

Nottinghamshire Police and Crime Commissioner Notice of Decision



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For Decision or Information	Decision
Date received*:	17/06/2016
Ref*:	2016.033

*to be inserted by Office of PCC

TITLE: YOUTH COMMISSION 2016/17

EXECUTIVE SUMMARY:

The PCC plans to commission Leaders Unlocked to deliver targeted engagement with young people and under-represented groups across Nottinghamshire in 2016/17. 20 young adults from diverse backgrounds will be recruited and trained to join the Youth Commission which will include harder-to-reach groups such as ex-offenders.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

Having delivered a successful pilot project in 2016/17, the PCC is keen to maintain the continuity of engagement and support being provided to Youth Commission members during the process of transition to a local delivery partner by 2018. As part of the commission, Leaders Unlocked have been asked to work with other third sector and local government agencies to develop a detailed transition plan for 2017/18 which will enable the Nottinghamshire Youth Commission to be delivered via a fully embedded and sustainable local delivery model by 2018/19.

FINANCIAL INFORMATION (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

£20,000 revenue

Signature: [REDACTED]
Chief Finance Officer

Date: 5th July 2016

Is any of the supporting information classified as non public or confidential information**?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please state under which category number from the guidance**				

DECISION:

Nottinghamshire Police and Crime Commissioner
Notice of Decision

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:
Chief Executive



Date:

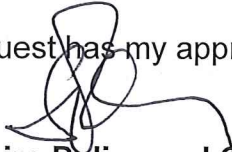
7th July 2016

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:



Date:

11/7/16.

Nottinghamshire Police and Crime Commissioner

** See guidance on non public information

Nottinghamshire Youth Commission: Proposal for 2016-17

1. Introduction

The Nottinghamshire Youth Commission (Notts YC) was established as a pilot project in 2015 with funding from the Police and Crime Commissioner, Paddy Tipping. Leaders Unlocked, a not-for-profit social enterprise specialising in engaging young people and underrepresented groups, delivered the pilot between September 2015 and April 2016. For more information about Leaders Unlocked please see www.leaders-unlocked.org

In the first phase of the Notts YC pilot, Leaders Unlocked recruited and trained 25 young adults aged 14-25 from diverse backgrounds across Nottinghamshire to join the Youth Commission. The newly formed Commission selected 6 priority issues which they felt affected young people in Nottinghamshire. These were: Drugs, Alcohol and Sexual Harassment, Relationships with the Police, Stop and Search, Education and Crime Prevention, the Link between Crime and Poverty, and Re-offending and Rehabilitation.

With the right tools and support, the Youth Commission carried out a 'Big Conversation' to engage over 1,000 of their peers across Nottinghamshire in a conversation about their priorities. A particular effort was made to engage harder to reach groups such as young offenders, young homeless people, young people in alternative education, and those from ethnic minority and faith communities. On 21st March 2016, Commission members launched the findings and key recommendations from the Big Conversation at the University of Nottingham to an audience of senior police officials, partner agencies, community groups and young people.

The Nottinghamshire Youth Commission pilot was felt to be highly successful with positive feedback from the PCC, Nottinghamshire Police, partner agencies and participating young people. The feedback included:

- **Local Authority partners** welcomed the Youth Commission's research and were keen to invite the Youth Commission to make presentations of their findings at strategic meetings. Indeed, on June 7th 2016, Youth

Commissioners made a presentation the Youth Crime Prevention Advisory Group at County Hall, and this led to a range of new invitations, including a presentation to the Safer Neighbourhoods Board (S.N.B).

- The project was seen to be a very timely piece of work by the **Nottinghamshire Police lead for Stop and Search**. Supt Paul Burrows has made contact to extend an invite for members of the Commission attend the Stop and Search Scrutiny Board, take part in lay observations, and work with him to implement the Youth Commission recommendations on Stop and Search.
- **Nottinghamshire Police lead for Volunteering** has invited the Youth Commission to work with him to promote participation in the police cadets scheme and other volunteering opportunities.
- **The Youth Commissioners** themselves said the project had made a positive impact on their confidence, skills and personal progression, and many were keen to stay involved. One of the Commissioners has recently been selected for a new national group, the T2A Young Adult Advisory Group, which will be advising on policy around Criminal Justice for Young Adults, in conjunction with Barrow Cadbury and the T2A Alliance.

Following this successful pilot, Leaders Unlocked is delighted to submit this proposal to the Police and Crime Commissioner to further develop, expand and embed the Nottinghamshire Youth Commission over 2016-17, as a part of a 2-year plan to enable the project to become fully embedded at the local level.

2. Mission and vision

The Nottinghamshire Youth Commission aims to enable 14-25 year olds to influence decisions about policing and crime prevention in Nottinghamshire, in partnership with the Police and Crime Commissioner, Paddy Tipping, and Nottinghamshire Police.

