



Blockley Parish Council

Children and Young People Invitation to Tender Document

June 2024

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1. About Us

Blockley Parish Council (BPC) serves the communities of Blockley, Aston Magna, Paxford, Draycott, Ditchford and Northwick Park. We're here to represent parishioners and deliver local services, as well as improve quality of life and community cohesion for everyone who lives and works here.

We value all our parishioners – including children and young people – and in 2021 we began a four year plan outlining how we will work to improve the quality of life and community cohesion for the cohort of parishioners aged 5-19.

2. About this document

This Invitation to Tender (ITT) document is a guide for organisations who wish to submit a bid to deliver against specific strategic aims and includes a pro forma that all tendering organisations must use to be considered in this process.

3. Background information

Blockley is a geographically large Parish and covers the villages of Blockley, Aston Magna, Paxford, Draycott, Ditchford and Northwick Park. There are around 350 children aged 0-15 living in the Parish (as of 2016). Blockley is served by a Primary School of 140-150 pupils; most of the teenagers in the parish attend Chipping Campden Secondary school.

In recent years, Blockley Parish Council have commissioned a youth provision in the form of ad hoc holiday activities (summer sports camps and circus skills workshops for example) and a weekly youth club in school term time. To date, the youth club has operated on a Thursday evening with a junior session (years 4-6) from 18:00-19:30 and a senior session (year 7 and up) immediately afterward from 19:30-21:00. Both sessions take place at Blockley Sports and Social Club with use of the Clubhouse and Multi-use Games area (MUGA).

Attendance at the clubs has dwindled in the last year, particularly in the senior session and the number of children and young people that attended between April 2023 and December 2023 is tabulated below. There was a period of time however when attendance was much higher and maximum numbers of children were regularly seen at the junior session.

Date of Youth Club	Juniors	Seniors
20/04/23	28	11
27/04/23	27	9
May 2023*	128	43
June/July 2023*	139	32
07/09/2023	8	0
14/09/2023	12	0
21/09/2023	25	0
28/09/2023	7	2
05/10/2023	11	3
12/10/2023	10	1
19/10/2023	13	1
26/10/2023	6	0
09/11/2023	9	1
16/11/2023	9	1
23/11/2023	10	1
30/11/2023	11	1
07/12/2023	8	1
14/12/2023	11	1

Table 1: Number of children recorded attending youth club. * Only 1 number presented for the whole period - the sum of children signed up each week and not unique attendees

In 2021, BPC published a Youth Strategy but with limited resources of time, money and personnel, BPC has found it challenging to deliver against the aspirations of the strategy. Six priorities identified in the strategy remain the focus our ambitions for children and young people, as follows:

1. Providing activities for children and young people, and
2. Using the relationships built with teenagers in these activities to tap in to what young people want, encouraging them to represent themselves through democratic structures.
3. Being more engaged with other community groups, especially those with facilities, resources or activities that can benefit children and young people, and
4. Communicating and publicising this information more widely in the parish, using digital and physical methods to do so.
5. Developing informal sports opportunities for 8-18 year olds, in very local areas, for those not involved in formal sports and/or don't want to travel out of the Parish, and
6. Developing outdoor space(s) suitable for teenagers, where they feel welcome and 'at home'.

In June 2024, BPC invited feedback from parents/carers and children and young people about both the existing youth club and broader BPC provision for children and young people. Response rates to the online questionnaire were low (25

parents/carers and 14 children and young people) and cannot be relied on as a representative picture. Parents/carers and young people highlighted the importance of youth club as a place to meet and socialise with friends and use the multi-use games area (MUGA).

The voices of teenagers were notably underrepresented in the questionnaire and this lack of steer on what parish teenagers want/need alongside poor attendance at youth club in the last 12 months, has prompted BPC to question the value of funding a senior youth club, similar to the one that has been running.

4. Tendering Process and Key information

- 4.1. The commissioning body is Blockley Parish Council.
- 4.2. The length of the initial tender is a 7-month period, with a review after 5 months to determine whether or not to extend for a two-year period, with potential to extend for a third year by mutual agreement.
- 4.3. Bids will be assessed by BPC's Youth Working Group and a recommendation presented to full Council, our anticipated timetable is set out below.
- 4.4. Please note that under our Standing Orders and the Bribery Act 2010, contacting councillors or staff to encourage or support this tender, outside the prescribed process, is strictly prohibited.
- 4.5. The service will be paid monthly in arrears by BACS transfer.
- 4.6. This ITT document will be advertised for three weeks, from 21st June to 15th July 2024.
- 4.7. Closing date for submissions is 13:00 on 15th July 2024. All submissions must be made by email with all supporting documents attached. All submissions must be made on the pro forma contained in this document and returned to parishclerk@blockley.org.uk . Any applications made after this time, or not using the pro forma, will not be considered.
- 4.8. The Parish Council may invite applicants for online interviews/presentations in the week commencing 15th July. We anticipate a decision will be made by the Parish Council on 18th July 2024 and applicants will be informed of their decision by the 22nd July 2024. A Service Level Agreement will then be issued to the successful applicant, and the contract will likely commence on 2nd September 2024.
- 4.9. Expected timetable for the tendering process and beyond (subject to any necessary amendments):

