine options 1 & 2	0	
	Not option 3	0	
	New model proposed	1	
	Quality / Training needed	0	

86



## Section 4 – Other Suggestions/Final Comments

Respondents were asked to provide any suggestions they may have on how we can reduce the cost of youth support services - comments are detailed in the following table.

### Consultation feedback – themes and key messages

Themes	Key messages	Number of statements	Councils response
Comments about the service, proposals and	Supportive of the proposal eg, as it benefits young people/service users	1	<b>Feedback</b>
Suggested potential impacts (of the proposals)	Impact of access to the service eg reduction in youth service offer will impact on access to the service	6	a) All comments have been considered and noted. B) Suggested impacts are referenced within the equality impact assesment and will be subject to regular scrutiny to inform future planning and decision making.
Suggestions concerning the service proposal	Suggestions concerning service delivery eg target the service at vulnerable users, deliver at times suited to young people, deliver at weekends, advertise more.	57	c) A "Lessons learnt" log has been developed to take into account processes undertaken for this consultation. d) Where appropriate, questions have been responded to, otherwise they have informed our future communication strategy.
	Commision differently eg not a priority for the service, allow other providers/young people to deliver eg schools	6	e) Of the 57 service suggestions submitted to the consultation 18 would not be viable/practical to implement: and 20 are already a feature of the proposed service offer: 19 will form part of the new delivery model. <b>From the comments received we have revisited Option 2 and made the following changes</b>
Questions	Various questions	1	i) Merged Streetbased and Open Access teams to ensure synergy and communication in delivery and a co-ordinated response across the city ii) Delivery of 416 Open Access and Streetbased sessions iii) Increased the referral for targeted one to one support from 72 to 108 young people iii) Maintained the focus on vulnerable young people ensuring a consistent central offer is delivered for SEND and Young Carers 208 sessions iv) Maintained a Youth Involvement team to collaborate with the whole council approach to young people's participation v) The open access offer will provide a safe exit strategy from one to one targeted support vi) Improve communication of the youth offer using social media and building key partnerships i.e. police, health, schools etc. vii) Commission additional targeted support that's adds value to the LCC youth offer viii) Front line youth support workers will have increased contractual hours to improve consistency and trust in the service viii) New areas of the city have been identified and will receive a stronger youth offer i.e. Hamilton, West End etc.

## **Additional Information Received –**

### **SEND Engagement:**

28 comments and suggestions from young people with Special Educational Needs and Disabilities which have been included in the consultation and all comments have been considered and noted.

*Information was presented to the Big Mouth Forum with case studies and differentiated questions/images to make sure young people could engage with the process (see page 25.)*

### **Youth Involvement Team:**

The Youth Involvement team submitted a response to the Youth Service remodelling providing ideas for the development for a citywide participation model for the city. These comments have been considered and noted and will contribute to the options to progress participation within children's services teams in the development of one citywide participation team.

### **Young People's Council:**

The Young People's council engaged with the remodelling of the Youth service hosting a discussion meeting with National Youth Agency, De Montfort University and other interested parties. The minutes of the meeting were submitted to the consultation by email (below)

#### Roundtable discussion on current provision of youth work and threats to future provision – 29<sup>th</sup> March 5pm @ City Hall

- Leicester City Young People's Council
- John Boagey: Director, National Youth Agency
- Momodou Salah: DMU YDC Course lead
- Sam Merry: Leicester City council Youth service

**Welcome, introductions,& housekeeping** – YPC Chair.

#### **Setting the scene:**

**Bez Killeen:** Introduction and background to this discussion: following discussions with young people through the youth service remodeling, it is apparent that the loss of youth services to young people will have an impact. This is happening on a national scale, and other authorities have seen their services completely decimated. The session tonight is about the start of a broader conversation between young people and partner organisations who all have an vested interest in the sustainability of youth work.

**Jon Boagey:** The NYA has been in Leicester for over 50 years, starting as the National training college to train youth leaders. Leicester has a proud history in the development of youth work. The purpose of the NYA is to advocate for youth work and for young people; supporting the work force through training and getting more young people accessing youth work. As such it has developed programmes for young people in Leicester including young people in the St Matthews Estate including training programmes for young people such as financial skills, managing money, apprenticeships in youth work as well as developing youth work in different settings: the police, schools and hospitals. The NYA has developed work with partners such as the National space programme around youth work and astronomy, and currently is looking at young people and sleep following evidence that more and more young people are unable to find adequate sleep which can be the cause of mental health problems. The NYA is also trying to establish the impact of youth work on the lives of young people. The NYA set up the Institute for youth work which is the membership body for youth workers and as the main body responsible for developing and promoting youth work policy, the NYA would be interested in what comes out of this conference today.

**Sam Merry** (Operational lead citywide specialist): Youth service overview including the core ethics and values underpinning the youth work profession, evidenced in the way we work. Using methods that are evidence based (cluster of Capabilities, outcomes framework).

#### **Discussions: 1:**

##### **Why have we seen youth work hit so hard by austerity? What has contributed to this?**

###### **Votes count**

Do governments actually see young people as a priority?

Youth services are a non-statutory service: governments will only focus on people that will influence election results. Young people don't vote, so government has no interest in them. Young people have no political power or influence; young people are feeling more and more disengaged. Why are the YPC and the work of the YIT team not seen as part of the youth service by young people? What is different about their offer?

###### **Perception of youth work**

There is a lack of understanding of what youth work really is which has led to people not seeing the value of youth work and its impact on the lives of young people. That it is not just about playing pool and table tennis, the service is very poor at promotion and articulating its impact, has this contributed to the loss of this service?

###### **The invisibility of youth work**

Accounting for low numbers accessing youth services: While every young person that goes to a youth centre has nothing but good things to say about youth work and how it has impacted on their lives, unfortunately not many young people are accessing these services. Could this be as a result of: Inadequate advertisement, publicity and promotion.; services (should use more of social media to promote services, give young people access to Wi-Fi within youth settings).

Provide youth work within locations that are convenient for young people: city Centre based youth services would be more convenient because that is where young people tend to congregate. City Centre provision will not have the same "territorial" issues as locally based youth clubs would have.

Have youth centers become outdated? Youth clubs shouldn't just offer young people a place and time to "disconnect" from the world. Youth clubs should give young people attending the opportunity to still feel "connected" to the world while they are inside through access to social media. Why has youth work become so dependent on buildings? Is it just a place for young people to meet friends? Is the offer adequate? Street based youth work is not recognised as similar to engagement within centers, it can be perceived as an extension of the work of the police, and more about control than choice, workers simply walking the streets keeping an eye out for naughty young people.

Negative perception surrounding youth centers and the young people who attend them Youth workers not doing enough to evidence impact of youth work. Youth workers not providing a varied curriculum (same activities, not interesting) should we concentrate on more project based approach?

The low profile of youth work in schools: Schools not encouraging young people to consider careers in youth work, while favoring careers like law, medicines, the Army.

In evaluating impact of youth work, Government stats count mostly figures and do not often take into account soft outcomes, how can young people tell their youth work story? Would anyone actually listen? Would rather see investment in a service that changes the lives of 10 young people and all can share how that has happened than fund a center that works with 100 young people where no one can share the difference it has made.

Government channeling resources on into “priority areas” of need means access to a universal offer is seriously reduced for young people. But again, could this be down to previous cuts to youth services which have resulted in staff losses?

**Discussion 2 – Has Youth Work and services for young people failed to keep up with an ever developing world? Has technological advancement changed how young people wish to engage?**

Young people are moving towards more and more virtual interactions as more and more young people are introduced at an early stage to technology. For many young people, social media represents a safe place: virtual reality. Is there a link between more and more young people using social media and the drop in numbers of young people accessing youth services?

This calls for more interactive youth work with use of more technology. Using internet as an outreach tool would increase participation, more online promotion. Leicester city hub: media based project should be used more Virtual youth work? Can this actually be a real thing? Would it become even more difficult to measure impact for?

The lack of Wi-Fi in youth clubs prevents young people from accessing their social world while inside. At the same time, chat groups within a youth setting would defeat the purpose of getting together and the benefits of human interaction. As far as youth work is concerned, there is a need to find a balance between technology and human interaction.

How do we manage organisational / concerns fears about the dangers of technology? Encourage positive use of social media, and appropriate use of technology geared at fun and learning.

Youth work staff should be trained in the use of other communication tools. We could use augmented reality; develop apps that can be used as informal education tools.

**Discussion 3 - Has a lack of political education had an impact on young people’s engagement? Should schools embrace a youth work methodology?**

There is a lack of political education in schools, this is a problem, and young people are not adequately prepared to engage in democratic structures when they come of age.

Schools focus on formal curriculum (Maths English, Science) at the expense of life skills and informal education curriculum. OFSTED Inspections have put pressure on schools to focus on achieving GCSE A to C grades, yet young people felt that half the things that are taught in these subjects will not be relevant to them in later life. This has resulted in many young people leaving school with GCSEs but without the life skills needed for today's society.

There is a perceived irrelevance young people feel disconnected because politics is so distant from them, they feel that their voices are not heard within adult arenas, and the platforms that are designed to facilitate their voice politically are not powerful enough. Politics can be scary if "you" are not familiar with the systems/ structures and procedures. Knowledge is power and maybe there's a reason adults don't want to teach us?