Notts YC represents the views of young people across Nottinghamshire in relation to policing and crime issues by conducting vital peer-to-peer research with other young people in their communities, with a special focus on hearing from harder-to-reach groups. Notts YC also facilitates *two-way* dialogue, to enable the PCC, police and partner agencies to pass important information to young people about progress and new initiatives, such as Stop and Search and

police volunteering.

Over the next 2 years from 2016 to 2018, our vision is to **build capacity locally** to ensure that Notts YC is **fully embedded and sustainable** in the region at the end of this period. Over the coming year from June 2016-17 we aim to define the right local delivery model for the embedded Commission, and put in place a local delivery partner (such as Chat 'Bout) who can then work with us over the course of 2017-18 to acquire the skills and tools needed to run the Youth Commission from 2018.

Over this time, we also propose to embed Notts YC into **local decision-making structures** in order to allow the Youth Commission to inform the strategic thinking of the PCC, Nottinghamshire Police & partner agencies from the earliest stages. This will include appropriate interface with the Youth Crime Prevention Advisory Group, the Safer Neighbourhood Board, the Stop and Search Scrutiny Group, and local Youth Councils and Forums.

The year ahead will build firmly on the **legacy of the pilot** by picking up the findings and recommendations and working with the OPCC, Notts Police and statutory partners to develop a joint plan for collaborative action on each of the 6 priorities. We aim to support Notts YC to undertake advisory and scrutiny work to support Nottinghamshire Police's wider strategy (e.g. around Stop and Search) and the Commissioner's Police and Crime Plan.

3. Key objectives

Over the period from June 2016 – May 2017 our key objectives are to:

- **Facilitate a vision meeting** with current Youth Commissioners and the PCC on June 18th to shape the programme for the year.
- **Recruit a staff member** to join the Leaders Unlocked team be the everyday lead for Notts YC locally. This Coordinator will be recruited and managed by Leaders Unlocked in collaboration with the PCC's office. He/she will be an experienced youth engagement practitioner with a strong track record of working with harder-to-reach groups such as young offenders.
- **Build on the existing Notts YC membership by recruiting 15-20**

new members, with a particular focus on harder-to-reach groups such as ex-offenders. Our goal is to make Notts YC a real beacon in relation to involving young people with personal experience of the criminal justice system, and our target will be to achieve up to 20% representation from this group (an increase on our national average of 12% participation from young people with CJS experience).

- **Develop a Terms of Reference and action plan** for Notts YC. This will include legacy work from the Notts YC pilot, and the further development of scrutiny and advisory activities in support of the PCC's Police and Crime Plan and the wider Nottinghamshire Police strategy around areas like Stop and Search and Volunteering.
- **Facilitate 4 half-day events** with Notts YC members (every 2-3 months) over this period to allow for Youth Commissioners to come together to work with the PCC, Nottinghamshire Police and partner agencies to progress the recommendations from the pilot.
- **Facilitate 5 Notts YC 'sub-groups'** and/or strategic presentations to allow for smaller groups of Notts YC members to undertake more focused work on particular strands of the action plan, or make key presentations, in conjunction with Nottinghamshire Police and/or partner agencies where appropriate.
- **Carry out peer-to-peer engagement** to engage 800-1000 young people across Nottinghamshire in peer-to-peer education, outreach or further research about existing Notts YC priorities. These Big Conversations will involve the delivery of engagement events and activities to gather qualitative views from young people, and may also include some quantitative surveying.
- **Deliver one conference and one report** to launch the findings, achievements and recommendations of Notts YC to an audience of senior Nottinghamshire Police officials, partners and community groups. The end of year reports will include a comprehensive analysis of all findings and practical recommendations for the next stage.
- **Define the future local delivery model and secure a local delivery partner to work with in Year 2.** This will involve scoping options for local delivery, commissioning a local delivery partner, and shaping a plan for working with them in Year 2 to build their capacity, coach them and handover tools so that by the end of Year 2 they are able to run the Notts YC without our involvement.

4. Work Plan

YEAR 1: June 2016 – May 2017

Activity	Timing	Milestones
1. Vision meeting with existing Notts YC members and PCC	June 18	This meeting is booked for June 18
2. Planning workshop with OPCC, Notts Police and key partners to develop Terms of Reference and joint action plan	July	Terms of reference and action plan in place end of July.
3. Delivery of stakeholder event with local partners including LAs, YOTs, VCS groups	July	Stakeholder event delivered by end of July
4. Recruitment and induction of Youth Commission Coordinator , including face-to-face interviews with shortlisted candidates conducted by Leaders Unlocked with involvement from the Commissioner's office.	August	Notts YC coordinator appointed with DBS check complete mid August
5. Recruitment of new cohort of Notts YC members with a focus on harder to reach and new localities	August	New cohort of 15-20 members selected by end of August.
6. Notts YC launch event for with new Notts YC members to form the team and form subgroups to take action on priorities.	September	Launch event delivered by mid August.
7. Notts YC skills training day for Big Conversation and wider advisory role.	October	Skills training delivered by mid September.
8. Peer engagement - peer to peer to reach at least 800 young people in relation to Notts YC priorities.	November-March	800 young people engaged by end of March, with an appropriate diversity of voices on all priority topics.

