



## Appendix 1

### Yate Town Council Youth Activities Commission: Performance Monitoring Form

Delivered by: *insert provider name*

Biannual reporting (every 6months) date from: *add* date to: *add*

**Please return to:** Community Projects Manager, Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP. Email: [info@yatetowncouncil.gov.uk](mailto:info@yatetowncouncil.gov.uk) Tel: 01454 866506

**Please return as soon as possible after the monitoring period ends. Failure to supply the monitoring information by the due date could affect payment of the contract.**

#### 1. Brief summary of service delivery and performance over the reporting period

Including but not exclusive to:

- types of activities provided;
- successes of the engagement process;
- challenges with a clear strategy to address moving forward;
- provision closures / changes, with accompanying explanation of reason;
- where detached youth work has operated in the reporting period.

#### 2. Targets

##### 2.1. Overview year to date

Location	Number of contracted sessions deliverable per annum	Number of contracted sessions deliverable in this reporting period	Actual Number of sessions delivered in this reporting period
North Yate centre based			
Detached Youth Work			
South Yate centre based			

##### 2.2. Overview by session, during this reporting period

Location/ day/ time	Age Range (years)	Activity type	Session attendance per year to date	Total attendance in this reporting period	Average number of attendees per session in this	Target average attendance (no. persons)

					reporting period	
URBIE Detached Wednesday 6.30-8.30pm	13-19yrs (Yr 8, approx. 13yrs)	Detached				20 persons per session / 940 per year
URBIE Detached Friday 6.30-8.30pm	13-19yrs (Yr 8, approx. 13yrs)	Detached				20 persons per session / 940 per year
North Yate Tuesday 6.30-8.30pm	11-12yrs (Yr 7)	Centre Based				35 persons per session / 1,645 per year
South Yate Tuesday 7-9pm	11-14yrs (Yr 7 - 9)	Centre Based				35 persons per session / 1,645 per year
South Yate Friday 7-9pm	14-16yrs (Yr 10 & 11)	Centre Based				35 persons per session / 1,645 per year

### 2.3. School Holiday Provision

*Accessible youth provision that meets the needs of young people locally for 8 weeks per year*

Location/ day/ time	Age Range (years)	Activity type	Total attendance year to date	Total attendance - this reporting period	Average no. attendees per session - this reporting period	Target average attendance (no. persons)
Summer Programme- Urbie Monday & Thursday 3-5pm	11-17	detached				35 persons per session
South Yate Holiday Provision Tuesday 7-9pm	11-14 (Yr 7 – 9)	Centre Based				35 persons per session
South Yate Holiday Provision Friday 7-9pm	14-16 (Yr 10 & 11)	Centre Based				35 persons per session
Urbie Friday &	11-19	Detached				

Wednesday 3-6pm						
Summer Trips Any day/ time	11-19	Any location				
Yate Rocks summer event Saturday (in June/July) 11am – 8pm		Kingsgate Park Yate				50 young people

## 2.4. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

**RED** = 0% to 49% of the targets completed

**AMBER** = 50% to 74% of the targets completed

**GREEN** = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
North Yate - Centre Based	
South Yate - Centre Based	
Detached delivery (Urbie)	
Summer provision	
YATE ROCKS! Event engagement	
OVERALL RAG RATING (completed by provider)	

## 2.5. Equal Opportunities monitoring

1. Yate and the locality	Total (estimated figures are acceptable)
How many Yate parish young people have benefited from your project over the monitoring period?	
How many young people, living outside Yate, have benefited from your project over the monitoring period?	
<b>2. Age</b>	
Young people attending 10 – 12 years old	
Young people attending 13 – 18 years old	
Young people attending 19 – 25 years old	
<b>Total attendance</b>	
<b>3. Disability</b> - Number of young people who declared a disability/ consider themselves to be disabled	
No	
Prefer not to say	

Yes - Physical (such as difficulty using arms or mobility issues which may mean using a wheelchair or mobility aid)	
Yes – Sensory (such as being blind / having a serious visual impairment or being deaf / have a serious hearing impairment)	
Yes - Mental health (such as depression, anxiety, or schizophrenia)	
Yes – Learning/ cognitive (such as Down's Syndrome, dyslexia, dyspraxia, autistic spectrum disorder)	
Yes - Long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, epilepsy)	
Yes - Other (please state)	
<b>4. Ethnic origin (based on census categories) - young people attending from minority ethnic backgrounds</b>	
Arab	
Asian/Asian British - Bangladeshi	
Asian / Asian British- Indian	
Asian / Asian British - Pakistani	
Asian / Asian British- Chinese	
Asian / Asian British – Other (please state)	
Black/African/Caribbean/Black British - African	
Black/African/Caribbean/Black British - Caribbean	
Black/African/Caribbean/Black British – Other (please state)	
Gypsy or Traveller of Irish Heritage	
Mixed/Multiple Ethnic Groups – White & Asian	
Mixed/Multiple Ethnic Groups – White & Black African	
Mixed/Multiple Ethnic Groups – White & Black Caribbean	
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	
White – Irish	
White – Other (please state)	
Other ethnic group (please state)	
Prefer not to say	
<b>5. Gender</b>	
Female	
Male	
Other	
Prefer not to say	
Number of young people with a gender identity different to gender assigned at birth.	
<b>7. Targeted Groups</b>	
Young people in care/or leaving care	