If taught in schools using youth work methods, political education can be used to empower young people to effect change, they will become in control of their own learning and influence. It will help to enable young people to understand the reason and value, to engage of voting, and educate them on the need to effect change. Through political education, life skills including simple things like knowing how to pay council tax, how my council is run, etc.

Offering youth work while being employed by the city council has its constraints to how youth workers can effect change with young people particularly using the power of protest (as can be seen as defiant, challenging or engaging in antisocial behavior). However, it is about understanding the strategy skills for effecting change through the power of protest. Is protest the only tool available to young people? How do we bring groups like the YPC higher in profile so young people see them as a means to engage? How young person led is the YPC?

#### **Next steps:**

In the midst of the impending demise of youth work and youth services, more and more young people feel disenfranchised , with no voice nor power to make their feelings known

Youth services: Are they still fit for purpose? Have our national bodies for youth work actually failed young people? This question still remains. Generation SELECT – could we use Generation Select to explore deeper through examining evidence the impact of youth services to young people locally?

Who should we be engaging in dialogue with? How can we as young people be supported to become present in this national debate as presently we are excluded from it?

John Boagey: The Department for Media and culture is organizing regional workshops and online consultations in the next few weeks : opportunity for YPC to have their voice heard by those who shape national policy. Conversations are currently going on with Leicester mercury and Radio Leicester on changes to youth work locally and nationally: but these are not hitting the headlines.

How do we feed these conversations locally? More lobbying needs to be done with local media to promote these conversations

UKYP: there is a broader discussion on the loss of a profession that can be taken nationally through UKYP Position statement from young people to the youth service which says this is how the delivery of youth services should look like, which can become a mission statement, young people should play a more central part in the design of any future models of youth service locally, maybe look to be an example of good practice that can be shared in future locally.

## Appendix B: Briefings Timetable

### 1. Communication Timetable V10

Date of Activity	Time	Location	Stakeholder (Individual or group)	Purpose of Communication Activity	Information to be Communicated	Method of Communication	Person Responsible for Activity
Monday 16 <sup>th</sup> January 2017	4.30pm	CH 3.10	Cllr Russell / Scrutiny	Approval/advice	Share draft consultation plan with Scrutiny	Meeting	Cllr Russell
Tuesday 17 <sup>th</sup> January 2017	9am	Tbc	Heads Of Service / Directorate	Consultation Briefing	Share Consultation Document	GDL Email	Paul Clark
Tuesday 17 <sup>th</sup> January 2017	10am	CH 4.07	Trade Unions	Consultation Briefing	Share Consultation Document (Embargoed until Wednesday 18 <sup>th</sup> January)	Meeting	David Thrusell
Tuesday 17 <sup>th</sup> January 2017	11am	CH	Local Media	Briefing & Press release	Briefing (Embargoed until Wednesday 18 <sup>th</sup> January)	Briefing	Lis
Tuesday 17 <sup>th</sup> January 2017	12pm & 6.30pm	Hansom Hall Adult Education Centre	Youth Service Staff	Consultation Briefing	Share Consultation Document	Meeting	David Thrusell
Tuesday 17 <sup>th</sup> January 2017	4.45pm	Hansom Hall Adult Education Centre	Young Peoples Council	Consultation Briefing	Share Consultation Document	Meeting	David Thrusell
Tuesday 17 <sup>th</sup> January 2017	5.30pm	CH	Members	Consultation Briefing	Share Consultation Document	Meeting	Cllr Russell
Wednesday 18 <sup>th</sup> January 2017	9am	n/a	Customer Service Centre's / Frontline Staff	Consultation Briefing	Share Consultation Document	Email / Staff Briefing (Natalie Stacey, CSC Manager)	Paul Clark
Wednesday 18 <sup>th</sup> January 2017	9am	n/a	Other Frontline LCC Staff	Consultation Briefing	Share Consultation Document	Email / Staff Briefing	Paul Clark & Nicola Odom
Wednesday 18 <sup>th</sup> January 2017	00.01	Online	Public / Service Users & Partners	Consultation Live	Consultation document goes live to public	Online & Paper form LCC Website, Posters, Media, Social Media & Press	Paul Clark / Press & Digital Media
Thursday 19 <sup>th</sup> January 2017	n/a	n/a	Keith Vaz MP	Consultation Briefing	Share Consultation Document	Email – Invite to meet	Cllr Russell & David Thrusell
Thursday 19 <sup>th</sup> January 2017	n/a	n/a	Jon Ashworth MP	Consultation Briefing	Share Consultation Document	Email – Invite to meet?	Cllr Russell
Thursday 19 <sup>th</sup> January 2017	n/a	n/a	Liz Kendal MP	Consultation Briefing	Share Consultation Document	Email – Invite to meet?	Cllr Russell

Date of Activity	Time	Location	Stakeholder (Individual or group)	Purpose of Communication Activity	Information to be Communicated	Method of Communication	Person Responsible for Activity
Friday 27 <sup>th</sup> January 2017	11-1.30PM	CH 1.13	Leicester Children's Trust	Leicester Children's Trust Board Meeting	Share Consultation Document	Meeting	David Thrusell
February 2017	n/a	n/a	Schools/youth centres	Engage with Young People and their views	Posters	Posters	Julia Conlon & Nicola Odom
1 <sup>st</sup> February 2017	9.00am	n/a	Schools	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Schools Extranet /link	David Thrusell & Nicola Odom
Wednesday 1 <sup>st</sup> February 2017	6.30-7.30pm	St Matthews Youth Centre	St Matthews Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	Julia Conlon & Nicola Odom
Friday 3 <sup>rd</sup> February 2017	2.30pm	Mr. Vaz's Office	Keith Vaz MP	Consultation Briefing	Share Consultation Document	Meeting	Cllr Russell & David Thrusell
Tuesday 7 <sup>th</sup> February	6-7pm	New Parks Youth Centre	New Parks Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 7 <sup>th</sup> February 2017	7-8pm	Belgrave Youth Centre	Belgrave Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Thursday 16 <sup>th</sup> February 2017	12-1pm	CH 4.03	Streetvibe Focus session Consultation	Consultation Briefing	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Thursday 16 <sup>th</sup> February 2017	1.45-2.45pm	CH 4.03	UR Choice Focus Session Consultation	Consultation Briefing	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Thursday 16 <sup>th</sup> February 2017	6pm – 6.45pm	Braunstone Grove Youth Centre	Braunstone Grove Focus Group	Consultation Briefing	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Beejal Madhvani
Thursday 16 <sup>th</sup> February 2017	7pm – 7:45pm	Thurnby Lodge Youth Centre	Thurnby Lodge Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Beejal Madhvani
Friday 17 <sup>th</sup> February 2017	12pm – 1pm	CH 3.09	EHLA Chairs	Consultation Briefing	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Beejal Madhvani
Tuesday 21 <sup>st</sup> February 2017	7 – 7.45pm	Gilmorton Youth Centre	Gilmorton Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell
Wednesday 22 <sup>nd</sup> February 2017	5pm	CH Main Hall	Young Peoples Council	Provide updates to YPC	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrusell & Nicola Odom
Wednesday 22 <sup>nd</sup> February 2017	7-7.45pm	Kingfisher Youth Centre	Kingfisher Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom

Date of Activity	Time	Location	Stakeholder (Individual or group)	Purpose of Communication Activity	Information to be Communicated	Method of Communication	Person Responsible for Activity
Wednesday 22 <sup>nd</sup> February 2017 Meeting cancelled due to staff sickness at the centre	7.45-8.30pm	Allextion Youth Centre	Allextion Focus Group	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Thursday 23 <sup>rd</sup> February 2017	1-2pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrusell & Nicola Odom
Tuesday 28 <sup>th</sup> February 2017	1-2.30pm	CH G.04	Commissioned Providers	Engage with Commissioned Providers and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 28 <sup>th</sup> February 2017	7-7.45pm	Stocking Farm Youth Centre	Stocking Farm Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 28 <sup>th</sup> February 2017	7.45-8.30pm	Magpie Youth Centre	Magpie Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Monday 6 <sup>th</sup> March 2017	6-7pm	CH G.02	SEND	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Wednesday 7 <sup>th</sup> March 2017	11.00- 1pm	VAL	Voluntary organisations	Engage with Voluntary sector and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Wednesday 8 <sup>th</sup> March 2017	6pm – 7pm	CH	Young Carers Forum	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Wednesday 8 <sup>th</sup> March 2017	7-7.45pm	Armadale Youth Centre	Armadale Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 14 <sup>th</sup> March 2017	6-6.45pm	Centre Project (Young Asylum Seekers)	Centre Project	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 14 <sup>th</sup> March 2017 Cancelled due to no young people attending	7-7.45pm	Coleman Youth Centre	Coleman Focus Group	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrusell & Nicola Odom
Monday 20 <sup>th</sup> March 2017	5-6pm	LGBT	LGBT (Trans Group)	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom
Tuesday 28 <sup>th</sup> March 2017	9.30am	St Andrews Adventure Playground	Adventure Playgrounds	Engage with Voluntary sector and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrusell & Nicola Odom



