

ACTION NOTES

MEETING:	Great Brickhill, Wing & Ivinghoe Local Area Forum
DATE:	4 December 2008 6.31 pm to 8.58 pm
LOCATION:	Ivinghoe Town Hall, High Street, Ivinghoe LU7 9EW

Present:	Patricia Banister (Cheddington Parish Council), Andy Beezer (Ivinghoe Parish Council), Corry Cashman (Aylesbury Vale District Council), Richard Clarke (Aston Abbots Parish Council), Avril Davies (Bucks County Council) (Chairman), Judy Hardcastle, Brenda Jennings (Bucks County Council), Bob Kennedy (Marsworth Parish Council), Brian Richardson (Pitstone Parish Council), Elizabeth Twining (Mentmore Parish Council), Geoff Twiss (Drayton Parslow Parish Council) and John Wilkinson (Edlesborough Parish Council)
In Attendance:	Freda Ackroyd, Karen Adamson, Trevor Boyd, Jonathan Clark, Paul Foot, Tim Fowler, Karen Jones, Maxine Saving and Claire Tranter
Apologies:	Ann-Marie Davies, Jacqueline Dodson, Simon Dudley, Netta Glover, Lorna Harvey, PC Levers and Elaine Wilson

Item	ISSUES RAISED
1	<p>APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP</p> <p>Apologies were received from Netta Glover, Elaine Wilson, PCSO Dodson and PC Levers.</p>
2	<p>DECLARATIONS OF INTEREST</p> <p>None were declared.</p>
3	<p>ACTION NOTES</p> <p>The Action Notes of the meeting held on 30 September 2008 were agreed after the following changes had been made:</p> <ul style="list-style-type: none"> • The name Geoff Twiss is added to the list of attendees and Malcolm Sergeant is removed. • Cllr Cashman requested that Item 10 Question Time reflected more detail regarding the implementation of the white line scheme in Station Road, Cheddington and read out the full text of his question. The Forum agreed the notes subject to Cllr Cashman's re-iteration.
4	<p>MATTERS ARISING</p> <p>The Chairman agreed to contact Netta Glover agreed to contact Netta Glover before the next meeting and to ask if she is prepared to be the Vice Chairman.</p> <p>Members discussed the Terms of Reference and the following points were made:</p> <ul style="list-style-type: none"> • A member asked if reference to three votes for a Parish means that three members must attend the meeting. The Chairman confirmed this. • A member noted that this Forum was unusual in that votes were allocated to parishes based on population. This was noted especially in light of potential issues that may arise with allocating delegated budgets and the Forum agreed to review in twelve months. • Members discussed the distribution of the agenda and concluded that a draft agenda is published a month before the meeting containing the date and venue. It was agreed that

the closing date for agenda items is five days before advance of the meeting. A lengthy discussion took place on the merits and demerits of distributed agendas by email and the Forum concluded that the web links are clear and direct members to the information without unnecessary delays.

Publicity

The Chairman suggested that Parish Notice boards and Parish magazines are used as a means of notifying the public about future meetings. A member of the public was invited to address the meeting and she explained that she would contact her elected representative if there was a matter she needed to raise.

Standing Orders

Following a discussion the following Standing Orders were agreed:

1. These meetings will be open to the public
2. They will be advertised on the Buckinghamshire County Council website, in Parish magazines, on notice boards, etc.
3. Posters and information will be sent out to Parish Clerks
4. Dates will be advertised in advance
5. The County Councillors for Great Brickhill, Wing and Ivinghoe electoral divisions are appointed Chairmen on a rotational basis. Vice chairman will be a District Councillor.
6. Proportional representation (see attached sheet) for voting purposes only. This will be reviewed annually. There is no restriction on the number of Parish Councillors attending the meeting.
7. There will be a 20 minute period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer on the day of the meeting. Questions sent in advance will be dealt with first and verbal questions after.
8. A draft agenda, including the date, time and venue, will be sent out one month in advance of the meeting. The closing date for papers to be posted on the website is five working days. A holding note will be added if an item will not be available until a later date. Action notes will be sent out to the clerk and Parish representative within one calendar month of the meeting.
9. Meetings will be advertised on the Buckinghamshire County Council website, in Parish magazines and noticeboards.

5 NAG UPDATE

NAGs be removed from the agenda of meetings of Local Area Forums and reviewed in 12 months.

6 RIGHTS OF WAY

The Chairman welcomed Jonathan Clark and Claire Tranter to the meeting who gave a presentation during which the following points were made:

- Edlesborough School has successfully secured funding for £40,000 as part of the School Travel Plan to enable the building a footpath allowing children to walk to school.
- At Wardshurst Farm in Ivinghoe work was taking place to allow the paths to be realigned.
- Fiona Broadbent the Healthy Walks Coordinator organises walks and she is keen to attract people who have been referred by the GPs.
- In response to a question members were advised that there is a well established culture of walking to school in Edlesborough although it was noted that usage may decline during the winter months and that there may be issues due to the distance of the path and the age of the children attending the school.
- It was noted that previously the path had previously been a bridleway and that horses were

