



Belfast City Council

Report to:	Development Committee
Subject:	BCC and BELB Memo of Understanding Re: Youth Work in Community Centres
Date:	10 August 2011
Reporting Officer:	John McGrillen Director of Development ext 3470
Contact Officer:	Catherine Taggart, Community Development Manager ext 3525

1	Relevant Background Information
1.1	Community Services has for many years worked in Partnership with the Belfast Education and Library Board (BELB) Youth Service to provide youth services and programmes within BCC Community Centres with authority for this coming from Sections 104 and 105 of the Local Government Act [NI] 1972 which states that a Council may make arrangements with any other council or public body for the exercise of any function
1.2	At present there are four Community Services / BELB youth projects operating in our centres, these are:
1.3	<u>Horn Drive 'Drop in', in Horn Drive Community Centre</u> This project has direct involvement from the service staff via the centre Assistant Community Development Officer (ACDO) with the BELB providing part time youth work hours for 2 staff. It has been running for over 30 years and operates 2 nights a week targeting those aged 13 to 20 with over 50 young people attending each week
1.4	<u>Donegal Pass Youth Centre, in Donegal Pass Community Centre</u> This is a BELB directly managed project that has been running for 8 years. It operates 2 nights a week for the 5 to 16 age range and attracts between 35 to 40 young people each week

1.5	<p><u>St Malachy's Youth Centre in Markets Community Centre</u> This project is run in conjunction with St Malachy's Parish with BELB providing project costs and part time youth work hours, it targets those aged 8 to 16 and attracts between 45 and 50 Young People each week.</p>
1.6	<p><u>Knocknagoney, Garnerville & Morton, in Knocknagoney Community Centre</u> This project is organized by the KGM group with the BELB providing project funding and voluntary staff hours. There is also direct involvement from the service staff via the centre ACDO. It has been operating for over 12 years and targets those aged 5-16, operating 2 afternoons and 2 evenings each week with regular involvement of over 50 young people.</p>
1.7	<p>These projects aim to provide diversionary and personal development programmes which specifically address local issues. Involvement with other groups and programmes e.g. Duke of Edinburgh, Cross Community, Community Safety, Environmental Sporting etc. is encouraged when appropriate.</p>
1.8	<p>Current arrangements are on a centre by centre basis and have enabled significant provision to be developed at a local level with each project being established to respond to specific local needs.</p>

2	Key Issues
2.1	<p>Changes in the structures and ways of working within both the BELB and Community Services are necessitating a more formal approach to be adopted that still allows services to be provided in a way that is responsive to local situations and need. Therefore the BELB Youth Service, Community Services Management team and Legal Services have developed a Memorandum of Understanding to provide guidelines and a framework for both organisations.</p>
2.2	<p>It is proposed that the Memorandum is applied to the management of our current partnership projects and that it should form the basis for developing other similar Community Services/BELB Youth Service projects in the future.</p>
2.3	<p>The document will be reviewed on an annual basis, with BCC reserving the right to terminate the arrangement or specific project at any time.</p>

3	Resource Implications
3.1	<p>Costs are within existing Community Services budgets.</p>
3.2	<p>Given the Community Development nature of these partnership projects we do not currently levy a charge for venue hire. The Memorandum of Understanding however proposes a charge to BELB at the normal/standard rate for the hire of the facility. This charge will be reviewed on an annual basis.</p>

4	Equality and Good Relations Considerations
4.1	This Memorandum of Understanding would help formalize and provide a framework for existing ad hoc partnership and would apply across all BCC Community Centre's.

5	Recommendations
5.1	It is recommended that the proposed Memorandum of Understanding be agreed and implemented for all existing and future BCC and BELB youth project arrangements.

6	Decision Tracking
John Nelson will implement the committee decision. October 2011	

7	Key to Abbreviations
NI – Northern Ireland BCC – Belfast City Council BELB – Belfast Education and Library Board ACDO – Assistant Community Development Worker CDO – Community Development Worker KGM - Knocknagoney, Garnerville & Morton	

8	Documents Attached
Appendix 1: Memorandum of Understanding	

Appendix 1

Memorandum of Understanding

Belfast City Council and Belfast Education and Library Board Youth Service

The purpose of this memorandum is to formalise the relationship between Belfast City Council and Belfast Education and Library Board to facilitate the enhancement of youth provision in Belfast City Council Community Centres including, where appropriate, the involvement of voluntary groups and staff in the delivery of the programmes.

Roles and Responsibilities

Belfast Education and Library Board youth service will:

- 1 Employ a cohort of part-time youth workers as follows:
- 2 Provide line management for all staff employed by Belfast Education and Library Board
- 3 Ensure that all staff and volunteers are vetted in line with legal requirements
- 4 Ensure that staff work in accordance with Belfast Education and Library Board/Belfast City Council Health and Safety policies
- 5 Ensure that all staff work in accordance with Belfast Education and Library Board Child Protection and Capability Procedures
- 6 Oversee and manage the youth club bank accounts, ensuring that Belfast Education and Library Board's financial accounting procedures are implemented
- 7 Provide funding according to the youth service scheme of assistance including an agreed cost for room hire
- 8 Encourage all staff and volunteers to avail of youth work training
- 9 Provide additional programme support through auspices of Belfast Area Youth Projects

- 10 Directly line manage the youth support worker-in-charge
- 11 Quality assure youth work practice on monthly basis, producing an annual assessment/evaluation

Any Voluntary Youth Project will:

- 1 Develop programmes for young people in line with the Northern Ireland Youth Service Curriculum (Model for Effective Practice)
- 2 Operate the youth club on an agreed number of nights per week
- 3 Devise and implement an annual youth work delivery plan
- 4 Monitor the youth work delivery plan by completing a monthly report
- 5 Complete an end of year evaluation report
- 6 Co-ordinate if applicable, a summer programme in partnership with Belfast City Council and other providers within the area
- 7 Set in place a membership registration scheme ensuring all nightly attendance is recorded
- 8 Complete monthly time sheet, attendance sheet and financial returns
- 9 Adhere to Belfast Education and Library Board and BCC Child Protection Procedures
- 10 Through the youth support worker-in-charge, manage all youth work staff/volunteers and young people during the hours of opening
- 11 Liaise with CDO (facilities) regarding building and CDO (Area Support) regarding programmes
- 12 Manage and control all access to the Project, pertaining to club members
- 13 Report any damage/repairs to the on duty supervisor

Belfast City Council will:

- 1 Have responsibility for the management of the Community Centre
- 2 Provide lockable storage space for youth club equipment
- 3 Facilitate space on a notice board for publication of youth club information
- 4 Ensure facilities are available during times agreed

- 5 Provide administration space for youth support worker-in-charge for an agreed number of hours per week
- 6 Liaise with youth support worker-in-charge regarding issues pertaining to the building or programmes
- 7 Work in partnership with Belfast Education and Library Board staff in delivering agreed joint programmes

This Memorandum of Understanding will take effect from and be subject to an annual review.

Any disputes arising from this memorandum of understanding that cannot be resolved on site will be referred to the area youth officer and nominated council officer in the final instance.

Signed on behalf of Belfast Education and Library Board

Date _____

Signed on behalf of Belfast City Council

Date _____