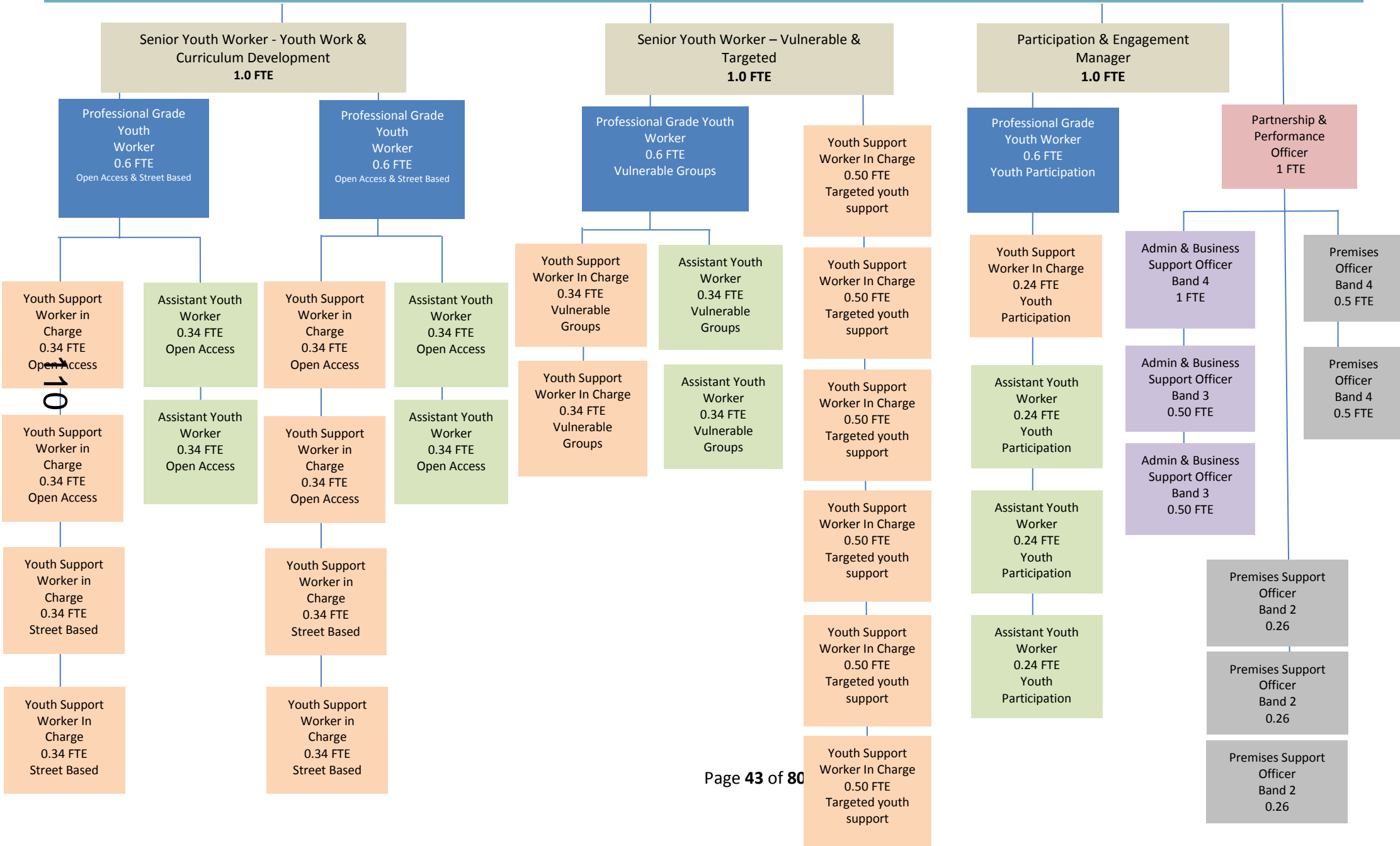
Date of Activity	Time	Location	Stakeholder (Individual or group)	Purpose of Communication Activity	Information to be Communicated	Method of Communication	Person Responsible for Activity
Wednesday 29 <sup>th</sup> March 2017	5pm	CH Main Hall	Young Peoples Council	Provide updates to YPC	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 30 <sup>th</sup> March 2017	2-3pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 30 <sup>th</sup> March 2017	5.30 – 6.30pm	CH	Big mouth Forum CICC	Engage with Young People and their views	Outline YSR proposals Q&A	Meeting	David Thrussell & Nicola Odom
Thursday 6 <sup>th</sup> April 2017	7-8pm	LGBT	LGBT	Engage with Young People and their views	Outline Youth Service Remodelling Proposals Q&A	Meeting	David Thrussell & Nicola Odom
Thursday 27 <sup>th</sup> April 2017	2-3pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
107 April 2017	Tbc	Tbc	Young Peoples Council	Provide updates to YPC	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Tuesday 30 <sup>th</sup> May 2017	1-2pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 29 <sup>th</sup> June 2017	2-3pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
June 2017	Tbc	Tbc	Young Peoples Council	Provide updates to YPC	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 27 <sup>th</sup> July 2017	2-3pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 31 <sup>st</sup> August 2017	2-3pm	4.07 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom
Thursday 28 <sup>th</sup> September 2017	2-3pm	3.09 CH	Trade Unions	Provide updates to unions	Relevant points of Youth Service Remodelling dependent on stage	Meeting	David Thrussell & Nicola Odom

## APPENDIX C – Final Service Proposals

<b>Summary of Service Offer</b>	
*subject to staff consultation where it impacts on staffing structures and roles	
<b>108</b>	<ul style="list-style-type: none"> <li>- Merged Streetbased and Open Access teams to ensure synergy and communication in delivery and a co-ordinated response across the city</li> <li>- Delivery of 416 Open Access and Streetbased sessions</li> <li>- Increased the referral for targeted one to one support from 72 to 108 young people</li> <li>- Maintained the focus on vulnerable young people ensuring a consistent central offer is delivered for SEND and Young Carers 208 sessions</li> <li>- Maintained a Youth Involvement team to collaborate with the whole council approach to young people's participation</li> <li>- The open access offer will provide a safe exit strategy from one to one targeted support</li> <li>- Improve communication of the youth offer using social media and building key partnerships i.e. police, health, schools etc.</li> <li>- Commission additional targeted support that's adds value to the LCC youth offer</li> <li>- Front line youth support workers will have increased contractual hours to improve consistency and trust in the service</li> <li>- New areas of the city have been identified and will receive a stronger youth offer i.e. Hamilton, West End etc.</li> <li>- Increased in proposed FTE from 18.3 to 19.58</li> </ul>
Posts	19.58 FTE (41 posts) flexible working between 8am and 10pm Monday to Sunday
Buildings	<p>3 x Youth Centres (Armadale - Netherhall, Kingfisher - Saffron Lane and New Parks YC)</p> <p>Other venues subject to UBB including Stocking Farm, St Matthews, Northfields, Braunstone, Highfields, Magpie, Coleman, Belgrave and Thurnby Lodge</p> <p>New venues to be determined in Beaumont Leys, West End, Hamilton, Tudor Road/Woodgate, Central</p>
Open Access and	<ul style="list-style-type: none"> <li>- 2 x youth work teams covering 8 locations per week</li> </ul>

Streetbased	<ul style="list-style-type: none"> <li>- Curriculum lead working face to face with young people delivering activities such as drug and alcohol awareness, CSE and on line safety, sexual health, health and wellbeing, confidence and self esteem</li> <li>- Streetbased youth work delivering a response to engage young people where there are issues of concern including ASB and those on the fringes of criminal activity</li> <li>- Develop key partnerships to develop the service</li> <li>- Recording IO database</li> </ul>
Vulnerable Young People - Youth Clubs	<ul style="list-style-type: none"> <li>- 2 closed youth groups 1 for Special Educational needs and Disabilities (SEND) and 1 for Young Carers</li> <li>- Work face to face with vulnerable young people delivering a wide range of prepared curriculum activities including Independent Travel Training, Health and Wellbeing, Sexual Health, Independent living skills, confidence and self-esteem, behavioural issues, CSE and online safety</li> <li>- Develop key partnerships to develop the service and support the needs of SEND, Young carers and Children In Care</li> <li>- Recording IO database</li> </ul>
Targeted - One to one support	<ul style="list-style-type: none"> <li>- Youth Workers with a dedicated caseload to work one to one with young people requiring personal and social development who may be facing a range of issues including social isolation, poor attendance, risky behaviours, missing episodes, at risk of CSE or on the edge of care, low self-confidence and self-esteem, anger management</li> <li>- Referrals through Early Help Targeted Youth Support pathway</li> <li>- Recording on Liquid Logic and IO database</li> </ul>
Youth Involvement and participation	<ul style="list-style-type: none"> <li>- Dedicated team ensuring that the voice of young people is heard encouraging and enabling them to participate in democratic processes</li> <li>- Contribute to the strategic vision of participation and involvement across children's services.</li> <li>- Recording on IO database</li> </ul>

# Service Manager Targeted Youth Support & IAG - Julia Conlon



**Open Access and Streetbased Staffing & Delivery Schedule**

**Week 1-Team 1**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of Session			6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	
Session Location	Professional Grade youth worker in 9am - 5pm (7.5 Hours) Supervision, attend meetings, planning, data analysis	No sessions	New Parks Youth Centre	Eyres Monsell Magpie Youth Centre	Stocking Farm (Location to be determined)	Braunstone (Location to be determined)	No sessions
Staffing			Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	
			YSWIC (1)	YSWIC (1)	YSWIC (1)	YSWIC (1)	
			YSWIC (2)	YSWIC (2)	YSWIC (2)	YSWIC (2)	
			AYSW (1)	AYSW (1)	AYSW (1)	AYSW (1)	
			AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)	
			SB (1)	SB (1)	SB (1)	SB (1)	
			SB (2)	SB (2)	SB (2)	SB (2)	