	<p>still using the path.</p>
7	<p>EXTENDED SERVICES</p> <p>Maxine Saving, Extended Services Coordinator addressed the meeting. Maxine explained that she serves the Wing and Wendover area. The aim is that a school should be linked with the community as part of Every Child Matters. Extended Services have given some funding for youth cafes but they are set up and run by Aylesbury Vale Youth for Christ.</p> <p>A member asked if it was intended that the building at Edlesbrough School will be used to provide services. Maxine replied that the headteacher at the school is reluctant to allow the premises to be used because this is outside the control of the school.</p> <p>At the request of members a copy of the presentation is attached to the minutes.</p>
8	<p>ADULT SOCIAL CARE SURGERY UPDATE</p> <p>Karen Adamson reported that the next Adult Care Surgery will be held at Pitstone Community Centre, Yardley Avenue on 30 January 2009 between 10am – 1pm. A Local Area Technician and a PCSO will be attending.</p> <p>During February and March the mobile library service will be used to take the surgeries to the rural communities. The aim is that two static and one mobile surgery will be provided each year.</p>
9	<p>TRANSPORTATION ISSUES</p> <p>Tim Fowler reported on the following:</p> <p>BCC Weight Limit Policy In appropriate circumstances weight restrictions can be imposed for the following reasons:</p> <ul style="list-style-type: none"> • Protection of weak bridges • Environmental reasons –it should be noted that access is often required for refuse collection and other surface vehicles which causes difficulty in enforcing environmental weight restrictions. Members were advised that the weight restrictions on the Grand Union Canal are being reviewed. <p>Speed limits can be used as a method to discourage large vehicles from using certain routes.</p> <p>In response to a question regarding freight lorries using the Linslade bypass members were advised that the road works on the M1 have been completed and that London Waste is encouraging lorry drivers to use the M1 and A5.</p> <p>Community Speedwatch Cheddington It was noted that speedchecks had taken place in the village and that drivers (including local residents) had been caught driving at 40mph. Ivinghoe Aston had intended to borrow the equipment but had been unable to identify sufficient volunteers. The Chairman suggested that a request is published in the Spring Newsletter. Members were advised that there is no requirement for formal training and that operators need to record the vehicle registration number, the colour and the speed of the vehicle. The hire charge is £200 per fortnight.</p> <p>Plane and Patch Sites for 2009/10 Tim Fowler reported that the programme of works had been completed in October and that there may be additional funding (although the level of funding is unclear in 2009).</p>

Planing is a more cost effective method than filling potholes and provides greater longevity.

Parish Gang Report Sheets

The Community gangs will be working until 31 March 2009. Parish Councils will be notified of specific work to be undertaken.

Winter Salting

A report of the areas to be covered was tabled. It was noted that in 2008 there was an increase in the areas covered. During 2006/07 the routes being salted were reduced from 29 to 21 and in 2007/08 this increased form 21 to 25.

A member noted that there had recently been three accidents in the Drayton Parslow area. In response to the members request for the matter to be reconsidered a member reported that she had raised this at full Council and was notified that the road did not meet the criteria and she noted that this area bordered with Milton Keynes Council. Tim Fowler agreed to revisit this with Val Letheren and to report back to Brenda Jennings and the Chairman.

A member asked for reconsideration of the Vicarage Road in Marsworth which he considered met the criteria. This was noted.

Delegated Budget

Members were advised that three bids had been received from Ivinghoe, Aston Abbots and Edlesborough and that the closing date was 31 December 2008. At the next meeting of the Forum bids received will be allocated scores.

10 COMMUNITY PLAN DISCUSSION

Trevor Boyd explained that one of the key roles of Local Area Forums will be to oversee the development and delivery of area based Local Community Plans. These plans will set out the priorities for the community and will inform and reflect the priorities of the county and district sustainable community strategies and influence the allocation of resources.

The proposal is to hold a workshop at the March meeting. Parishes will be sent a spreadsheet and asked to identify and fill in any issues before the workshop. Information that is already available from residents' surveys, NAG issues and service excellence events will also be included.

11 QUESTION TIME

Members were invited to ask questions and the following points were raised:

- A member from Aston Abbots asked why the request to pay jointly with Wingrave Parish Council for the lights to be reinstated had been refused. Tim Fowler explained that Peter Cooper had been informed that paying to keep some lights on would interfere with the integrity of the trial. Members were advised that other 'offers' had been received to pay for retaining the lighting and that this would be both a logistical nightmare and would undermine the reasons why the trial was promoted to save energy and costs and reduce carbon emissions. The officers consider that the conditions at the junction are acceptable without lighting. The enhancement measures should ensure that accidents do not happen. The decision has not been made to provide rural lighting at junctions in the future. It would be premature to stop putting in lighting at sites where lighting was agreed before the start of the trial. The aim of the trial is to switch off lights where it is no longer considered an essential requirement.
- A member from Cheddington asked if the phoneboxes in any other parishes had been

	<p>removed without prior notification. They had not been although a member reported that they had been invited to comment on the social value.</p> <ul style="list-style-type: none">• In response to a question regarding the speed limit on the A4148 members were advised that this is part of area 12.
12	PETITIONS None were received.
13	ITEMS FOR FUTURE AGENDAS It was agreed that the next meeting commences at 6pm with a workshop on the Community Plan and is followed by the meeting.
14	DATE OF NEXT MEETING 12 March 2009.

Services for



Children and Young People
in Buckinghamshire

**GUIDANCE FOR PROJECTS AND
ORGANISATIONS WANTING TO ACCESS
FUNDING TO IMPROVE OUTCOMES FOR
CHILDREN AND YOUNG PEOPLE IN
BUCKINGHAMSHIRE**

May 2008

<http://www.buckscc.gov.uk/bcc/content/index.jsp?contentid=1447527102>

ldrfunding@buckscc.gov.uk

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INTRODUCTION TO GUIDANCE FOR PROJECTS AND ORGANISATIONS WANTING TO ACCESS FUNDING TO IMPROVE OUTCOMES FOR CHILDREN AND YOUNG PEOPLE IN BUCKINGHAMSHIRE

Introduction

This guidance is for any organisation (including schools, independent and third sector providers) or projects in Buckinghamshire working with children, young people or families. The Buckinghamshire Children and Young People's Trust is committed particularly to enabling third sector organisations to deliver services to meet identified need in local communities. The Buckinghamshire Children and Young People's Trust vision is:

"In Buckinghamshire we want all our children and young people to have the best start in life and to be able to lead safe, healthy and fulfilling lives, and to be able to make a positive contribution to their communities and to society. Our aim will be to ensure access to a range of universal services as well as developing more targeted services to meet their specialist needs".

