

- Legal Jane Pollard / Richard Freeth – “fine”
- Finance
- Other Chief Officers
- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION **YES**

SUGGESTED NEXT STEPS:

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee
- To an Area Committee
- Further Consultation

Rugby Area Committee – 9th November 2005

Rugby Area Community Education Annual Report – October 2005

Report of the County Education Officer

Recommendation:

That the Rugby Area Committee endorse the progress report of Youth & Community and Adult Community Learning Services in the Rugby Borough.

1. Introduction

- 1.1 The Community Education Service in Rugby has had four broad service themes, namely
- (a) Area Community Education Council (ACEC)
 - (b) Adult Service
 - (c) Youth Service
 - (d) Brownsover Community Development Work.
- 1.2 In February 2005 the Adult Service became a separate Adult and Community Learning Service, with the ACEC, Youth Service and Brownsover Community Development Work Project remaining as one service under the umbrella of the Youth and Community Service Officer.

2. Policies and plans

- 2.1 All of the above service provision is underpinned by the following policies and plans:
- County Strategic Plan
 - County Single Education Plan (2004/05 – 2009/10)
 - Rugby Area Business Plan (2005/06)
 - Local Strategic Plan (Rugby Forward)
 - Rugby Area Community Learning Plan (2005/06)
 - Education Department Forum Plan (2005)
 - Community Education Service Plan (through to 2005).

- 2.2 In addition the Area Community Education Council is supported by:
ACEC Guidelines and Handbook April 1998 Edition.
- 2.3 The Adult and Community Learning Service is supported by:
Adult and Community Learning Plan (2003/06)
Rugby Area Adult and Community Learning Plan (2005/06).
- 2.4 The Youth Service is supported by:
National Connexions Agenda
National Transforming Youth Work Agenda
National Resourcing Excellent Youth Service Policy
WCC Youth Service Plan (2003/06)
Rugby Youth Service Action Plan (2005/06).
- 2.5 The Community Development Work in Brownsover is supported by:
Funding agreement between Rugby Borough Council and WCC
Education Department
Grant Agreement with Building Safer Communities.
- 2.6 Each of the four service areas is inspected by different regulatory regimes namely:
- (a) Area Community Education Council is monitored by the Rugby Area Committee
 - (b) Adult and Community Learning Service is inspected by the Adult Learning Inspectorate (ALI)
 - (c) Youth Service is inspected by Office for Standards in Training and Education (Ofsted)
 - (d) The Community Development Work in Brownsover is monitored by the Rugby Area Committee, Rugby Borough Council and the Building Safer Communities grant team.

3. Timeframes

Whilst the financial year of all four services' themes run from April to March, the time periods for the targets and objectives of each service do not:

- (a) ACEC operational year for targets is April to March each year
- (b) Adult and Community Learning Service operational year for targets is September to August each year
- (c) Youth Service operational year for targets is April to March each year
- (d) Community Development Work operational year for targets is September to August each year.

4. Service updates

- 4.1 The Rugby Adult and Community Learning Service has now successfully agreed two years of numerical student targets as identified within the agreement with the Learning and Skills Council (LSC). An update on achievements is attached as **Appendix A**.
- 4.2 The ACECs are currently under review and accordingly the identified exercise in last year's report of upgrading the ACECs' handbooks and administration was suspended until the future of the ACECs has been clarified. It is hoped that the expertise, knowledge and good practice that has been developed within the ACEC can be utilised in any future arrangements agreed within the Strategic Review of Services for Young People currently underway within the County Council. Attached at **Appendices B and C** are an itemised breakdown and summary of grants approved by the ACEC in 2004/05.
- 4.3 Given in **Appendix D** is a summary of the progress in the Community Education Service for 2004/05 which sets out:
- the activity and any targets
 - the achievement of those targets
 - an indication of the status of the activity:
 - Green = Going well
 - Amber = On track
 - Red = Giving cause for concern
 - action taken or proposed to address any issues of under-performance.
- 4.4 The Rugby Youth Service has now completed one year's young person contact targets as identified by government policy and is commencing the increased targets of the second year. The Service has experienced considerable difficulty in meeting some targets due to significant staff shortages over much of the past 18 months. However the youth work team is expected to be close to full strength in the new year.
- 4.5 The Community Development Worker has completed the Brownsover "mapping" exercise and the project is now about to enter the next stage of development.
- 4.6 Perhaps the most pleasing aspect of the past year was the Warwickshire Youth Service successfully passing the recent Ofsted inspection. The Rugby area contributed two examples of best practice to the inspection and had a further two pieces of work inspected. Many Rugby-based staff were interviewed in the inspection process and reported this as a positive experience.
- 4.7 **Appendix E** lists the Rugby Youth and Community objectives for 2005/06.