**Open Access and Streetbased Staffing & Delivery**  
**Schedule**

**Week 2-Team 1**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of Session		6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)		
112 Session Location	Professional Grade youth worker in 9am - 5pm (7.5 Hours) Supervision, attend meetings, planning, data analysis	Saffron Lane Kingfisher Youth Centre	Highfields CYP&F Centre	Beaumont Leys (Location to be determined)	West End (Location to be determined)	No sessions	No sessions
Staffing		Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker		
		YSWIC (1)	YSWIC (1)	YSWIC (1)	YSWIC (1)		
		YSWIC (2)	YSWIC (2)	YSWIC (2)	YSWIC (2)		
		AYSW (1)	AYSW (1)	AYSW (1)	AYSW (1)		
		AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)		
		SB (1)	SB (1)	SB (1)	SB (1)		
		SB (2)	SB (2)	SB (2)	SB (2)		

**Open Access and Streetbased Staffing & Delivery Schedule**

**Week 1-Team 2**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of Session	Professional Grade youth worker in 9am - 5pm (7.5 Hours) Supervision, attend meetings, planning, data analysis	No sessions	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	No sessions
Session Location			Netherhall (Location to be determined)	Northfields (Location to be determined)	Coleman Youth Centre	St Matthews Neighbourhood Centre	
Staffing			Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	
			YSWIC (1)	YSWIC (1)	YSWIC (1)	YSWIC (1)	
			YSWIC (2)	YSWIC (2)	YSWIC (2)	YSWIC (2)	
			AYSW (1)	AYSW (1)	AYSW (1)	AYSW (1)	
			AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)	
			SB (1)	SB (1)	SB (1)	SB (1)	
			SB (2)	SB (2)	SB (2)	SB (2)	

113

**Open Access and Streetbased Staffing & Delivery Schedule**

**Week 2-Team 2**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of Session		6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)		
Session Location	Professional Grade youth worker in 9am - 5pm (7.5 Hours) Supervision, attend meetings, planning, data analysis	Thurnby Lodge Youth Centre	Belgrave CYP&F Centre	Tudor Road, Woodgate Area (Location to be determined)	Hamilton (Location to be determined)	No sessions	No sessions
Staffing		Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker	Professional Grade youth worker		
		YSWIC (1)	YSWIC (1)	YSWIC (1)	YSWIC (1)		
		YSWIC (2)	YSWIC (2)	YSWIC (2)	YSWIC (2)		
		AYSW (1)	AYSW (1)	AYSW (1)	AYSW (1)		
		AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)		
		SB (1)	SB (1)	SB (1)	SB (1)		
		SB (2)	SB (2)	SB (2)	SB (2)		

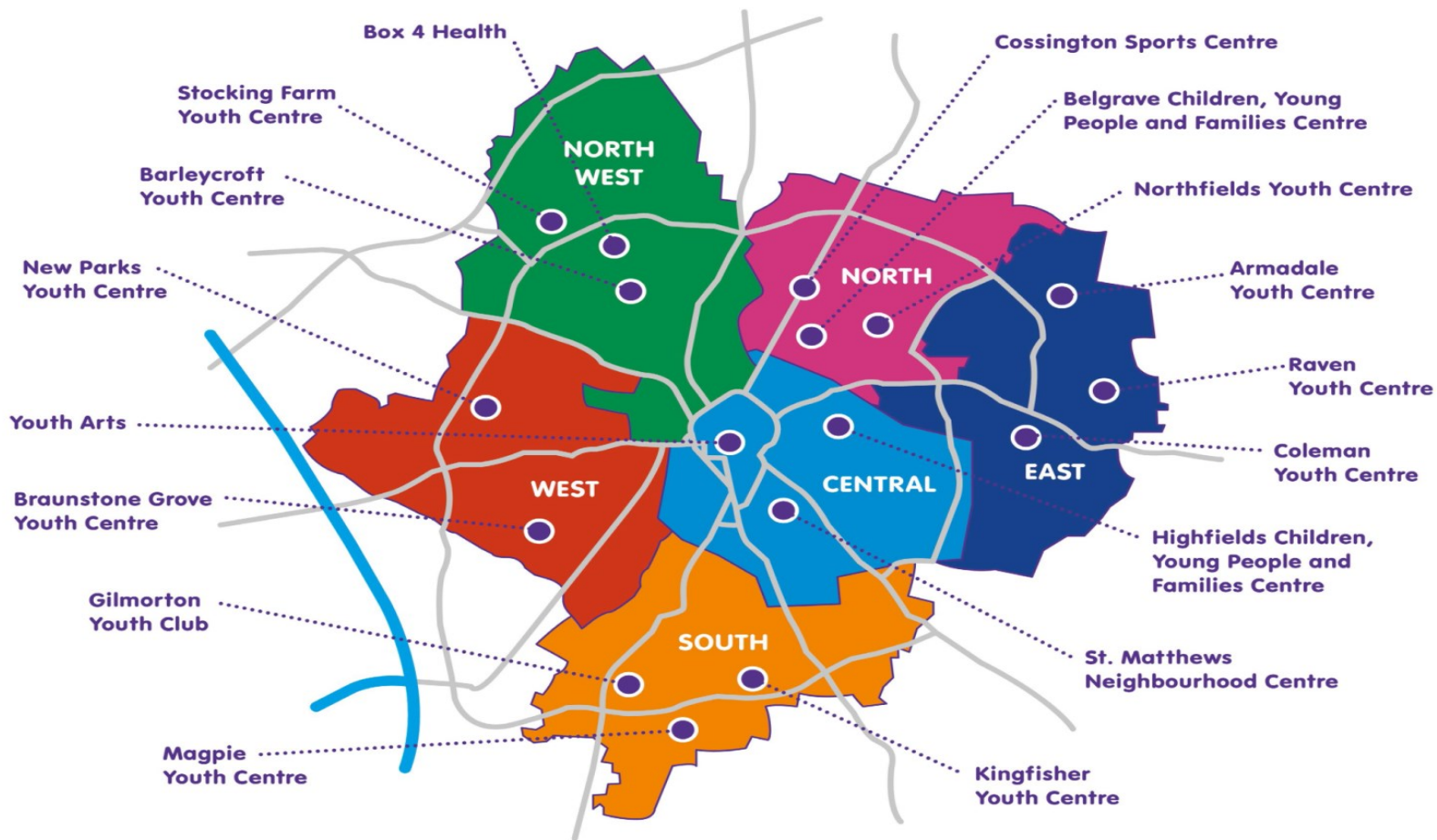
114



**SEND & Young Carers Staffing & Delivery Schedule**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of Session		6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)	6pm - 9pm (3 Hours)		
115 Session Location	Professional grade youth worker in 9am - 5pm (7.5 Hours) Supervision, attend meetings, planning, data analysis	Netherhall (Location to be determined) SEND	City Centre (Location to be determined) Young Carers	Saffron Lane Kingfisher Youth Centre SEND	New Parks Youth Centre SEND	No sessions	No sessions
Staffing		Professional grade youth worker	Professional grade youth worker	Professional grade youth worker	Professional grade youth worker		
		YSWIC (1)	YSWIC (1)	YSWIC (1)	YSWIC (1)		
		YSWIC (2)	YSWIC (2)	YSWIC (2)	YSWIC (2)		
		AYSW (1)	AYSW (1)	AYSW (1)	AYSW (1)		
AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)	AYSW (2)			

# MAP OF YOUTH CENTRES



116

APPENDIX E: Commissioned Youth Services

**Tender Organisations Contact Details**

NAME OF ORGANISATION	CONTACT NAME	ADDRESS	TELEPHONE NUMBER	EMAIL ADDRESS
B- Inspired	Sally Davis	Business Box, Oswin Road Leicester LE3 1HR	0116 2795046 07850747999	Sally.davis@b-inspired.org.uk
Boxercise4health services	Kelton McKenzie	6 Phillips Crescent Leicester LE4 1HF	07976704585	<a href="mailto:Box4health@live.co.uk">Box4health@live.co.uk</a>
The Centre for Fun and Families	Jayne Ballard	177-179 Narborough Road Leicester LE3 0PE	0116 2234254 07745 800202	<a href="mailto:jayne@funandfamilies.org.uk">jayne@funandfamilies.org.uk</a>
Leicester Lesbian Gay Bisexual and Transgender Centre		15 Wellington Street Leicester LE1 6HH	0116 2547412 07548 742944	dennis@leicesterlgbtcentre.org
Leicester YMCA (Consortium) - Delivered by HCA and YMCA	Paul Brown	7 East Street Leicester LE1 6EY	0116 2046200	pbrown@leicesterymca.co.uk
Northeaster Narrow Boat Project	Mike Wallace	Andrew Cooper 139 Kitchener Road Leicester LE5 4AW	0116 2779689 07817 777365	enquiries@northeaster.org.uk
Relate	Suzanne Prince	83 Aylestone Road Leicester LE2 7LL	0116 2543011 07796 146094	<a href="mailto:Suzanne@relateleics.org">Suzanne@relateleics.org</a> Suzanne.prince1@btinternet.com
Social Training Activities and Recreational Sports Ltd (STARS)	Jevon Payne	The Emerald Centre, Gypsy Lane Leicester LE5 0TB	07817 641238	Jevon.payne@thestars.org.uk
Somali Community Parents Association (SOCOPA)	Abdikayf Farah	19 Brunswick street Leicester LE1 2LP	01162628632 07853290875	<a href="mailto:socopa@hotmail.co.uk">socopa@hotmail.co.uk</a> <a href="http://www.socopa.org.uk">www.socopa.org.uk</a>
Streetvibe Young Peoples Service (SYPS)	Brian Quinn	Braunstone Grove youth Centre, Cort Crescent Leicester LE3 1QH	0116 2292549 07709 438657	Brian.quinn@streetvibeyouth.com