The guidance is designed to help organisations to find their way through the requirements and processes. It is based on our strategy to move towards prevention and local delivery and is compliant with the Buckinghamshire Compact.

Funding

Funding for all children and young peoples services coming into Buckinghamshire from central government is complex and subject to a number of constraints. The funding available for smaller projects includes some Extended Services Grant, some Surestart Early Years and Childcare Grant (SSEYC) and some Area Based Grants (coming through the Local Area Agreement (LAA)). This guidance and accompanying documentation is designed to be a single access point to the different funding streams.

This guidance covers projects up to £10k (over the life of the project). Proposals over £10k but under £50k (over the life of the project) need to be discussed with the Local Delivery Resource Administrator. Proposals and projects over £50k will need to comply with BCC full tender process.

Criteria for Funding

The application/submission must demonstrate how it will improve outcomes for children and young people with particular reference to the outcomes and priorities listed below:

- **improve outcomes for children and/or or young people:**

Be healthy
Stay safe
Enjoy and achieve
Make a positive contribution
Achieve economic well being

- **links to local priorities of the Buckinghamshire Children and Young People's Trust:**

Tackling under achievement
Healthy lifestyles
Prevention
Participation
Keeping children and young people safe

- **links to the joint commissioning priorities of the Buckinghamshire Children and Young People's Trust**

Emotional well being
Supporting parenting
Tackling domestic violence
Local provision through Children's Centres and Extended Services
Participation
Improving the educational achievement of identified specific minority ethnic groups
Affordable leisure
Promotion of healthy schools
Children and young people with disabilities
Children and young people with complex needs (eg children in care)

- **any additional links to a particular funding stream (refer to supplementary guidance which may add more specific criteria).**

Applicants will need to consider which funding stream is most appropriate for their project. Further advice can be had from the Local Delivery Resource Administrator, 01296 383517, ldrfunding@buckscc.gov.uk

(Nb Criteria for the use of Government Grants can sometimes be further clarified during the year. Please check the web for updates)

Funding is limited and priority will be given for start up to projects and/or how the project will meet the needs of children and young people who do not ordinarily access mainstream services.

All Projects/Organisations must show how they will meet basic standards and criteria identified under general information for third sector organisations.

Process

The process is managed through the Local Delivery Resource Panel. The attached flowchart gives an overview of the process.

All applicants will need to complete the application form. If sent electronically a signed hard copy should also be supplied.

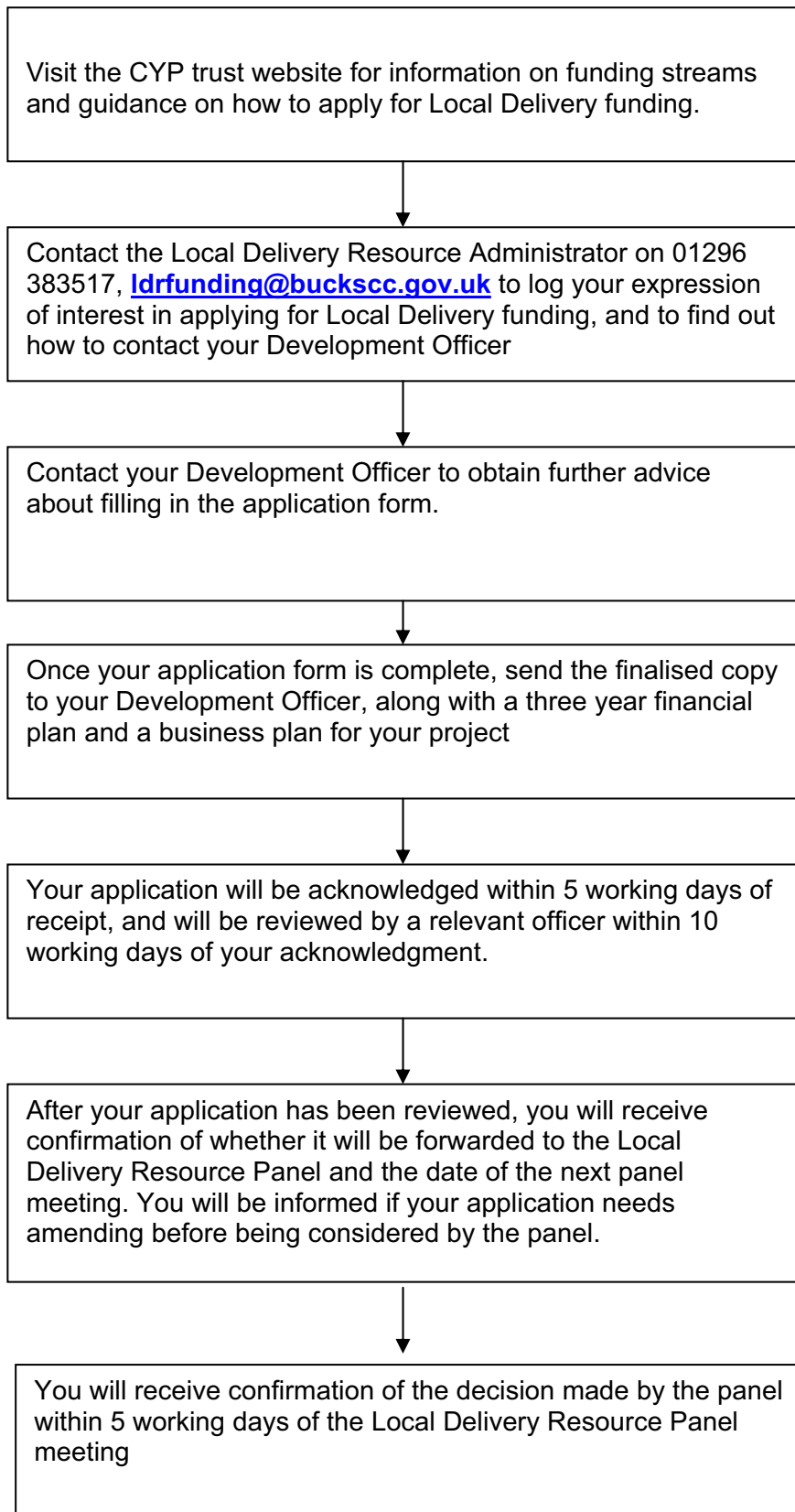
The application should be sent to the Local Delivery Resource Administrator 01296 383517, ldrfunding@buckscc.gov.uk