Dates	Activity/Milestone	Notes
Friday 21 st June to Monday 15 th July 2024	ITT advertised	
13:00 Monday 8 th July	Deadline for notifying BPC of intention to submit a bid	In order for BPC to adhere to the timetable set out in the ITT, we politely request that organisations confirm whether or not they intend to submit a proposal. This can be done with a confirmation email to the clerk.
13:00 Friday 12 th July 2024	Deadline for submitting queries and points of clarifications to BPC	Please note the clerk works part-time and all queries or clarifications should be sent to both parishclerk@blockley.org.uk and chris.leach@blockley.org.uk BPC welcome any requests for clarification or other queries but please note that any additional information provided will be shared with all organisations that have expressed an interest in submitting a proposal.

13:00 Monday 15 th July 2024	Deadline for submitting proposals	All documents via email to Parish Clerk parishclerk@blockley.org.uk
17 th July 2024	Possible interviews (online) with bidders if required.	To be arranged at a mutually convenient time, if additional information or clarification of aspects of the proposal are required ahead of decision making.
18 th July 2024	Youth Working Group present recommendation (preferred supplier) to full council	
22 nd July 2024	Bidders notified of BPC provisional decision	Provisional decision will be followed up by reference checks etc before it becomes final
2 nd September 2024	Contract commences	Subject to outcome of any due diligence checks and an SLA being signed by both parties
3 rd February 2025	Review/Evaluation of youth provision against Key performance indicators	Undertaken by Youth Working Group
20 th February 2025	Decision made by full council on whether or not to extend the contract for up to 2 years	
April 2025	Extended contract commences, if agreed	

Table 2: Anticipated timetable of tendering process and contract

5. Service Specifications

5. Blockley Parish Council invites tenders to fulfil the following services:

- 5.1. Provide a weekly youth club (during school term time), for 40 weeks of the year (pro-rata), at a venue in Blockley. We invite proposals to identify the most suitable structure (timing, age groupings, format) to represent value for money while aspiring to achieve the strategic goals set out in Section 3 of this ITT. We envisage the main purpose of these sessions will be to provide a fun, safe space for children and young people aged 8 and over to meet with friends and be active, if they wish.
- 5.2. In addition, we would like the successful bidder to
 - include engaging and developmental youth work for young people aged 8 and over
 - Build relationships with children and young people in order to understand and represent what young people want.
- 5.3. Book a suitable venue, liaise directly with the venue on all matters relating to the weekly youth club or other activities including making payment for the venue, which should be included in the costs of your proposal. Blockley Sports and Social Club (BSSC) has been used to date and has the advantage of excellent outdoor space but proposals are free to include alternative venue suggestions. Please note, there is a hire charge for the Pavillion at BSSC and a separate charge for the MUGA.
- 5.4. Encourage use of outdoor space(s) within the parish by teenagers, where they feel welcome and 'at home'
- 5.5. Promote attendance at youth club of children from all Blockley parish villages and outlying areas.

- 5.6. Lead communications about what is going on at the youth club, and publicise its activities (in partnership with BPC).
- 5.7. Manage safeguarding and Health and Safety of youth club sessions, in line with statutory guidelines and youth work best practice
- 5.8. Recruit and manage staff, as needed to fulfil the content of this ITT document
- 5.9. Provide monthly feedback on the youth club in the form of a short, written report and allow time for a 30-minute meeting of key staff with councillors or the clerk every other month to
 - 5.9.1. review progress
 - 5.9.2. highlight any challenges/issues
 - 5.9.3. share any identified barriers to parish children and young people accessing youth club
 - 5.9.4. feedback suggestions for ad hoc activities or additional provision for children and young people in the parish
 - 5.9.5. raise any concerns about performance

6. Added Value

Beyond the provision of a basic youth club, BPC welcome proposals that identify ways the youth club could be used to

- 6.1. Develop further informal sports opportunities for 8-18 year olds, in very local areas, for those not involved in formal sports and/or don't want to travel out of the Parish (such opportunities could be delivered outside of the youth club contract)
- 6.2. Work in partnership with other key agencies, including but not limited to local schools, local faith groups and other local community groups to maximise the opportunities for children and young people in the Parish.
- 6.3. Encourage children and young people to represent themselves through democratic structures.
- 6.4. Work with BPC to develop informal and formal routes for teenagers in the Parish to directly influence all of the key themes of the Youth Strategy outlined in Section 3 of this document.
- 6.5. Contribute to BPC's Climate and Biodiversity Action Plan goals
- 6.6. Enhance wider community cohesion

7. Evaluation criteria and requirements

The Parish Council will judge submissions based on the organisation's ability to meet the criteria set out in table 3 below. In addition, any proposal that does not include suitable policy documents as set out in Section 7.6 will be deemed non-compliant and not considered. BPC will require two references from previous commissioners and/or employers which will be followed up only for the preferred bidder and after the 18th July 2024.