The Centre Project Ltd	Eric Waweru	1 Alfred Place Leicester LE1 1EB	0116 2554013	centralproject@btconnect.com
UR Choice Young Peoples Project	Michelle Gamble	7 Home Farm Square, Beaumont Leys Leicester LE4 0RU	0116 2354705 07876 348103	Ur.choice@live.com
Young Leicestershire	Alison Jolley	Blaby and Whetstone Youth Club, Warwick Road Whetstone Leicestershire LE8 6LW	0116 2750489 07767 774508	Alison.jolley@youngeicestershire.org.uk

## Equality Impact Assessment (EIA) Template: Service Reviews/Service Changes

Title of spending review/service change/proposal	Youth Service Remodelling
Name of division/service	Children Young People & Families
Name of lead officer completing this assessment	Julia Conlon/Nicola Odom
Date EIA assessment completed	Version 5: 18 <sup>th</sup> May 2017
Decision maker	e.g. City Mayor/Assistant Mayor/Director
Date decision taken	

EIA sign off on completion:	Signature	Date
Lead officer		
Equalities officer		
Divisional director		

**Please ensure the following:**

- (a) That the document is understandable to a reader who has not read any other documents, and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy, but must be complete.
- (b) That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- (c) That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

<p><b>1. Setting the context</b></p> <p>Describe the proposal, the reasons it is being made, and the intended change or outcome. Will current service users' needs continue to be met?</p>
<p>1. <b><u>Introduction</u></b></p>

This Equality Impact Assessment (EIA) will be a working document and will inform the implementation of the Youth Service remodelling.

- This project has been set up to contribute to the financial savings the council needs to make.
- The service currently offers:
- Open access youth clubs across 6 clusters of the city for young people aged 13-19, and “closed” sessions for young carers and young people with Special Educational Needs and Disabilities.
- Streetbased - The street based team is a citywide resource and is a mobile response to engage young people where there are issues of concern including anti-social behaviour and those on the fringes of criminal activity.
- Targeted youth support 1:1 working with vulnerable young people who are referred to the youth service via the early help process
- The new service will be remodelled based on the response from the consultation focusing on the most vulnerable young people across the city. The Youth Service remodelling Project Board, which is chaired by Frances Craven, is responsible for managing this project and for putting forward recommendations to the Executive for a decision.

#### 1.1. **Scope of this EIA**

This EIA specifically focuses on young people aged 13 -19 (up to 25 years with Special Educational Needs and Disabilities) who may be affected by proposals to remodel youth services across the city. This includes Open Access Youth Clubs; Targeted Youth sessions for young people with Special Educational Needs and Disabilities and Young Carers; Targeted one to one youth support; Streetbased Youth Work; Youth participation and Involvement as well as commissioned youth provision that adds value to the youth offer.

#### 1.2. **Commissioned Services**

- 1.3. 17 services are commissioned by youth services are also considered in this EIA. This includes frontline services provided in Braunstone (currently delivered by Streetvibe) and Beaumont Leys (currently delivered by Ur Choice).

<b>2. Equality implications/obligations (TO BE COMPLETED FOLLOWING A DECISION, EXPECTED JUNE 2017)</b>	
Which aims of the Public Sector Equality Duty (PSED) are likely be relevant to the proposal? In this question, consider both the current service and the proposed changes.	
	<b>Is this a relevant consideration? What issues could arise?</b>
<b>Eliminate unlawful discrimination, harassment and victimisation</b> How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic	<b>For the service to complete.</b>
<b>Advance equality of opportunity between different groups</b> How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).	<b>For the service to complete.</b>
<b>Foster good relations between different groups</b> Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?	<b>For the service to complete.</b>

<b>3. Who is affected?</b>
Outline who could be affected, and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.
<p><b>3.1. Background</b></p> <p>3.2. The remodelling of youth services may potentially affect the following groups:</p> <p><b>3.3. Current and potential future users of youth services</b> – this includes children, young people aged between 13 and 19 (up to age 25 for young people with Special Educational Needs and Disabilities) who may be affected because services may be re-designed, reduced, ceased or they may have to access services from different locations.</p>

3.4. **Youth Service council employees**, who may be affected by redundancy following an organisational review or a change to their place(s) of work. The impact of the proposed models on these employees will be subject to a separate EIA as part of an organisational review.

3.5. **Services commissioned by Youth Service and the employees of these services**, who may be affected by having to work with a remodelled service, by redundancy, and by a change to their place(s) of work.

#### 4. Information used to inform the equality impact assessment

What **data, research, or trend analysis** have you used? Describe how you have got your information and what it tells you. Are there any gaps or limitations in the information you currently hold, and how you have sought to address this, e.g. proxy data, national trends, etc.

4.1 We analysed the user/footfall data for each youth centre over a 12 month period from our database (profile) and identified which young people attended each youth group, their age, sex, and race. This data includes the user data of commissioned providers in Beaumont Leys and Braunstone areas.

4.2 The Street based data is limited as the team engage with young people in areas of the city they congregate i.e. outside shops/parks and are who may not be willing to provide their full names, address date of birth etc. This data is based on postcode location and gender, rather than of names users.

Streetbased Youth Work	13 - 19			
	Male	Female	Gender (Not Known)	Total
	2489	764	47	3330



4.3. We have mapped the distance travelled by service users in accessing youth services across the city this informed us that 144 young people use more than one youth centre and are prepared to travel to access the provision. (maps are available if required)

4.4

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info
	Bangladeshi	Indian	Pakistani	Other Asian background	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Young People	0	14	0	0	5	5	13	0	2	3	14	1	83	0	1	1	1	1	144

SEN Status whilst at school	EHCP	LDD	School Action	School Action +	Statemented	Blank	Total
Young People	1	2	7	11	10	113	144
Gender	Male	Female	Gender (Not Known)	Total			
Young People	105	39	0	144			

SEN Status Post-16	LDD no statement	No LDD	Statemented	Blank	Total
Young People	4	2	2	136	144

Equality & ethnic monitoring of the responses to the consultation has not been consistently recorded and was only collected through the on line portal. However the service holds data that informs the youth service about user needs and requirements based on age, gender, ethnicity and disability. To ensure a meaningful consultation, briefings were provided to the SEND youth groups, Big Mouth Forum and Young Carer forums to ensure they were able to engage with the process. In addition briefings were provided to LGBT youth groups and to the funded Centre Project an asylum seeker youth group based in the city centre. A full Equality Impact Assessment (EIA) will be included in the post consultation report.

#### Armada Youth Centre

Ethnicity	All Age Groups																No Data	TOTAL				
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info			
	Bangladeshi	Indian	Pakistani	Other Asian background	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)						
Gender	0	1	0	1	1	0	0	Male 0	Female 0	2	9	0	Gender (Not Known) 0	Total 5	0	0	0	0	0	85	105	
Armada								71	32		2		105									
Armada																						

## Belgrave Youth Centre

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed ethnic multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Belgrave	0	6	0	72	0	0	0	0	0	0	0	0	2	0	0	1	0	21	102

Gender	Male	Female	Gender (Not Known)	Total
Belgrave	101	0	1	102

**Coleman Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
Coleman	41	19	1	61

Ethnicity	All Age Groups																	No Data	TOTAL
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other	Refused Info		
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Coleman	0	0	0	7	0	0	0	0	0	0	0	0	5	0	0	1	0	48	61

**Kingfisher Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
Kingfisher	68	48	0	116

Ethnicity	All Age Groups																	No Data	TOTAL
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other	Refused Info		
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Kingfisher	0	0	0	30	0	0	0	0	0	0	0	1	84	0	0	0	0	1	116

**Magpie Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
Magpie	49	34	0	<b>83</b>

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Magpie	0	0	0	0	0	0	0	0	0	0	0	0	70	0	0	0	0	13	<b>83</b>

**New Parks Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
New parks	145	72	2	219

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
New parks	0	0	0	5	0	0	0	0	0	0	0	1	61	0	0	2	0	150	219

**Northfields Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
Northfields	28	6	1	35

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White		Other	Refused Info			
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Northfields	0	0	0	7	0	0	0	0	0	0	0	0	11	0	0	0	0	17	35



**Raven Youth Centre**

Gender	Male	Female	Gender (Not Known)	Total
Raven	41	25	1	67

Ethnicity	All Age Groups																	No Data	TOTAL
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other	Refused Info		
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
Raven	0	2	0	0	1	0	0	0	0	1	1	0	43	0	1	2	0	17	67