The Panel meets twice a term and is made up from representatives of local statutory and voluntary agencies.

The decision of the Panel is final.

Funding is conditional on a signed agreement and will be monitored.

LOCAL DELIVERY RESOURCES FLOWCHART



APPENDIX 1

GUIDANCE FOR SURE START, EARLY YEARS AND CHILDCARE GRANT (SSEYC)

DRAFT

Childcare Places Grant

To support Childcare sufficiency and access:

Aim:

- To ensure a sufficient supply of childcare places (including meeting the flexible free offer for three and four year olds) across the county of Buckinghamshire – ‘so far as is reasonably practicable’, for parents who want to work and train and to meet the needs of parents of children with disabilities.

To close identified gaps in provision; maintain a diverse supply of places that meet parental choice; ensuring a cost effective and sustainable market; supporting and developing integrated delivery; and ensuring childcare provision is working effectively with other children’s services.

Priority criteria:

- Places that meet identified gaps in provision as identified through the BCC Sufficiency Assessment
- Places that meet identified need for early education funded places and/or support the delivery of the ‘flexible offer’
- Places that meet parental needs and choice
- Places that complement and do not compromise existing provision
- Places that support and promote access and inclusion

Capital Grants

Early Years Quality and Access:

Aim:

- To improve the quality of the learning environment in early years settings to support delivery of the Early Years Foundation Stage (EYFS), with a particular emphasis on improving play and physical activities; and ICT resources
- To ensure all children, including disabled children, are able to access provision
- To enable PVI providers to deliver the extension to the free offer for 3 & 4 year olds and to do so flexibly

Priority Criteria:

- Places meet identified need as set out in the BCC Sufficiency Assessment
- Places support funded education requirements and will be delivered flexibly to meet parental needs and choice
- Priority will be given to providers that employ a graduate leader/qualified teacher/EYPS or have a staff development plan to recruit/develop a graduate
- Places are available and suitable for children with special/additional needs including physical, cultural, seldom heard, children/families in need
- Joint funding projects

Sustainability Grants

Providers are not able to apply for sustainability grants.

Where a provider is in financial difficulty an EYCS Childcare Advisor will offer business support as set out within the Core Offer. If a provider is unable to maintain their business and therefore the childcare places, EYCS may at their discretion intervene and offer financial support to maintain the availability of places. The provider will be required to work with EYCS to produce any required plans or reports to support this intervention and maintain monitoring for a period predetermined by the Funding Panel.

Application criteria – ALL GRANTS:

Applications must demonstrate:

- Evidence of need for places
- Evidence that places meet parental needs in terms of hours, affordability, diversity
- Robust business plan and management strategy
- Long term financial sustainability including effective plans to meet future legislative requirements such as suitably qualified graduate/meeting the flexible offer for Early Education Funding places
- Evidence of financial need
- Represent value for money (based on the average place cost for revenue grants and three quotes or tender for capital grants)
- Quality of provision
- Inclusive practice
- Suitable staff recruitment and retention planning; and on going suitability monitoring
- That appropriate policies and practices are in place to safeguard children
- Meeting relevant legislative requirements e.g. employment, health and safety, EYFS
- A commitment to service delivery beyond the funded period

Additional conditions:

1. Grants will be available for one year only.
2. Applications must be developed and supported by an EYCS Childcare Advisor.
3. Capital grants to support the delivery of EYFS must be supported by an EYCS Quality Improvement Officer
4. All grants will require robust monitoring as defined by EYCS and/or the Resource Panel (for a period to be determined by the Resource Panel that will be in excess of the funded period). **Failure to comply will result in the provider being required to repay the grant in full.**
5. Applications must be received at least four weeks prior to the published funding panel meeting date and must be in the correct format and duly signed.
6. Applications will be considered by a multi-agency Resource Panel convened from the members of the Early Years and Childcare Partnership, relevant County Council Officers and appropriate partner representatives. Applications will be scrutinised prior to referral to Panel and non-compliant applications may be withdrawn. The Resource Panel decisions are final and non-negotiable although applicants may be invited to resubmit at a later date.
7. Any additional conditions will be notified in writing within three weeks of the panel date. Verbal comments and decisions will not be entered into.
8. Grants are subject to funding being available and may be withdrawn at any time without notice.
9. Subject to future changes to grant criteria notified by BCC or the Department for Children, Schools and Families (DCSF).
10. Any changes in specification, costs (actual or projected) or project outline **MUST** be approved by BCC **in advance**
11. BCC will **NOT** be liable for any additional costs over and above the grant amount approved for whatever reason although a realistic contingency may be costed in to the project financial forecast.
12. Complaints about the process should be made through the BCC complaints procedure

13. BCC may make additional grants available from time to time and will notify providers through the News and Views Bulletin. Providers are responsible for keeping up to date with the latest bulletins and responding accordingly within the time deadlines.