5. Conclusion

2004/05 was an unusual year for the Community Education Service with temporary arrangements for the management of the service being implemented in preparation for the outcomes of the Children Act and the then anticipated Green Paper: Youth Matters. However this did enable a clear focus on the Youth Service and led to a successful Ofsted inspection and led the way to the current separately managed services for 2005/06. This is likely to be the final report from the Community Education Service.

ERIC WOOD
County Education Officer

22 Northgate Street
Warwick

28th October 2005

Appendix A

Adult Community Learning Service

The table below shows the target learner numbers for the service during the academic year which finished at the end of July 2005, the actual achievement against those targets and the targets for the current academic year, 2005/06, which began on 1st August 2005.

Targets are agreed annually with the Coventry and Warwickshire Learning and Skills Council (LSC) who provide almost all of the funding for the service.

	Overall target number of enrolments, all subjects	Family Learning, Literacy and Numeracy enrolments	Wider Family Learning enrolments	Essential Skills enrolments	Essential Skills national qualifications	No. of employers	No. of employees
2004/05 Targets	760	123	200 adults 100 children	95	27		
2004/05 Actuals	888	191	249 adults 305 children	121	21		
2005/06 Targets	807	130	212 adults 106 children	104	30	2	5

The bulk of learning delivery outside the Family Learning and Essential Skills curriculum areas is in ICT (Information and Communication Technology), and this takes place primarily in the service's two UK online computer centres that are located at the Hill Street Youth and Community Centre and the Benn Education Centre in Rugby.

The 2004/05 academic year was generally a very successful one in which the area team significantly exceeded its targets in all respects other than in the achievement of Essential Skills national qualifications. This shortfall, however, was connected with the ACL Service establishing its own assessment centre status only in November 2004 so the numbers achieved were in fact over a nine-month period and are, therefore, pro rata on target.

The targets for the current year, 2005/06, have been expanded at the behest of the local LSC to include work with a number of employers and employees and their expectation is that most of this work will be in the delivery of Essential Skills (literacy, numeracy and English for speakers of other languages). Whilst these numbers are initially small, in future years we anticipate that this will be an area of significant growth for the service.

The method by which the service is funded will change away from the current block grant to a formula-based mechanism in August 2006 and this may have a major impact on the type and volume of the work that the service delivers.

Finally, the area is about to lose the services of Lynn Watkins through retirement. Lynn has been both Area Officer and, more recently, Adult and Community Learning Coordinator in Rugby and has done sterling work in making the Rugby operation such a successful one. She will be missed by colleagues across and beyond the Service.