### St Matthews Youth Centre

Gender	Male	Female	Gender (Not Known)	Total
St Matthews	225	3	11	239

Ethnicity	All Age Groups																No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White			Other			Refused Info
	Bangladeshi	Indian	Pakistani	Other Asian background / or Asian British	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background	(Not Stated)			
St Matthews	0	0	0	1	0	2	0	0	0	0	2	0	5	0	0	2	0	227	239

**Commissioned Providers male/female data**

Provider	13 - 19				All Other Age Groups			
	Male	Female	Gender (Not Known)	Total	Male	Female	Gender (Not Known)	Total
Streetvibe	55	17	4	<b>76</b>	76	35	958	<b>1069</b>
Centre for Fun and Families	12	5	0	<b>17</b>	20	9	0	<b>29</b>
Leicester Lesbian Gay Bisexual and Transgender Centre	69	55	0	<b>124</b>	69	55	0	<b>124</b>
Relate Counselling	3	12	0	<b>15</b>	3	15	0	<b>18</b>
Streetvibe	93	40	0	<b>133</b>	107	49	1	<b>157</b>
The Centre Project	30	0	0	<b>30</b>	31	0	0	<b>31</b>
Young Leicestershire	47	21	0	<b>68</b>	55	26	0	<b>81</b>
Leicester YMCA (Consortium)	220	62	0	<b>282</b>	285	93	0	<b>378</b>
Northeaster Narrow Boat	29	15	0	<b>44</b>	120	64	133	<b>317</b>
Somali Community Parents Association (SOCOPA)	9	12	0	<b>21</b>	19	25	1	<b>45</b>
STARS	225	98	1	<b>324</b>	270	113	120	<b>503</b>
Streetvibe	138	54	1	<b>193</b>	202	74	3	<b>279</b>
UR Choice Young Peoples Project	73	46	2	<b>121</b>	84	65	4	<b>153</b>
	<b>1,003</b>	<b>437</b>	<b>8</b>	<b>1,448</b>	<b>1,341</b>	<b>623</b>	<b>1,220</b>	<b>3,184</b>

### Commissioned Providers Ethnicity data

Provider	All Age Groups															No Data	TOTAL	
	Asian or Asian British				Black or Black British			Chinese	Dual / Multiple Heritage				White					Other
	Bangladeshi	Indian	Pakistani	Other Asian background	African	Caribbean	Any other Black Background	Chinese	White & Asian	White & Black African	White & Black Caribbean	Any other mixed multiple ethnic backgrounds	White British	White Irish	Any other white background			(Not Stated)
Streetvibe							1				1	1	33		47	3	983	1069
Center for Fun and Families				2								2	24		1			29
LGBT				28	2	1						2	86	5				124
Relate			2	1	1	1			1			1	11					18
Streetvibe					29		3					9	111	2	1		2	157
The Centre Project				3	24										1	3		31
Young Leicestershire		3		3		1	1				1	3	68		1			81
Leicester YMCA	8	99	12	9	77	3	10		1	2	3	8	108		6	6	26	378
Northeastern Narrow Boat				3			3						178				133	317
(SOCOPA)					44												1	45
STARS		22	2	61	1	22	2				12	5	201		2	2	171	503
Streetvibe				3	41		16	1				13	167	15	5	1	17	279
UR Choice		4		3	7	6	2				3	11	98		8		11	153
	8	128	16	116	226	34	38	1	2	2	20	55	1085	22	72	15	1344	3184

#### 4. Consultation

What **consultation** have you undertaken about the proposal with current service users, potential users and other stakeholders?

What did they say about:

- What is important to them regarding the current service?
- How does (or could) the service meet their needs?
- How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)?
- Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

4.1. Stakeholders have been informed through briefings and at partner meetings. Staff from this service area have had regular updates at service meetings and bespoke briefings delivered at a range of venues and times to meet the needs of the workforce, many of whom are working for the service on a part time basis in the evenings. Service users have been informed.

4.2. Recent information has been disseminated to Youth centres service users informing them that there are planned changes for youth services. A 12 week public consultation has been completed between 18<sup>th</sup> January and 12<sup>th</sup> April 2017 which included on line and paper questionnaires and briefing meetings.

### Schedule of briefings held throughout the consultation

Stakeholder (Individual or group)	Date of Activity	Stakeholder (Individual or group)	Date of Activity	Stakeholder (Individual or group)	Date of Activity
Cllr Russell / Scrutiny	Monday 16th January 2017	New Parks Young peoples brief	Tuesday 7th February 2017	Armadale Young peoples brief	Wednesday 8th March 2017
Heads Of Service / Directorate	Tuesday 17th January 2017	Belgrave Young peoples brief	Tuesday 7th February 2017	Centre Project Young peoples brief	Tuesday 14th March 2017
Trade Unions	Tuesday 17th January 2017	Streetvibe Focus session Consultation	Thursday 16th February 2017	Coleman Young people's brief	Tuesday 14th March 2017 Cancelled due to no young people attending
Local Media	Tuesday 17th January 2017	UR Choice Brief	Thursday 16th February 2017	LGBT (Trans Group) Young people's brief	Monday 20th March 2017
Youth Service Staff	Tuesday 17th January 2017	Braunstone Grove Young people's brief	Thursday 16th February 2017	Adventure Playgrounds	Tuesday 28th March 2017
Young Peoples Council	Tuesday 17th January 2017	Thurnby Lodge Young people's brief	Thursday 16th February 2017	Young Peoples Council	Wednesday 29th March 2017
Members	Tuesday 17th January 2017	EHLP Chairs	Friday 17th February 2017	Trade Unions	Thursday 30th March 2017
Customer Service Centers / Frontline Staff	Wednesday 18th January 2017	Gilmorton Young people's brief	Tuesday 21st February 2017	Big mouth Forum CICC	Thursday 30th March 2017
Other Frontline LCC Staff	Wednesday 18th January 2017	Young Peoples Council	Wednesday 22nd February 2017	LGBT Young people's brief	Thursday 6th April 2017
Public / Service Users & Partners	Wednesday 18th January 2017	Kingfisher Young people's brief	Wednesday 22nd February 2017	Trade Unions	Thursday 27th April 2017
Keith Vaz MP	Thursday 19th January 2017	Allextion Young people's brief	Wednesday 22nd February 2017 Meeting cancelled due to staff sickness at the centre	Young Peoples Council	Apr-17

Jon Ashworth MP	Thursday 19th January 2017	Trade Unions	Thursday 23rd February 2017	Trade Unions	Tuesday 30th May 2017
Liz Kendal MP	Thursday 19th January 2017	Commissioned Providers	Tuesday 28th February 2017	Trade Unions	Thursday 29th June 2017
Leicester Children's Trust	Friday 27th January 2017	Stocking Farm Young people's brief	Tuesday 28th February 2017	Young Peoples Council	Jun-17
Schools/youth centres	Feb-17	Magpie Young people's brief	Tuesday 28th February 2017	Trade Unions	Thursday 27th July 2017
Schools	Wednesday 1st February 2017	SEND Young people's brief	Monday 6th March 2017	Trade Unions	Thursday 31st August 2017
St Matthews Young people's brief	Wednesday 1st February 2017	Voluntary organisations	Tuesday 7th March 2017	Trade Unions	Thursday 28th September 2017
Keith Vaz MP	Thursday 19th January 2017	Young Carers Forum	Wednesday 8th March 2017		

<b>5. Potential equality Impact</b>			
<p>Based on your understanding of the service area, any specific evidence you may have on service users and potential service users, and the findings of any consultation you have undertaken, use the table below to explain which individuals or community groups are likely to be affected by the proposal <u>because of their protected characteristic(s)</u>. Describe what the impact is likely to be, how significant that impact is for individual or group well-being, and what mitigating actions can be taken to reduce or remove negative impacts.</p> <p>Looking at potential impacts from a different perspective, this section also asks you to consider whether any other particular groups, especially <u>vulnerable groups</u>, are likely to be affected by the proposal. List the relevant that may be affected, along with their likely impact, potential risks and mitigating actions that would reduce or remove any negative impacts. These groups do not have to be defined by their protected characteristic(s).</p>			
<b>Protected characteristics</b>	<b>Impact of proposal:</b> Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. Why is this protected characteristic relevant to the proposal? How does the protected characteristic determine/shape the potential impact of the proposal?	<b>Risk of negative impact:</b> How likely is it that people with this protected characteristic will be negatively affected? How great will that impact be on their well-being? What will determine who will be negatively affected?	<b>Mitigating actions:</b> For negative impacts, what mitigating actions can be taken to reduce or remove this impact? These should be included in the action plan at the end of this EIA.
<b>Age<sup>1</sup></b>	Young people 13-19(24 SEND)	The changes will affect the	1. Data and staff/service user

<sup>1</sup> Age: Indicate which age group is most affected, either specify general age group - children, young people working age people or older people o Young people 13-19(24 SEND) will be affected

Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.

r specific age bands



	<p>will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.</p>	<p>type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.</p>	<p>feedback will be reviewed to inform prioritisation of service delivery.</p>
<b>Disability<sup>2</sup></b>	<p>Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.</p>	<p>The changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.</p>	<ol style="list-style-type: none"> <li>1. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery.</li> <li>2. In order to minimise the impact of changes to the youth service, the new service is focused on maintaining our support of young people with SEND, young carers, Children in care services.</li> </ol> <p>We will ensure that any new locations identified are accessible and meet the needs of children and young people with disabilities ensuring compliance with the reasonable adjustment duty within the Equality Act 2010.</p>

<sup>2</sup> Disability: if specific impairments are affected by the proposal, specify which these are. Our standard categories are on our equality monitoring form – physical impairment, sensory impairment, mental health condition, learning disability, long standing illness or health condition.