Definition of capital:

Capital expenditure is defined as expenditure on the acquisition of tangible, productive assets, whose value exceeds £2,500 (including VAT) and which will give continuous service beyond the financial year in which they were purchased. The general rules for deciding if expenditure is capital are:

- Will the asset last more than one year?
- Will the authority own the asset? If there is a rental agreement this is revenue, not capital.
- Does it cost more than £2,500 or does it enhance an existing asset? This does not include routine maintenance, which is classed as revenue.

Capital expenditure is not necessarily limited to single purchases over £2,500; the following categories of expenditure are capitalised:

Individual assets: i.e. expenditure on single items whose value exceeds £2,500 e.g. vehicles, computer servers, land, new buildings, consultants' fees.

Grouped assets: i.e. assets of a similar nature are purchased at the same time, for example as part of a project. This can include consultancy costs incurred as part of the project costs. The value of the individual assets may be below £2,500 but the total value of all the assets determines whether expenditure falls above or below the capitalisation threshold.

Bulked assets: i.e. a bulk purchase of furniture or computer assets where the value of the individual items is below £2,500. As with grouped assets, the total value determines whether expenditure falls above or below the capitalisation threshold.

Levels of funding for capital programmes or projects in Voluntary Aided schools

Schedule 3, paragraph 5 of the School Standards and Framework Act 1998 allows the Secretary of State to make grants to the governing body of a voluntary aided school (or relevant body acting on behalf of the governing body) in respect of capital expenditure incurred or to be incurred by them. Grant does not generally exceed 90% of the expenditure incurred. However, in exceptional cases, grant may be made up to 100% of expenditure. The DCSF is currently in discussions about how Schedule 3 will apply to capital made available to support the Ten Year Strategy. Further information will be issued to local authorities, and will be available via the Sure Start and TeacherNet website.

APPENDIX 2

GUIDANCE FOR EXTENDED SERVICES FUNDING

Guidance

When completing the application form please indicate under the summary of the project which areas of the Extended Services core offer the project will meet. The 5 areas of the core offer are:

- Quality Childcare – Help in providing quality childcare, 8am to 6pm, five days a week, 48 weeks a year in accordance with the needs of the community.
- Varied menu of activities – Provide access to a varied menu of study support and enrichment activities which provide fun and stimulating activities for young people.
- Parenting support - Including information sessions for parents of pupils joining reception and on transfer to secondary school; signposting to national and local sources of information, advice and support; access to parenting groups using structured, evidence-based parenting programmes; and family learning sessions to allow children to learn with their parents, where consultation has shown there is a demand.
- Swift and easy access - Working closely with other statutory services and the voluntary and community sector, schools ensure that children with additional needs are identified as early as possible, and are well supported through integrated working with other services.
- Community Access - Access to appropriate facilities, such as ICT suites, sports and arts facilities, and also provide access to adult learning

Management and Governance

Please highlight who will manage the service, and how the success of the project will be monitored and evaluated.

All forms must be signed and dated by the project lead (head teacher or lead officer) and chairman of the governors if a school led project.

APPENDIX 3

GUIDANCE FOR APPLYING FOR FUNDING THROUGH THE LAA FUNDING STREAMS

When completing the application form please refer to the purpose or objective of the particular funding stream that you are applying for.

Carers Grant

The main purpose of the funding provided for carers is to:

- enhance provision of community care and children's services to allow carers to take a break from caring by stimulating a greater diversity of provision
- stimulate a greater awareness by authorities of the need for services in their area to be more responsive to the needs of carers and
- provide carers with services other than breaks in keeping with the 2001 Carers and Disabled Persons Act

Children's Fund

The specific objectives of the Children's Fund are as follows:

- To promote attendance in school by 5-13-year-olds
- To achieve improved educational performance among 5-13-year-olds
- To ensure fewer young people aged 10-13 commit crime and fewer children aged 5-13 are victims of crime
- To reduce child health inequalities
- To ensure children, young people and their families feel the services are accessible
- To develop services which are experienced as effective
- To involve families in building the community's capacity to sustain the programme and thereby create pathways out of poverty

CHECKLIST FOR APPLICANTS

The following checklist identifies the minimum information requirements if you engage in bidding or tendering processes to deliver services for children and young people in Buckinghamshire.

