

Appendix 10

Norfolk Children's Fund/ Norfolk Youth Offending Team

Process for access and use of Children's Fund crime prevention commissioning budget

Context

The commissioning budget comprises of the residual element of 'the 25%' of the Children's Fund budget set aside for crime prevention that is not allocated to the provision of the Youth Inclusion and Support Panels.

The YISP management steering group set up a small working group with the remit to produce an outline proposal for access and use of the commissioning budget for approval of the Children's Fund Partnership Board and subsequently the YISP management steering group.

Purpose

The purpose of the commissioning budget is to provide funds to facilitate service delivery against the referrals made by the panels. The panels will assess the needs of individual children and identify key service requirements.

Access

The YISPs will refer children for time limited service against immediate need. It is important that the commissioning budget can be accessed quickly so as not to delay service to children in critical need of intervention. At the same time accountability for use of public money and appropriate financial audit trails need to be considered.

Process

Part 1- small spot purchases up to £200

It is proposed that during the funding term of Norfolk Children's Fund 20% of the commissioning budget should be set aside annually for disbursement of money for small spot purchases up to a maximum ceiling of £200 for any one family.

Examples of use: Family leisure pass, Scout uniform plus first few weeks subs, provision of additional resources/equipment for a service already funded to provide the service identified, transport costs to facilitate access to service provision.

The YOT will hold the budget for small spot purchases. The YISP practice manager will authorise small spot purchases as a responsible budget officer. The YOT finance officer will process all payments. This spend will be monitored by the Children's Fund via the YISP action plans with the 'dosage'

of spend reported quarterly to the Children's Fund and as directed to the YISP management steering group.

Part 2 - Spot Purchase over £200 up to a maximum of £5,000

Children's Fund will retain the budget for spot purchase and will process payments.

The YISP management steering group will have delegated authority from the Children's Fund Partnership Board to approve proposals for spot purchase/one-off spends.

Within the consideration for delegated authority it should be noted that the Children's Fund Partnership Chair has authority to act on behalf of the Partnership and also Chairs the YISP management steering group. The Children's Fund Programme Manager is also a member of the group.

Proposals for spot purchase would come from the YISP panels and it would be likely that the agencies undertaking to provide service would have been members of the panel making the referral and agreeing the support plan in accordance with the YISP guidance document.

Please see the attached example proposal form.

Examples of use of spot purchase money: purchasing extra hours of sessional worker time, purchasing a place in a charged for service e.g. football coaching.

Part 3 - commissioning above £5,000

Use of the commissioning budget above £5,000 is likely to involve funding a service element

for example; a fixed term salaried post, funding development of a new strand within an existing service, commissioning a new service to meet an identified service gap.

It is unlikely that this type of commissioning will take place before 2005 since YISP data and assessment will be used to identify the need and it will take some months for sufficient data to be collected to identify trends and from there to identify service gaps.

There is time therefore to give careful consideration as to the process.

The commissioning working group has requested examples of the process used for YISP service commissioning from other Programme areas and from the national support agency Crime Concern (data from pilot areas), there has been no response as yet.

Therefore we will table a full discussion of this element of the process at a future meeting.

The Children's Fund Partnership Board is asked to approve the policy in relation to spot purchasing.