<p>9. Delivery of 2 Notts YC meetings to bring all Youth Commissioners to reflect on progress, shape plans, talk to decision-makers, and work on actions.</p>	<p>December and February</p>	<p>The first of these meetings will be delivered by mid December and the second by end February.</p>
<p>10. Delivery of 5 Notts YC subgroups or strategic presentations to undertake ongoing advisory and scrutiny work with the OPCC, Notts Police and/or Partner Agencies.</p>	<p>To be determined</p>	<p>These subgroups will take place by mid November, mid December, and mid January.</p>
<p>11. Delivery of Notts YC conference and report to share findings, outcomes and recommendations with key stakeholders. This will include support for Notts YC presentations of findings to local groups / stakeholders.</p>	<p>March-April</p>	<p>The conference will be delivered by end of March 2017 and report by end of April 2017.</p>
<p>12. Definition of local delivery model and selection of local delivery partner. Production of a document examining options, outlining a specification for the selection of a local delivery partner, and meeting with OPCC to agree the commissioning of a local delivery partner to work with us in year 2.</p>	<p>March - May</p>	<p>Local delivery model agreed and local partner in place by end of May 2017.</p>

Please note: the detailed work plan for the second year of the programme will be shaped in the final stages of Year 1.

5. Key outcomes

The project will result in the following key outcomes:

- **Public confidence and involvement:** At least 800 young people and their local community groups who engaged with Notts YC and given their

views will have increased awareness of the PCC's role and what it means for them, as well as increased awareness of the action being taken by the police with respect to issues like Stop and Search. The young people and their community groups who have given their views during Youth Commission events, workshops, and outreach activity will feel that they have been listened to and taken seriously as part of a high-profile initiative to influence decision-making. Positive coverage in the local print media, radio and TV, and the dissemination of Notts YC reports, will have a knock-on impact for confidence/ awareness in the wider community.

- **Improved strategies to address local priorities:** Notts YC will have a concrete impact on commissioning, policies, and strategies of the PCC and the police. Notts YC will generate research findings and recommendations that will lead to better decisions and new innovations. At the Notts YC conferences, local partners will collaborate to develop solutions based on young people's insights and recommendations. This will form a platform for collaborative work across partner organisations and community groups.
- **Enthusiastic, skilled young ambassadors:** Over 30 members of the Youth Commission (including the new cohort and some pilot members) will have the skills, confidence and enthusiasm to act as ambassadors and role models in their peer groups to support the outreach strategies of the PCC and Nottinghamshire Police. These young people will be reflective of the social and cultural diversity of Nottinghamshire and will be able to inspire future cohorts of Notts YC members to get involved. They will include a significant proportion of young people with personal experience of the criminal justice system, with the ability to inspire other young offenders to get involved.
- **Young people advising and challenging the police:** Throughout this process young people on Notts YC will provide evidence-based advice and challenge to police to inform their wider strategy and their wider engagement with young people as victims, offenders and community members. They will also be a part of a *two-way* dialogue with the police, which will help inform both parties of each other's perspectives and build stronger mutual understanding.

- **Clear route to a locally embedded Commission:** The project will give the OPCC a clear plan for transition and sustainability of Notts YC beyond this period. It result in a document with an evaluation of options for the local delivery model and a brief to guide the selection of a local delivery partner who can work closely with Leaders Unlocked in Year 2. It will produce evaluation evidence, knowledge, tools and resources to facilitate the continuation of the project going forward. It will put in place a clear plan for year 2 to build capacity the selected local delivery partner so that they are ready to takeover the project at the end of year 2 with no dependency on Leaders Unlocked.

6. Added value

Leaders Unlocked is a specialist social enterprise with an established track record in managing projects such as the one proposed across the country. To date, we have successfully established and managed Youth Commissions in 5 other regions of the country, and we are expecting to double the number of participating regions in the coming two years. We believe the knowledge, skills and tools that have been developed across the country offer significant value add to the proposed project. These assets will enable us to deliver value for money by saving development time, and they will us help us to minimise risk and maximise impact by building on the lessons learnt so far.