Item	Comment
Governance arrangements	Appropriate constituted organisation.
Evidence of Need	<p>Evidence to demonstrate why the service you are proposing meets the need of children and young people in Buckinghamshire.</p> <p>What outcomes does it support?</p> <p>How it links to supporting the 5 ECM Outcomes /LAA Outcomes or other relevant criteria?</p>
Business Plan	<p>There are various formats for business plan and it is possible to access an example from the Buckinghamshire Funding Group: http://www.buckscc.gov.uk/bcc/content/index.jsp?contentid=1605408841</p> <p>A robust business plan will always be good supporting evidence and helps you to understand the focus of your work and allows you to be in a position to explain it to potential funders.</p>
Quality Assurance	<ul style="list-style-type: none"> • Meet legislative guidance e.g. Ofsted registration • Relevant systems in place e.g. Practical Quality Assurance System for Small Organisation (PQASSO).
Financial Information	<p>It is essential that you have robust and transparent financial practices and a good understanding of your financial situation including:</p> <ul style="list-style-type: none"> • Staff Costs • Premises Costs • Insurance • Running Costs • Financial Reserves • Other income • Audited Accounts • Management Costs
Insurance	<p>Consideration must be given to having relevant insurance in place including:</p> <ul style="list-style-type: none"> • Public Liability minimum £2 million • Employers Liability Minimum £5 million • Personal accident <p>NB: These will be dependent on circumstances</p>
Policies	<p>All policies must be supported by being:</p> <ul style="list-style-type: none"> - up to date - staff receiving regular training <p>As a minimum the following policies are required:</p> <ul style="list-style-type: none"> • Safeguarding • Health and Safety (see below)

Item	Comment
	<ul style="list-style-type: none"> • Child Protection (see below) • Equal Opportunities/Diversity Policy • Participation Procedure • Organisations may also have other policies relevant to their area of work, e.g. Drugs Policies
Health and Safety	<p>It is necessary to ensure the following are in place:</p> <p>Health and Safety policy</p> <ul style="list-style-type: none"> • Procedure for reporting and recording of accidents and dangerous occurrences. • Risk assessments including premises/ visits and outings/ specific activities. • Lone working (if applicable) • Personal care arrangements
Safeguarding	<p>A Safeguarding policy must be in place that is consistent with the Buckinghamshire Safeguarding Children's Board and must include :</p> <ul style="list-style-type: none"> • Child Protection guidance • Safe recruitment of staff and volunteers, including a Complaints Procedure and a Whistle blowing Procedure
Staff	<p>Consider the following:</p> <ul style="list-style-type: none"> • Numbers of Staff • Qualifications of Staff • Ratio of Staff to young people • Have all relevant staff been CRB checked at appropriate level • Contingency plans for providing additional staff if necessary
Children and Young People's Engagement	<p>Consider such issues as:</p> <ul style="list-style-type: none"> • Age range supported • Number of children and young people supported • Specific groups eg BME • Geographical groups • Involvement of children and young people in establishing how project is run and organised (Hear by Right) • Register of users
Sustainability	<ul style="list-style-type: none"> • Plans for future • Charges to children and young people/families • Fundraising
Evaluation/Monitoring	<p>How do you evaluate and monitor your work to demonstrate improved outcomes for children and young people? Do you offer any accreditation to the young people?</p>
Participation Strategy	<p>A strategy that involves children and young people in the development and organisation of your project. (Hear by Right)</p>

Services for



Children and Young People
in Buckinghamshire

BUCKINGHAMSHIRE COUNTY COUNCIL

**ACCESS TO RESOURCES TO IMPROVE OUTCOMES FOR
CHILDREN & YOUNG PEOPLE**

Funding Stream Applied For:.....

(Before completing this form please contact the Local Delivery Resource Administrator)

Provider name:

Development Officer:

Type of Provision or Project:

Amount applied for:

Method of Governance: (Tick Box) Voluntary Private Maintained Statutory

What outcomes will be improved & how will they be evidenced.

- Be Healthy
- Stay Safe
- Enjoy & Achieve
- Make a Positive Contribution
- Achieve Economic well being

Brief summary of project, what needs it will meet and how funding will be

used.....

.....

...(please continue on a separate sheet if required)

1	Applicant Details		
1.1	Legal name of the organisation:		
	Address:		
		Post code:	
1.2	Main contact for the application:		
	Title:	First name:	Surname:
	Position:		
	Address:		
		Post code:	
	Main telephone number:	Best times to call:	
	Alternative telephone number:	Best times to call:	
	Email:	Fax:	
1.3	What is the legal status of your organisation? (Please attach governing document)		
1.4	Are you a charity recognised in law?		
	Registration number:		
1.5	If your organisation is a branch or division of a larger organisation, which one(s)?		

1.6	What are the current activities of your organisation and how are these managed?
1.7	When was your organisation established?

2	Financial Details	
	Bank account details	
	Please submit either: <ul style="list-style-type: none"> An original bank statement which is less than 3 months old (this will be returned). Statutory authorities may provide a letter, signed by the Director or Finance (or equivalent) confirming details of the bank account. If your organisation is new, we will accept an original, signed letter from the bank confirming details of the account name, number and sort code. Or a copy of a building society passbook signed and stamped by the building society. 	
2.1	Account name:	
	Bank/building society name:	
	Bank/building society address:	
		Post code:
	Sort code:	Account number:
2.2	Who from your organisation can sign cheques for this account?	
	Name:	Position:
	Name:	Position:

2.3	<p>Please provide your most recent annual accounts:</p> <p><u>Existing organisations:</u></p> <p>Please provide a copy of your organisation's latest accounts. If your income was less than £1000 in the last year, we will accept your cash book pages for the last 3 months or original bank statements for the last 3 months.</p> <p><u>New organisations:</u></p> <p>Please provide an estimate of your income and expenditure for the first 3 years of operation.</p> <p><u>Statutory authorities/further education institutions:</u></p> <p>We only need to see accounts, bank statements or projections specifically relating to your project.</p>
2.4	<p>Information relating to your most recent accounts:</p>
	<p>Accounts year ending:</p>
	<p>Total gross income:</p>
	<p>Total expenditure:</p>
	<p>Surplus/deficit for the year:</p>
2.5	<p>If your surplus is in excess of £5,000, explain why you are applying for funding and how your existing surplus will be used to sustain your business/Service Funding.</p> <p>Funding will not be awarded to organisations that, in the view of the Resources panel, do not require this.</p>
2.6	<p>Insurance Details</p>

3	<p>Additional Information Required</p>
3.1	<p>Please describe how your organisation/ project will address the following:</p>
3.1a	<p>Safeguarding</p>
3.1b	<p>Inclusion</p>

3.1c	Health & Safety
3.2	Who was consulted about your proposal/project? What were they asked? What was the outcome? (Evidence may be required)
4.0	Please also attach <ul style="list-style-type: none">• Business Plan• 3 year financial forecast (if appropriate)

DECLARATIONS AND SIGNATURES

Main contact

This is the person BCC will normally contact with any enquiry about the application or to obtain further information.