Rugby ACEC 2004/05

Appendix B

	Organisation	Status	Description of Bid	Amount Requested	Previous Grant	Recommendation	Comments
			Amount Provided for Youth Work	25,800		25,800	
M1	Rugby Youth Service	Cat 2	Support for County Participation Project	10,000	£10,000	10,000	Secure further details
M2	Bradby Club	Cat 2	Support for client centred youth work	12,448	£12,101	12,448	Youth Service admin. to consider
M3	YC	Cat 2	Momentum Project	1,310	Nil	1,310	Youth Service
			Total Approved			23,758	
			Amount Remaining			2,042	
	Organisation	Status	Description of Bid	Amount Requested	Previous Grant	Recommendation	Comments
			Amount for Education Premises Subsidy	20,000		20,000	
P1	Brownsover M&T	Cat 2	Use of local school twice per week	£586	£558	£586	Agreed
P2	Stretton WI (Dunsmore)	Cat 2	Use of school premises (£266) and speaker fees (£100)	£266	£300	£266	Split award
P3	12th Scout Troop	Cat 2	Use of Homestart Premises	£1,000	£565	£500	Further details to be secured
P4	Percival Guildhouse	Cat 2	Use of local buildings for venues for courses	£4,810	£3,500	£3,608	Agreed
P5	ICSS	Cat 2	Use of premises	£6,741	£5,056	£5,056	Agreed with a monitoring visit
P6	Gujarati Cultural Assoc	Cat 2	Use of Premises £1,073, Stationery £120, Books £150	£1,572	£1,393	£1,073	Agreed with a monitoring visit
(F5)	XXXX Club	Cat 2	Holiday Scheme, £100 premises, £1,950 Programme Costs	£2,050	£1,525	£100	Agreed
P7	HSS Group	Cat 2	Premises Rent, Running Costs	£2,500	£1,875	£1,688	Split award
P8	Brooke School	Cat 2	Premises Costs	£416	£312	£312	
P9	Dunchurch Guides	Cat 2	Premises Costs	£300	£205	£225	Agreed
P10	3-3-0 Club	Cat 1	Premises Costs	£108	£245	£108	Agreed
(F8)	Princethorpe WI	Cat 1	Speakers £180, Premises £70	£300	£250	£70	Agreed split award
(F7)	Clifton WI	Cat 1	Speaker £100 and Premises £150 Costs	£250	£250	£150	Agreed split award
P11	Nachda Bhangra	Cat 2	Premises Costs	£3,792	£2,029	£1,029	
P12	Willoughby WI	Cat 1	Premises Costs £100 (Speaker Costs £100)	£200	£200	£100	Split award
P13	Newbold W.Fellowship	Cat 1	Premises Costs £50 (Speaker Fees £54)	204	£150	150	Split award
P14	1st Dunchurch Rainbows	Cat 1	Premises Costs £99	£132	Nil	£99	
(F11)	Hillmorton WI	Cat 1	Premises Costs £125 and Speaker Costs £125	£250	Nil	£125	Split award
(F12)	Grandborough WI	Cat 1	Premises Costs (£100) and Speaker Fees (£100)	200	£200	100	Split award
P15	Rugby Guides	Cat 2	Premises Cost Support	£1,290	£998	£968	
P16	Brooke Sosage Scheme	Cat 2	Premises Cost Support	£2,250	Nil	£1,700	
(F14)	Rugby Chinese Society	Cat 2	Premises and Support for Chinese new Year (Split Award)	£1,910	£545	£188	Split award
(F15)	Clifton History Group	Cat 2	Premises and Speaker Support	£613	£355	£108	Split award
P17	Rugby Cyoung Carers	Cat 2	Premises and Support Costs	£5,420	£2,730	£2,340	Split award
P18	Rugby Parents Centre	Cat 2	Premises Costs	£2,124	£2,100	£2,124	
			Total Approved			£22,773	
			Amount Remaining			-2,773	