The proposed project will benefit from the resources invested by the other Commissioners who have contributed towards the development of the methodology and toolkit we will be drawing on in developing the Nottinghamshire Youth Commission. This toolkit includes the recruitment documents, training package, postcards, session plans, terms of reference, policies and protocols. Furthermore, the new Youth Commission website at www.youthcommission.co.uk has been designed to be mobile-friendly and provides the young people with an accessible tool for gathering views on their key priorities.

Furthermore, Leaders Unlocked is developing a national network to facilitate knowledge sharing and collaboration between regions on an ongoing basis. We will invite the Notts YC Local Coordinator to attend 2-3 meetings of the National Youth Commission Network per annum, to meet staff from other regions to share

good practice and lessons learnt. There will also be virtual mechanisms (e.g. Whatsapp and Facebook groups) for sharing questions, challenges and news between regions.

Finally, we anticipate that the proposed project will also benefit from additional grant funding secured by Leaders Unlocked to support the development of the Youth Commission across the country. We have secured a 15-month grant from Barrow Cadbury Trust to support our efforts to engage had to reach groups and give young offenders a strong voice on national policy. For Nottinghamshire, this will provide additional benefit in engaging the harder to reach groups of young people, and in allowing Notts YC to inform national policy developments.

7. Budget breakdown

The proposed project will require funding of £20,000 + VAT during the period 2016-17:

Item	Cost
Local Coordinator for 7.5 days a month over 10 months @ £100 per day *	£7,500
Project Director (Rose Dowling) for 16 days @ £250 per day	£4,000
Project Manager (Kaytea Budd-Brophy) for 16 days @ 250 per day	£4,000
Design and production of Notts YC resources and report	£1,000
Expense budget for staff and participant travel, venue hire, and event refreshments, including conference venue.	£3,500
TOTAL excluding VAT	£20,000

8. Staff roles and responsibilities

The proposed programme is a complex one which requires the right blend of skills and experiences to deliver. It is critical that we resource this project with the right mix of capabilities, knowledge and experience necessary to make the project a success, minimize risk and maximise impact. The project team, and their respective roles and responsibilities will be as follows:

- **Rose Dowling, Project Director:** Rose is founding director of Leaders Unlocked. She is the architect of the Youth Commission model nationally and is the strategic lead for the project. In Nottinghamshire, Rose's role will be in directing the programme at the strategic level, establishing the Action Plan and Terms of Reference, leading senior-level relationships with Notts Police and the Commissioner's Office, facilitating major events and conferences, and leading the final reporting and analysis process. Rose will lead the work on the Local Delivery Model for the embedding of Notts YC and the process of selecting a local delivery partner to work with in Year 2. Rose will be accountable for the quality of the programme and the delivery of its outcomes.
- **Kaytea Budd-Brophy, Project Manager:** Kaytea is an experienced education and training practitioner and trained counsellor, with decades of experience working in the education sector and with hard to reach groups such as young homeless adults. She will lead the process of recruiting the Notts YC members, and will take overall responsibility for ensuring they all have a safe and positive journey through the project, ensuring we are always fully compliant with our safeguarding duties, and leading training and coaching with the Notts YC members to ensure they have the skills needed to fulfill their role effectively. Kaytea will play a key role in coaching the local delivery partner organisation as we move into year 2.
- **Local Coordinator (role to be recruited):** The Coordinator will be an experienced youth engagement practitioner; they will have worked for a number of years in a youth or community engagement role. They will be highly organised and highly personable with a 'can do' attitude. Their responsibilities will include supporting every aspect of the project implementation, day-to-day liaison with Notts YC members, their parents/guardians/ support workers, and everyday contact with local stakeholder and partner organisations. They will collect and process all data and paperwork gathered throughout the project in a clear and consistent manner. They will deliver peer engagement activities in line with the action plan, methodological framework and tools developed at the outset of the project.

9. Safeguarding arrangements

The safeguarding of children, young people and vulnerable adults is a matter of

the highest priority for us in the design, planning and delivery of this project.

Some of the key steps we take to ensure that participants are kept safe are:

- All staff working on the project are DBS checked to an enhanced level.
- We obtain written consent from parents/ guardians for all members who are under 18.
- We obtain signed permissions for film/ photography from members and parents/ guardians of those under 18.
- We ask for a named professional to support each application to the Youth Commission (e.g. teacher, key worker, support worker) and with whom we discuss any concerns about the individual applicant either before or during their time on the project.
- Trained and DBS-checked members of staff are always present to supervise Youth Commission events and activities.
- We carry out a risk assessment for all events and activities we host as a part of the Youth Commission project, to ensure we have identified the hazards and risks relating to the activity and the mitigating actions.
- Any disclosures made by young people on the project, any incidents or concerns, are referred to our safeguarding officer and where there has been a disclosure this will be referred to an appropriate authority following an initial conversation with the named professional who supported the young person's application to the Commission.

If you would like a copy of our Safeguarding Policy, we are happy to provide this on request.

Contact

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