Name	Title:	First name:	Surname:
Position in organisation:			
Address:			
Daytime contact number			
Evening contact number			
E-mail contact			

Signed:

Date:

Alternative contact

This person cannot be the same as the main contact. S/he must be the Chair, Vice-Chair, Secretary or Treasurer of your organisation, head of department if you are a local authority or company director.

Name	Title:	First name:	Surname:
Position in organisation:			
Address:			
Daytime contact number			
Evening contact number			
E-mail contact			

Signed:

Date:

REFEREE


The Referee must be independent of the organisation.

Name	Title:	First name:	Surname:
How do you know the organisation?			
How long have you know the organisation?			
Address:			
Daytime contact number			
Evening contact number			

I can confirm that I know this organisation and its work. I have read this application and I support this request for funding. I am willing to be contacted now to discuss this application and at a later date to comment on the grant, should this application be successful. I confirm that I am independent of the organisation.

Signed:

Date:



What is an extended school?

June 2008

developing people, improving young lives

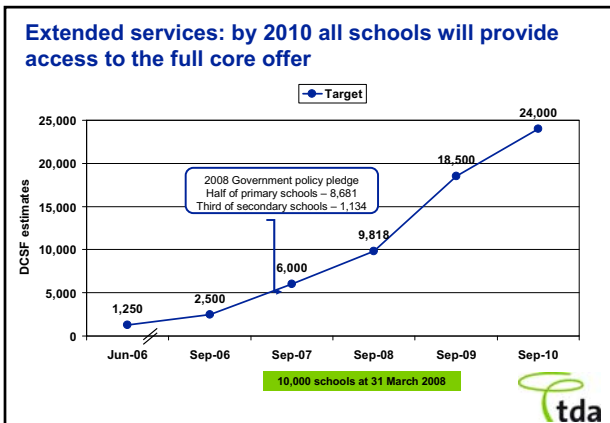
Every Child Matters – improving the life chances of all pupils

7.6 million pupils

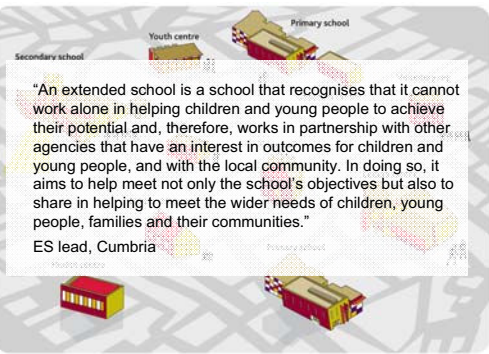


22,500 schools






What is an extended school?



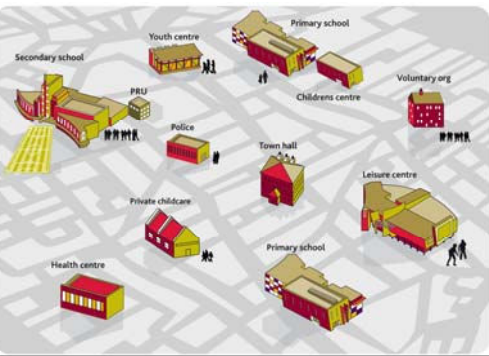
The diagram shows a central 'Primary school' building connected to a 'Youth centre' and a 'Secondary school'. Below the text, there are icons for a 'Secondary school' and a 'Primary school'. The background is a stylized map of a street grid.

"An extended school is a school that recognises that it cannot work alone in helping children and young people to achieve their potential and, therefore, works in partnership with other agencies that have an interest in outcomes for children and young people, and with the local community. In doing so, it aims to help meet not only the school's objectives but also to share in helping to meet the wider needs of children, young people, families and their communities."


ES lead, Cumbria

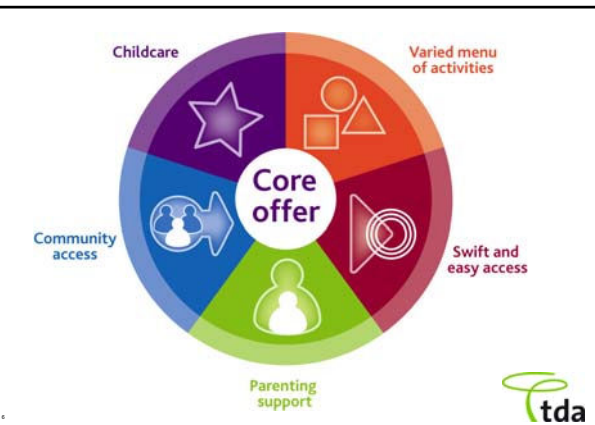


What is an extended school?



The diagram shows a central 'Primary school' building connected to a 'Youth centre', 'Secondary school', 'Police', 'Town hall', 'Leisure centre', 'Private childcare', 'Health centre', 'Children's centre', and 'Voluntary org'. The background is a stylized map of a street grid.