Rugby ACEC 2004/05

Appendix B

	Organisation	Status	Description of Bid	Amount Requested	Previous Grant	Recommendation	Comments
			Amount for Flexible Use	16,975		16,975	
F1	Pre School Alliance	Cat 1	Costs for science workshop	£150	nil	£150	Awarded by sub committee
F2	Rugby Soroptimist	Cat 1	Costs for speakers	£175	Nil	£175	Awarded by sub committee
(P2)	Stretton WI (Dunsmore)	Cat 2	Use of school premises (£266) and speaker fees (£100)	£100	£300	£100	Split award
F3	Marton WI	Cat 1	Costs for Speakers and programmes for 12 months	£200	None	£200	Awarded by sub committee
F4	Clifton Gardening Club	Cat 1	Costs of Speakers	£250	£250	£250	Awarded by sub committee
(P6)	Gujarati Cultural Assoc	Cat 2	Use of Premises £1,073, Stationery £120, Books £150	£1,572	£1,393	£270	Agreed with a monitoring visit
F5	XXXX Club	Cat 2	Holiday Scheme, £100 premises, £1,950 Programme Costs	£2,050	£1,525	£1,950	Agreed
F6	Rugby Christmas Cracker	Cat 2	Radio and Café for Christmas project	£5,466	£5,100	£5,466	
F7	Clifton WI	Cat 1	Speaker £100 and Premises £150 Costs	£250	£250	£100	Agreed split award
F8	Princethorpe WI	Cat 1	Speakers £180, Premises £70	£300	£250	£180	Agreed split award
(P7)	HSS Group	Cat 2	Premises Rent, Running Costs	£2,500	£1,875	£312	Split Award
F9	West Indian Centre	Cat 2	Summer Scheme for Young People	£10,500	£7,176	£4,133	
F10	Kalkwik Printers	#####	Printing for celebration evening			£180.00	
(P12)	Willoughby WI	Cat 1	Premises Costs £100 (Speaker Costs £100)	£200	£200	£100	Split award
F11	Hillmorton WI	Cat 1	Premises Costs £125 and Speaker Costs £125	£250	Nil	£125	Split award
F12	Grandborough WI	Cat 1	Premises Costs (£100) and Speaker Fees (£100)	200	£200	100	Split award
F13	Dunchurch Toddler Club	Cat 1	Fencing Costs for safety reasons	£250	£250	£250	
(P13)	Newbold W.Fellowship	Cat 1	Premises Costs £150 (Speaker Fees £54)	204	£150	54	Split award
F14	Rugby Chinese Society	Cat 2	Premises and Support for Chinese new Year (Split Award)	£1,910	£545	£965	Split award
F15	Clifton History Group	Cat 2	Premises and Speaker Support	£613	£355	£144	Split award
(P17)	Rugby Young Carers	Cat.2	Premises and Support Costs	£5,420	£2,730	£300	Split Award
F16	Pre School Learning	Cat 2	Support Costs	£240	Nil	£240	
F17	Pennington Pre School	Cat 2	Start Up Costs		Nil	£500	
			Total Approved			16,244	
			Amount Remaining			731	

Rugby ACEC Awards 2004/05

Summary

2004/05 was a good year for the Rugby ACEC committee. The AGM and re-launch of the ACEC some four months earlier (November 2003) saw the Rugby committee completely full of volunteers, with a waiting list of people to join.

The ACEC committee had a busy year with affiliations and grant applications running at record levels throughout 2004/05.

By the end of March 2005 the ACEC committee had 52 affiliated groups under category 1 class with a further 62 affiliated groups within the category 2 class – another 12 organisations had county-wide affiliation.

A total of 37 grant awards had been made throughout the year that supported the work of local groups.

These awards supported the work of rural groups operating within the villages – examples being Princethorpe WI, Clifton History Group and Dunchurch Guides – as well as work from community groups within the town of Rugby.

All age ranges of the population during the year were supported by the ACEC awards, for example:

- younger children work by the Pre School Alliance and Dunchurch Toddler Club,
- young people work by the Rugby Young Carers and Bradby Club
- adult work by the Percival Guild House and Rugby Soroptimists.

The ACEC were able to support a wide range of communities by grant aid. For example some of these communities were:

- geographical (Brownsover, Wolston, Hillmorton, Grandborough, Willoughby, Newbold)
- BME (Hindu Swayamsevak Sangh, Gujarati, Nachda Punjab Bhangra, Chinese Society, West Indian Centre).

For a complete list please refer to Appendix B identifying all the grants.

All of the funds allocated to the ACEC were distributed to local groups.

Age range	Maintained work	Community premises use	Flexible use	Total
Under 8 years	£0	£5,445	£4,361	£9,806
8-13 years	£0	£6,903	£2,429	£9,332
13-19 years	£23,283	£3,875	£4,306	£31,464
19 years	£475	£6,510	£5,148	£12,133
Totals	£23,758	£22,733	£16,244	£62,735

Final Report for Community Education 2004/05

	Success / Measure	Status	Explanatory notes
ACEC			
To date no formal targets	ACEC achieved local aspirations	Green	Itemised breakdown of grant attached at Appendix B
To establish new documentation for ACECs across the County	ACEC documentation established	Red	The future of the ACECs are still under discussion and until these discussions are finalised it is not clear what documentation will be required.
Young People's Services			
To regularly reach 20% of our 14-19 youth population (target 1,600 young people)	Administration figures demonstrate that 1600 were worked with	Red	<p>Within a county-wide challenging funding environment there have been specific Rugby factors which have exacerbated the problem:</p> <ul style="list-style-type: none"> (i) Staff vacancies in both the full-time and part-time staff teams that has impacted upon our ability to deliver services and provision. (ii) Clubs closed due to premises upgrades or lack of staff. (iii) Not all the young people worked with during the year were able to be captured on the new recording system.
To demonstrate that we work with 960 young people four times per month	Ditto	Red	As above.