<b>Gender Reassignment<sup>3</sup></b>	Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.	In addition the changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.	<ol style="list-style-type: none"> <li>1. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery.</li> <li>2. In order to minimise the impact of changes to the youth service, the new service is focused on maintaining our current offer supporting identified groups of young people.</li> <li>3. in procurement of youth services that add value to the LCC youth offer we will ensure that LGBT services are procured</li> </ol>
<b>Marriage and Civil Partnership</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Pregnancy and Maternity</b>	Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.	In addition the changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.	<ol style="list-style-type: none"> <li>1. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery.</li> </ol>

<sup>3</sup> Gender reassignment: indicate whether the proposal has potential impact on trans men or trans women, and if so, which group is affected.

<b>Race<sup>4</sup></b>	Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.	In addition the changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.	2. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery. So that communities with high levels of BME are not more adversely affected.
<b>Religion or Belief<sup>5</sup></b>	Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.	In addition the changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.	1. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery. So that communities are not more adversely affected.
<b>Sex<sup>6</sup></b>	Young people 13-19(24 SEND) will be affected Some changes may potentially	In addition the changes will affect the type of services young people can access. Universal provision	1. Data and staff/service user feedback will be reviewed to inform prioritisation of

<sup>4</sup> Race: given the city's racial diversity it is useful that we collect information on which racial groups are affected by the proposal. Our equalities monitoring form follows ONS general census categories and uses broad categories in the first instance with the opportunity to identify more specific racial groups such as Gypsies/Travellers. Use the most relevant classification for the proposal.

<sup>5</sup> Religion or Belief: If specific religious or faith groups are affected by the proposal, our equalities monitoring form sets out categories reflective of the city's population. Given the diversity of the city there is always scope to include any group that is not listed.

<sup>6</sup> Sex: Indicate whether this has potential impact on either males or females

	<p>affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.</p>	<p>will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.</p>	<p>service delivery.</p>
<p><b>Sexual Orientation<sup>7</sup></b></p>	<p>Young people 13-19(24 SEND) will be affected Some changes may potentially affect locations across the City and this could result in some parents and young people having to travel further to access a service. In addition the changes will affect the type of services young people can access.</p>	<p>In addition the changes will affect the type of services young people can access. Universal provision will be significantly reduced with a stronger focus on providing services for young people identified as vulnerable.</p>	<ol style="list-style-type: none"> <li>1. Data and staff/service user feedback will be reviewed to inform prioritisation of service delivery.</li> <li>2. In order to minimise the impact of changes to the youth service, the new service is focused on maintaining our support for young people</li> <li>3. We will ensure that any new locations identified meet DDA legislation.</li> <li>4. in procurement of youth services that add value to the LCC youth offer we will ensure that LGBT services are procured</li> </ol>
<p><b>Summarise why the protected characteristics you have commented on, are relevant to the proposal?</b></p>			

<sup>7</sup> Sexual Orientation: It is important to remember when considering the potential impact of the proposal on LGBT communities, that they are each separate communities with differing needs. Lesbian, gay, bisexual and transgender people should be considered separately and not as one group. The gender reassignment category above considers the needs of trans men and trans women.

**Summarise why the protected characteristics you have not commented on, are not relevant to the proposal?**

<b>Other groups</b>	<b>Impact of proposal:</b> Describe the likely impact of the proposal on children in poverty or any other people who we consider to be vulnerable. List any vulnerable groups likely to be affected. Will their needs continue to be met? What issues will affect their take up of services/other opportunities that meet their needs/address inequalities they face?	<b>Risk of negative impact:</b> How likely is it that this group of people will be negatively affected? How great will that impact be on their well-being? What will determine who will be negatively affected?	<b>Mitigating actions:</b> For negative impacts, what mitigating actions can be taken to reduce or remove this impact for this vulnerable group of people? These should be included in the action plan at the end of this EIA.
<b>Children in poverty</b>	<b>For the service to complete.</b>		
<b>Other vulnerable groups</b>	<b>For the service to complete.</b>		
<b>Other (describe)</b>	<b>For the service to complete.</b>		
<p><b>6. Other sources of potential negative impacts</b> Are there any other potential negative impacts external to the service that could further disadvantage service users over the next three years that should be considered? For example, these could include: other proposed changes to council services that would affect the same group of service users; Government policies or proposed changes to current provision by public agencies (such as new benefit arrangements) that would negatively affect residents; external economic impacts such as an economic downturn.</p>			

<b>7. Human Rights Implications</b>			
Are there any human rights implications which need to be considered (please see the list at the end of the template), if so please complete the Human Rights Template and list the main implications below:			
<b>8. Monitoring Impact</b>			
You will need to ensure that monitoring systems are established to check for impact on the protected characteristics and human rights after the decision has been implemented. Describe the systems which are set up to:			
<ul style="list-style-type: none"> <li>▪ monitor impact (positive and negative, intended and unintended) for different groups</li> <li>▪ monitor barriers for different groups</li> <li>▪ enable open feedback and suggestions from different communities</li> <li>▪ ensure that the EIA action plan (below) is delivered.</li> </ul>			
<b>9. EIA action plan</b>			
Please list all the equality objectives, actions and targets that result from this Assessment (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.			
<b>Equality Outcome</b>	<b>Action</b>	<b>Officer Responsible</b>	<b>Completion date</b>
Monitor the impact of service redesign on service users and make changes if required.	Review of Equality Impact Assessment annually as part of the Self-Assessment or when there has been a significant change.	David Thrussell - Head of Service	

Ensure there is regular feedback from service users, stakeholders and staff on service provision	Monthly service meetings with staff and dedicated email to send queries/comments/ideas to. Regular consultation with young people to influence shaping of services and decision making.	David Thrussell - Head of Service	
Ensure resources are targeted to the most Vulnerable service users.	Monthly performance reports and regular performance meetings highlighting trends to Inform targeting of resources.	David Thrussell - Head of Service	

## **Human Rights Articles:**

### **Part 1: The Convention Rights and Freedoms**

- Article 2:** Right to Life
- Article 3:** Right not to be tortured or treated in an inhuman or degrading way
- Article 4:** Right not to be subjected to slavery/forced labour
- Article 5:** Right to liberty and security
- Article 6:** Right to a fair trial
- Article 7:** No punishment without law
- Article 8:** Right to respect for private and family life
- Article 9:** Right to freedom of thought, conscience and religion
- Article 10:** Right to freedom of expression
- Article 11:** Right to freedom of assembly and association
- Article 12:** Right to marry
- Article 14:** Right not to be discriminated against

### **Part 2: First Protocol**

- Article 1:** Protection of property/peaceful enjoyment
- Article 2:** Right to education
- Article 3:** Right to free elections





The Commission were recommended to:

- a) Comment on the specific issues raised by the call-in, for forwarding to the next meeting of full Council on 5<sup>th</sup> October 2017;
- b) Resolve that the call-in be withdrawn;
- c) Note the report, which would have the effect of rolling the call-in forward to Council without comment.

The sponsor Councillor Willmott confirmed that the call-in was not being withdrawn.

The Chair invited the sponsor Councillor Willmott to address the Committee which included the following points:

- At the last meeting the Commission agreed to request the executive to reconsider the proposals for Youth Service Remodelling yet a few days later the decision was published and that did not mention or address any of the concerns that were raised at the scrutiny meeting on 5<sup>th</sup> July 2017,
- There was concern about the decision and due process being followed. It was felt there should be consideration by the Executive of the Commissions comments and an acknowledgement that they had considered that,
- It remained a concern that whilst option 2 was the recommended proposal for the revised model it was still a 50% reduction in youth services of the council, as well as a reduction of 1-1 support and a reduction in youth street work across the whole of the city,
- At the last Commission meeting the point was made that when the review of Youth Services was commissioned the department was not aware that for the 6<sup>th</sup> year running there would be a £7.5million underspend in the budget which it was acknowledged was not a one off underspend,
- There had been no discussion politically of what the £7.5million underspends could be used against and on enquiring with officers members were told there was no allocation for those monies yet. There should be discussion in full Council – as that was the only forum that could affect/review budget decisions – and it ought to be members who suggested what that should be spent on.

Councillor Russell, the Assistant City Mayor for Children, Young People and Schools explained that it had been intended to update scrutiny on the decision taken albeit the decision had now been called-in. Responding to the concerns that the comments of the commission had not been considered she explained that the decision taken did include some changes following comments as well as recognition of the contribution from youth representatives at the last meeting. In terms of where the £7.5million underspend was to be spent this was to be allocated to the Economic Action Plan as agreed and minuted by the Overview Select Committee, although that was now subject of a call-in too.