Childcare: giving children a good start in the crucial early years, supporting working parents to the benefit of the whole family



- Whitkirk Primary School, Leeds**
- Wrap-around childcare service with 36 places
 - 50 weeks a year, £50k turnover, provides local jobs
 - School had falling rolls, is now oversubscribed
 - KS2 SATs up by 100% since childcare opened
- Kingsdown High School, Wigan**
- 11-16 school in urban setting
 - Young person's centre is a hub for childcare in the area
 - Centre open to pre-school children, pupils from 10 local primaries and secondary age children up to 14
 - Daily capacity for 150 children, with 250 registered



Varied menu of activities: giving children a choice of opportunities to enjoy and excel at outside the classroom



- Delaware Primary School, Cornwall**
- Serves a rural community where access to services can be problematic
 - The school offers a wide range of activities for children in partnership with other schools and local providers
 - Some of the activities are based at other locations and transport is provided
- Withington Secondary School, Bath & NES**
- School offers a very wide range of activities it believes are linked to improved attendance, better behaviour and higher numbers of pupils in education post 16
 - 5 A*-C GCSE grades have improved by 10% over the past four years



Swift and easy access: working in partnership to ensure the well-being of all children



- Globe First and Middle School, Harrow**
- Strong multi-agency partnerships provide a broad range of services
 - Emphasis on health and preventative work reinforces classroom work
 - Community-wide impact through better and more convenient access to health services
- Kidbrooke Secondary School, Greenwich**
- High rates of pregnancy and other health issues
 - School has a teen drop-in health centre, set up in partnership with LA, PCT and other agencies
 - Offers counselling, group sessions & specialist help
 - Teenage pregnancies now rare, young people are now accessing services they would not seek in other settings



Parenting support: helping parents engage with their children's learning by offering support where needed



Blue Gates Field Infants, Tower Hamlets

- Nearly 100% EAL pupils
- School offers a 12-week programme designed to help parents develop language and play skills
- School runs successful parent volunteer programme designed to engage parents

Lister Community School, Newham

- School has 92% EAL pupils
- School appointed family support workers to engage with and support parents
- School set up parent groups and family learning sessions for ethnic parent groups
- Parents are now more engaged with their children's education and children are more confident



10

Community access: opening the doors to the community

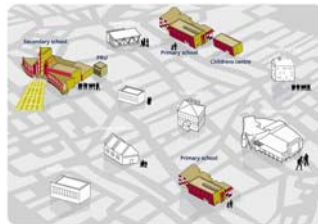


Goddard Park Community Primary, Swindon

- School runs a cybercafé for the local community as part of a community learning campus
- Sports facilities are used widely by local clubs
- School offers local access to health and specialist services on its premises

South Hunstley School, E. Riding of Yorkshire

- School has state-of-the-art sports facilities
- School rents space to local private companies and the council for conferences and meetings
- School's car park is used by staff of BAE Systems as part of a wide-ranging partnership arrangement that spans curriculum work and after-school activities



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The benefits of extended schools

Pupils

- Fun activities, more opportunities, more sports and art
- Being with friends before and after school
- Parents able to help with homework
- Help with school work
- School safeguards pupils' well-being
- Advice and help if they need it
- Personalised learning

Parents/carers

- Positive activities and study support
- High-quality childcare
- Parenting courses, advice and information
- Greater involvement in their children's education
- Adult and family learning
- Use of school facilities

Community

- Access to school sports and IT facilities
- Local base for further education courses, vocational courses and other learning opportunities
- Local access to health and specialist services, and information about other local services
- Promotes community cohesion

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The benefits of extended schools

Schools

- Improved standards
- School has a higher local profile
- Can help boost school rolls
- Helps schools meet their duties on well-being, ECM and community cohesion
- Opportunity for income generation

Teachers

- More-motivated pupils
- Better attendance and behaviour
- Engaged parents
- Barriers to learning are more effectively addressed
- Classroom work boosted by study support

Support staff

- Opportunities for career and skills development
- Being part of the team around the child
- Greater scope for taking responsibility
- More jobs and new roles, eg school business managers, parent support advisers



Ofsted's key findings on the impact of extended schools (i)

"Almost a third of the schools visited had data illustrating improved attendance as a consequence of their extended provision"

"Breakfast clubs were often a key factor in improving attendance and punctuality, especially where particularly vulnerable pupils were targeted"

"The provision of services to develop pupils' study skills and leisure interests had a considerable effect on their attitudes and behaviour, and many schools reported a reduction in the number of exclusions"

HMCI annual report 2006/07



Ofsted's key findings on the impact of extended schools (ii)

"The major benefits to children, young people and adults were enhanced self-confidence, improved relationships, raised aspirations and better attitudes to learning"

"Strongly committed leaders and managers were key factors in successful provision. They had a clear understanding of the features of extended provision and how it would work in their contexts. They involved the whole senior management team as extended services were considered integral to improving outcomes for children"

"The most successful providers shaped the provision gradually to reflect their community's needs and wants in collaboration with other agencies. They gave sufficient time to gather information on local requirements before setting up any provision"

Extended Services in Schools and Children's Centres, 2006



Ofsted's key findings on the impact of extended schools (iii)

"The majority of the schools visited had compelling case-study evidence that extended services had made life-changing differences to pupils that had led to better attendance and attitudes"

"Services that were used by the most vulnerable parents were reported to have transformed the lives of some parents and had positive effects on their children"

"The schools with the most effective services had integrated the development of extended provision within their school improvement plans, with a clear focus on improving positive outcomes for children and young people"

How Well are They Doing? The Impact of Children's Centres and Extended Schools 2008