	Success / Measure	Status	Explanatory notes
Young People's Services (continued)			
To demonstrate that we work intensively with 5% of the above population (160 young people)	Ditto	Green	Target achieved via residentials, youth participation, youth projects and summer schemes.
That we are able to accredit 160 pieces of work with young people in any given year by the use of our Challenge Award	Ditto	Green	Target achieved via Challenge Award and Duke of Edinburgh Award.
Involve young people in the design, decoration and equipment of the youth room at Wolston Leisure Centre	Achieved and youth room operational	Green	Target achieved.
Involve young people in the refurbishment and redecoration of the Binley Youth Centre	Achieved and youth room operational	Green	Target achieved
Provide a range of outdoor and residential experiences to the young people of the Borough	Achieved	Green	Target achieved through County residential, U Project, club residentials and other service programmes.
Establish four detached teams to work in the Borough	Three out of the four established	Amber	Recruitment difficulties in establishing the fourth detached team.
Establish the service administrative and quality frameworks required by the new youth service agendas within the Rugby team	County have established them, Areas to adopt	Green	Target achieved

	Success / Measure	Status	Explanatory notes
Community Development Work			
Employ community development worker	Worker employed	Green	Worker commenced in September 2004
Exercise of mapping Brownsover for resources and programmes	Commenced	Green	Completed and project about to commence the next stage of development
Establish Brownsover community forum	Not yet commenced	Amber	More community mapping work has been required than initially envisaged and other developments within the area have required the project worker's time. Local groups and agencies have come together for the shopping precinct area developments and other pre forum work has commenced.
Establish Community Association steering group	Not yet commenced	Red	The local community would find it difficult to establish a community association at the current state of development. Pre work has commenced with local traders, local young people, local tenants groups, local individuals and other local groups.

Rugby Youth and Community Objectives 2005/06

	Objectives	Success / Measure	Timescale
	ACEC		
1.1	To ensure that the Rugby ACEC is managed to enable an easy transition into its next stage of development when decided upon	An easy transition/handover into the ACEC's next stage of development	2005/06
1.2	To ensure that the ACEC completes its existing stage of development efficiently and effectively	Ensure that the administration is completed. Local voluntary groups are feeling supported. Ensure that the ACEC committee feels valued.	2005/06
	Young People's Services		
2.1	To have meaningful contact with 1,940 young people in Rugby (25% of the total 13-19 years population of the Borough)	To be confirmed by Youth Service Information Systems	2005/06
2.2	To have an ongoing relationship with 1,164 young people in Rugby (15% of the total 13-19 years population of the Borough)	To be confirmed by Youth Service Information Systems	2005/06
2.3	To be able to demonstrate that 698 young people of the Borough have progressed or developed due to youth service intervention	To be confirmed by Youth Service Information Systems	2005/06
2.4	To be able to demonstrate that 349 young people of the Borough have achieved a certificate/accredited outcome due to youth service intervention	To be confirmed by Youth Service Information Systems	2005/06
2.5	Provide drug prevention programmes in all youth centres and detached teams	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.6	Provide smoking cessation programmes in all youth centres and detached teams	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.7	Provide alcohol misuse programmes in all youth centres and detached teams	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.8	Deliver seven Crimebeat programmes across the area	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.9	Ensure all centres are open a minimum of 4 hours per week for young people provision	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.10	Install internet provision at all centres	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.11	Upgrade all centres to acceptable standards of comfort and health & safety	To be confirmed by Youth Service Quality Assurance Systems	2005/06
2.12	Ensure all projects/clubs adhere to the youth service curriculum and use the youth service information reporting system	To be confirmed by Youth Service Quality Assurance Systems	2005/06

	Objectives	Success / Measure	Timescale
	Brownsover Community Development Project		
3.1	Establish steering committee for local community association	To establish a Steering Committee to oversee the development of a Community Association.	2005/06
3.2	Support multi-agency Brownsover development plan	To ensure that worker tasks and objectives are consistent with the Brownsover Development plan.	2005/06
3.3	Complete discussions with other partners for the future management of this project	To reach an agreement with the other partners as to the future management of the development worker project.	2005/06