Criteria	Weighting	Explanatory notes
Price	25%	Price of service will be considered in relation to the price of other services, on a like for like basis (eg cost per session of activity for juniors and cost per session for seniors)
Suitability of proposed youth service	25%	BPC will evaluate the proposed activities against their suitability, in the context of the background information provided,
Staffing	25%	BPC will be looking for evidence of how proposed activities and the associated supporting roles (eg admin and comms) will be staffed and the inclusion of suitably skilled/qualified/experienced staff to undertake these roles.
Communication plans	10%	BPC are looking for a clear plan of how communication with children and young people, their parents and carers and the Parish Council will be undertaken for the life of the contract
Added value	10%	BPC will give additional credit to proposals that demonstrate an ability to deliver against the key themes of its Youth Strategy as set out in Section 3 of this ITT or support wider BPC goals around sustainability, and community cohesion.
Supporting evidence – engaging teenagers	5%	While recognising the challenges of engaging teenagers, BPC will give additional credit to proposals that reference any research or sources of information (such as an organisation’s own data sources) that support the proposed activities as a suitable approach or successful way to engage and/or support teenagers.

Table 3: Evaluation Criteria for assessing proposals

7. The following should be included in your submission

- 7.1. A clear breakdown of costs and staff time allocated to the different elements of your proposal and costs for weekly venue hire.
- 7.2. If more than one weekly session or activity is proposed eg a junior and senior session, please comment on the viability of only one element being commissioned. I.e. is it viable for you to operate one element alone or do the costs provided only stand if both elements are commissioned?
- 7.3. A clear outline of the structure of services being offered (age groups, timings, activities etc)
- 7.4. Your approach to communications including a simple, strategy for attracting children and young people from Blockley Parish villages and outlying areas to attend youth club and proposed method of reporting back to BPC (an example of current reporting to other commissioners would be welcomed).
- 7.5. Details of the experience, qualifications and track record of proposed staff in delivering successful children and young people’s work.
- 7.6. Appropriate policies to ensure the safe and successful running of work with children and young people, including but not limited to:
 - 7.6.1.Safeguarding policy
 - 7.6.2.Health and Safety policy, including risk assessments
 - 7.6.3.Equality and Diversity Policy
 - 7.6.4.A clear policy for checking and vetting the suitability of staff (possibly covered in the Safeguarding Policy)
 - 7.6.5.Enhanced DBS checks for all staff and volunteers

7.6.6. Insurance to cover all the organisation's activities, including Employers' Liability Insurance and Public Liability Insurance

7.6.7. GDPR policy

7.7. A commitment to ethical employment practices, such as avoidance of zero-hour contracts and paying the living wage

The next section is a proforma for all tendering organisations to complete. Please ensure that you demonstrate, in that form, how you meet the requirements and how you would meet the Service Specifications.

8. Tendering Pro Forma

Name of Organisation:	
Contact Person:	
Contact address:	
Contact email address:	
Contact phone number:	
Website:	
Facebook/Twitter/Instagram handle:	
Status of organisation (i.e. charity, company, CiC etc):	
Company/charity number:	

<p>Please provide a description of the youth activities you are proposing, including timings, age groups etc and the reasons you believe they would be suitable for the children and young people of Blockley Parish (25%)</p>
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Please describe how the activities will be staffed and the different roles that would be assigned to different people (eg communications and admin in addition to the activities themselves). Please provide details of the skills/qualifications and experience that make the proposed individuals suitable for the project. (25%)

Please provide a full set of costs and a breakdown of the costs per session. Please add any comment on the viability of different elements being commissioned alone (e.g. if two weekly sessions are proposed, would it be viable to run just one). You may append a spreadsheet or similar if you wish. (25%)

Please describe your communications plan in relation to BPC, young people, parents/carers, the wider community; you may append examples of existing reporting templates or communication materials (10%)

Please provide any relevant information on how you would add value (see section 6) (10%)

Please provide any supporting evidence you have with regards to engaging teenagers.. This may include themes or conclusions from relevant research or your own data or feedback. You may append relevant materials if you wish (5%)

Please confirm your organisation has the following up to date policies and documents (and send them as attachments with the tender document):

- | | |
|--|--------|
| a. Safeguarding policy | YES/NO |
| b. Health and Safety policy, including risk assessments | YES/NO |
| c. Equality and Diversity Policy | YES/NO |
| d. A clear policy for checking and vetting the suitability of staff (possibly covered in the Safeguarding Policy) | YES/NO |
| e. Up to date enhanced DBS checks for all staff and volunteers | YES/NO |
| f. Insurance to cover all the organisation's activities, including Employers' Liability Insurance and Public Liability Insurance | YES/NO |
| g. GDPR policy | YES/NO |

Please outline how your organisation achieves appropriate employment practices, including but not limited to qualifications/training schedule of staff and commitment to ethical employment practices, such as avoidance of zero-hour contracts and paying the living wage.

Please describe how you would monitor the success of the youth club. What, if any Key Performance Indicators (KPIs) would you use to measure performance.

Is there anything else you would like BPC to be aware of when considering your proposal?