Members of the commission discussed the call-in further which included the following comments:

- There were strong concerns about 50% cuts being made to the youth service which would put that service in jeopardy, as well as the unknown actual impact of that level of cuts on existing staff,
- The decision would fundamentally weaken the youth service and it was questionable whether the service would be able to deliver on the aims as set out in proposals,
- The remodelling and budget savings decision had been taken together without a wider discussion about what we want the youth service to look like moving forward,
- Concerns had been raised by members of the community and people were speaking out about the cuts to the youth service,
- At the time of making the budget decision members did not know of the underspend or additional monies becoming available (*in Adult Social Care*) which must surely impact on the overall budget, therefore members should have an opportunity to reassess and set priorities.
- The political environment had changed and proposals should at least be delayed until the budget statement in autumn to see the overall budget envelope.

Councillor Russell commented that any wider discussion would need to be understanding of the full breadth of issues across the council. It was important to note that there was a flourishing young people's council and the service wanted to continue with youth participation as far as possible.

The Chair thanked members for their contributions and surmised that based on the discussion that had occurred previously and the comments made today the Commission were not going to resolve to withdraw the call-in.

The Commission were agreed that there should be a wider discussion on the cuts proposed to youth services with more examination of that and a wider discussion of how budgets were deployed. The Commission were also in agreement that Council should reconsider the decision made and revisit the budget.

The Chair confirmed that the call-in would proceed to Council and Council would be asked to consider the Commissions comments.

AGREED:

That the report be noted and that Council be asked to consider the Commission's comments outlined above at the next full Council meeting on 5<sup>th</sup> October 2017.





Leicester  
City Council

APPENDIX D

**MINUTE EXTRACT**

Minutes of the Meeting of the  
OVERVIEW SELECT COMMITTEE

Held: THURSDAY, 14 SEPTEMBER 2017 at 5:30 pm

P R E S E N T :

Councillor Singh (Chair)  
Councillor Govind (Vice Chair)

Councillor Cank	Councillor Malik
Councillor Cleaver	Councillor Dr Moore
Councillor Cutkelvin	Councillor Porter
Councillor Grant	Councillor Unsworth
Councillor Khote	

Also present:

Sir Peter Soulsby    City Mayor

In attendance:

Councillor Kitterick  
Councillor Willmott

\* \* \* \* \*

**10. APOLOGIES FOR ABSENCE**

It was noted that Councillor Cleaver was present as a substitute for Councillor Newcombe.

**11. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**21. CALL IN - REVENUE BUDGET MONITORING OUTTURN 2016-17**

The Monitoring Officer reported that an Executive decision taken by the City

Mayor on 10 July 2017 regarding the Revenue Budget Monitoring Outturn 2016/17 had been called in by five Members in accordance with Procedure Rule 12 of Part 4D of the Council's Constitution, (City Mayor and Executive Procedure Rules).

The Chair reminded Members that, although the called-in decision related to the revenue budget underspend, there were links between this decision and one relating to the remodelling of the Youth Service, which also had been called in. The called-in decision on the Youth Service had been considered by the Children, Young People and Schools Scrutiny Commission and the minute relating to that discussion had been circulated to members of this Committee as supplementary information. A copy of that minute is attached at the end of these minutes for information.

Members were reminded that this Committee could only make a decision on what further action to take on the called-in decision relating to the revenue budget and not that relating to the remodelling of the Youth Service. However, although not taking a decision on what further action to take on it, this Committee could comment on the call-in relating to the Youth Service remodelling, and these comments would be reported to Council when that call in was considered by Council.

The Committee was further reminded that, at its meeting on 22 June 2017, it had supported the proposal to use the under-spend on corporate budgets, together with the housing benefit underspend, to make a contribution of £7.4million to the Economic Action Plan (EAP). (Minute 3, "Revenue Budget Monitoring Outturn 2016 / 2017", referred.)

In accordance with Procedure Rule 7 of Part 4E of the Council's Constitution, (Scrutiny Procedure Rules), the Chair invited Councillor Kitterick, as proposer of the call-in, to address the Committee for five minutes.

Councillor Kitterick addressed the Committee, noting that no details had been provided of what the £7.4million under discussion would be used for and suggested that it would be useful to receive this information. He questioned whether spending the £7.4million under the EAP was a higher priority for the Council than Youth Services, but stressed that until a list of projects on which the £7.4million was to be spent was available, it would not be possible to have a full debate on whether other services should take priority over investment through the EAP.

The City Mayor addressed the Committee at the invitation of the Chair, reminding Members that the Council had had to make large financial savings over the last seven years. Savings made had been put in reserves. Managing reserves in this way had enabled investment to be made in the economy of the city, such as through investment in high speed broadband, redeveloping the Haymarket Bus Station and supporting the food industry. However, as reserves reduced, so did the option of investing in this way.

The City Mayor reminded the Committee that a further £43million needed to be

saved over the next three years. If the £7.4million under discussion was put in to reserves, by 2020 it would fund the operation of the Council for less than three months, but using it now would enable the Council to invest in jobs and the general economy of the city. The explicit endorsement made by the Committee at its last meeting of the proposal to invest the £7.4million in the EAP therefore was welcomed as, with reserves reducing, there could be little opportunity to use underspends in this way in future years. The City Mayor therefore asked the Committee to reconfirm its support for investing the underspend through the EAP, thereby agreeing that the call-in should not proceed to Council for consideration.

In accordance with Procedure Rule 7 of Part 4E of the Council's Constitution, (Scrutiny Procedure Rules), the Chair invited Councillor Willmott, as proposer of the call-in of the decision regarding the remodelling of the Youth Services, to address the Committee for five minutes.

Councillor Willmott addressed the Committee, thanking Members for recognising the links between the two called-in decisions. He stressed that calling-in the decision on the remodelling of the Youth Services was not an attack on the EAP, but he called for all options to be considered. He suggested that, given the amount of the underspend being allocated to the EAP, Youth Services did not need to be cut in the way proposed. However, there had been no debate on options such as this.

Councillor Willmott stressed that he was not opposed to the expenditure that had already taken place through the EAP and did not disagree that investments already made had helped the city, but asked Members to consider the following points:

- No list of projects to be funded through the EAP had been produced, so using some of the money to fund Youth Services for three years, (the length of the current budget cycle), would leave a significant sum for use through the EAP;
- There had been underspends in each of the last five years. More had been saved than would be needed to continue funding Youth Services, so some of these savings could be used to maintain those services;
- Youth Services were very important to the city. Reducing the number of sessions available from over 40 to 12 would affect thousands of young people; and
- Youth Services were a professional service that needed to be properly funded, both in terms of providing sessions for young people to attend, but also in the preventative work they undertook. Members therefore were asked to consider the choices to be made.

Some support for the points raised by Councillor Kitterick and Councillor Willmott was expressed by some members of the Committee. It was questioned why no details of proposed investments had been provided, as the

EAP was considered to be a significant part of the Council's investment programme for the city. It also was suggested that, for a Council facing cuts to its budget, £7.4million was a significant amount of money to be putting in to the EAP.

In reply, the City Mayor reminded the Committee that this had been discussed in some detail at its last meeting, (minute 3, "Revenue Budget Monitoring Outturn 2016 / 2017", referred). He advised Members that, although the £7.4million underspend was not a small amount of money, it was not a large proportion of the savings the Council had had to make. Not using it for investment through the EAP therefore would not necessarily release funding for use on specific service areas.

It was recognised that Youth Services were being remodelled, not stopped, so would continue but, while expressing support for the EAP and what had been achieved through it, some members of the Committee felt that it would be useful to receive more specific information on what the £7.4million under discussion would be spent on. Some children in the city lived in very deprived circumstances and the Council should be supporting them. This raised the question of whether this was the best use of the money, when services such as those at Sure Start centres were being cut.

It was recognised that such investment would not on its own stop problems emerging, but it could help mitigate those issues. It therefore was suggested that the outcome of the remodelling of the Youth Services could be re-examined, to see if some of the underspend could be diverted to Youth Services, as it was recognised that social unrest amongst young people could arise from a lack of economic activity, as well as from a lack of Youth Services.

It also was suggested that more consideration should be given to budget issues, to prevent this situation from arising again. Other Members felt that sufficient consideration was given to this, as regular reports on the budget were received. However, government cuts had made a significant impact on Council services, making it harder to support those in need.

Some members of the Committee expressed the view that sufficient consideration had been given to alternative uses of the funding. Although it would be useful to receive detailed information on how it was proposed to spend the £7.4million under the EAP, the principle of the investment could still be supported. Consideration also had to be given to whether services were sustainable. On balance, it therefore was felt that it was appropriate to use the £7.4million to make a contribution to the EAP, it being recognised that this did not preclude future examination of how underspends should be used. In addition, it was possible that investment made now in the economy could help establish a situation where funding became available to be re-invested in youth services in the future.

RESOLVED:

That, in accordance with Procedure Rule 12(g)(ii) of Part 4D of the Council's Constitution (City Mayor and Executive Procedure



Rules), the call-in of the Executive decision taken by the City Mayor on 10 July 2017 regarding the Revenue Budget Monitoring Outturn 2016/17 be withdrawn by this Committee.

Action	By
The Executive decision taken by the City Mayor on 10 July 2017 regarding the Revenue Budget Monitoring Outturn 2016/17 to be implemented as set out in that decision	Director of Finance