Young carers	
Young people who have a long term health condition or disability	
Young people Not in Education, Employment or Training (NEET)	
Excluded from education or at risk of exclusion	
Young people who identify as LGBTQ+ (Lesbian, Gay, Bisexual, Transgender or Questioning)	
Young people from low income families (pupil premium etc)	
Young offenders/at risk of offending	
Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill, and Kingswood)	
Young refugees or asylum seekers	
Other ( <i>please state</i> )	

### 3. Young People Feedback and Participation

- 3.1. How many young people are working towards or who have completed accredited outcomes?

*Add response*

- 3.2. How are you collecting and using feedback from and participation with young people to shape and develop the service?

*Add response*

- 3.3. Explain how you are empowering young people to have a voice in what is happening local, including public consultations, ideas to present to Yate Town Council or ideas on how to tackle issues in Yate.

*Add response*

### 4. Forward Planning

- 4.1. Briefly outline a forward plan of where detached youth work intends to operate in the next reporting period / areas potentially requiring extra focus.

*Add response*

- 4.2. How have young people's views have informed the programme delivered/ planned for the future (centre based and detached)?

*Add response*

### 5. Financial Information

Please complete the following in relation to the Income and Expenditure identified in your service level agreement.

#### 5.1. Funding received

TYPE OF FUNDING RECEIVED	Amount Awarded / date
Yate Town Council Funding	
Other Income (Please indicate Source)	
<b>TOTAL INCOME</b>	

## 5.2. Breakdown of expenditure for reporting period

Expenditure heading	Amount Spent
Staff salaries for period	
Rent	
Telephone and IT	
Off Site Provision	
Learner Provision	
<b>TOTAL</b>	

## 6. Added Value

Are there any additional services that XXX provides in addition to the contracted service, that compliments or “adds value” to the project. Let us know how XXX adds value over and above the contracted service, for example; this can be through alternative funding sources or in kind resources?

*Add response*

## 7. Social Value

Please briefly explain how you have supported the following social value outcomes during the reporting period:

- 7.1. Promoting the local economy
- 7.2. Contributing to carbon reduction targets
- 7.3. Conserving and enhancing the environment
- 7.4. Promoting the personal and physical health, mental and emotional wellbeing of residents of South Gloucestershire
- 7.5. Support schools and colleges
- 7.6. Provide training, workplace experience and/or employment opportunities
- 7.7. Reduce the health and social care inequalities

## 8. Compliments and Complaints

Has the project received any complaints? If so, please state the nature of the complaint and how it was handled. Has the project received any compliments? Please provide feedback from service users, parents, carers, professionals.

*Add response*

## 9. Reporting of Health and Safety and/ or Safeguarding Incidents

Please give details of any health and safety and/ or safeguarding incidents which may have taken place during the delivery period. If further support is needed from Yate Town Council to address these issues, please raise this promptly with the Community Projects Manager, do not wait to report as part of this process.

*Add response*

## 10. Integration - LOT 2 delivery under South Gloucestershire Council

### 10.1. Provision specification:

Lot 2 (East) £119,000 per year for a term of 5 years:

- *At least 1 evening session should be centre based. Centre based, outreach or detached work will be considered for the second and any further evenings delivered, linked to the identified needs of young people in that area.*
- *A minimum session is defined as 2.5 hours open to young people, plus additional set up / clear up and evaluation time which we estimate at 40 minutes.*
- *Sessions should be offered for a minimum of 44 weeks per year, to include some provision during the school holidays.*

#### **10.1.1. Feedback to support provision on Yate and the locality**

Please provide a brief overview of the following during this reporting period, to help inform YTC provision:

10.1.1.1. Delivery schedule for SGC LOT2 provision in Yate:

*add response*

10.1.1.2. Successes and challenges at SGC LOT2 provision in Yate:

*add response*

10.1.1.3. Opportunities or areas of need identified at SGC LOT2 provision in Yate:

*add response*

#### **11. We welcome your feedback**

Are there any improvements or changes we could usefully make to the monitoring process?  
Any other additional comments?