

Meeting	Community Development Committee
Date	Tuesday 5 th October 2021
Report Title	BEST Summer Youth Program Audit
Agenda Reference	9
Author	Johanna Edwards, Community Development Officer

Officer's Recommendations

1. To note the BEST Summer Youth Program audit report
2. To investigate booking systems for future event programmes to reduce administration time required
3. To consider a small fee for booking place to ensure attendees honour booking

1. Background

- 1.1 This report outlines the evaluation of the delivery of the BEST Summer Youth Program
- 1.2 The programme was designed to offer youths within the Parish the opportunity to socialise and learn new skills within a safe environment, and was held weekly for 3 hours every Friday
- 1.3 The programme was delivered in partnership with local charity *BEST – Be a Better You*, to enable delivery to bridge requirements for specific staff training, skills and qualifications

2. Budget

- 2.1 *BEST – Be a Better You* applied for a community grant from Haydon Wick Parish Council to deliver these sessions in Haydon Wick.
- 2.2 The Community Development Committee approved the grant of £2,450.00 following the recommendation from the Community Grants Sub Committee in May 2021. The costs of the project can be seen below in Figure 1.
- 2.3 Officer time for project marketing and project administration was not factored into the grant application (see more in Section 6).

3. Project Marketing and exposure

- 3.1 The project was marketed using social media, Council website, local press and local radio platforms.
- 3.2 The Council social media platforms received a significant increase in traffic and engagement – with some posts reaching 2.1k in likes and traffic.
- 3.3 The Council had several positive local press articles published regarding the programme, these can be seen in Figure 2 and Figure 2.1.
- 3.4 The marketing of the programme has enabled increased positive exposure for the Parish Council, using multiple channels of engagement, and growing engagement with the community.
- 3.5 Due to the wide-reaching marketing platforms used to promote this project, and the success of the promotion, some attendees to the workshops were not from Haydon Wick but from other areas of Swindon.
- 3.6 Morrisons provided refreshments for the first event.



Amount requested	£2450
How much will the whole project cost?	<ul style="list-style-type: none"> Hourly rate £100 x 3hrs = £300 (reduced rate for Haydon Wick, would normally be £120ph. This is based on the need for 4 x Coaches for 25 students. All first aid trained and Enhanced DBS checked). Equipment Hire £0.00 (BEST will provide all sports equipment) Facilities Hire = £180pw (£60ph, main hall Haydon Centre) Admin 1 hrs per week @ £10.00ph = £10pw BEST will provide PPE for Covid19 control (staff will test weekly and wear appropriate face masks indoors & gloves in line with current guidance). = £0.00 Summer Activities Professional Media Video for BEST and Haydon Wick
	<p>Parish Council = £0.00 (BEST will provide this).</p> <ul style="list-style-type: none"> Total Costs per weekly sessions = £490 x 5 Weeks = £2450 total cost.
Are you applying to other grant making bodies	No
If Yes who have you applied to	N/A

Figure 1: Table detailing the breakdown of costs for programme delivery, and total cost of grant application

19th June

Youth programme with boxing and martial arts for the summer

By Erin Wright
Reporter



BEST operations manager Craig Hiscock, councillor Ellen Baker Lee and BEST chairman Don Bryden
Photo: Haydon Wick Parish Council



Young people in Haydon Wick will have a chance to develop different skills over the summer.

Figure 2: Swindon Advertiser article advertising programme



4th September

Youngsters enjoy successful summer yc Haydon Wick

By Hedi Mehrez | [@HediMehrez_](#)
Reporter



Youth Summer Programme in Haydon Wick

[f](#) [t](#) [in](#) [e](#) [0 comment](#)

A SUMMER youth programme in Haydon Wick helped children and young adults develop essential life skills.

The parish council launched the new, free, fully-inclusive project in partnership with local charity BEST – Be A Better You.

It offered a platform for increased socialisation, friendship building, and

Figure 2.1: Swindon Advertiser article reviewing programme

4. Bookings/ Bookings Process

- 4.1 Eventbrite is a free (when events are free to attend) booking system that allows the event link to be shared easily through various platforms. It enables easy emailing of all attendees and monitoring of bookings. Extracting data from bookings is cumbersome though, and any significant analysis of booking data would be very time consuming.
- 4.2 The events were fully booked each week, and a waiting list was kept for attendees. Not all booking were honoured, and therefore on occasion the events ran not at full capacity. A small fee on booking may help to address this issue.
- 4.3 A medical and consent form was created for the child and completed by a parent/responsible adult. However, this was not part of the Eventbrite system, and was an administration heavy task.
- 4.4 A register was created every week detailing young person's details, highlighting any medical considerations and parent/responsible adult collection details. This was a heavy administration task – and a better booking system may be able to offset some of this work whilst enabling the Council to adhere to all of its Child Safeguarding Policy, duties, and considerations.
- 4.5 All medical data has been deleted from the Council server in line with GDPR requirements.

5. Evaluation

- 5.1 An evaluation form was completed by parents and attendees on the last session. The purpose of the data was to establish if the project had met any of the objectives originally set (learning new skills, socialisation offering a safe space etc) and to gather data for future external funding opportunities.
- 5.2 Figure 3.1 details the young person's responses to the survey.



5.3 Figure 3.2 details the parent/carer/responsible adult response to the survey

1. What did you enjoy about the session with BEST

[More Details](#)

[Insights](#)

20

Responses

Latest Responses

"pizza"

"I enjoyed the games and the boxing"

"Dominoes"

7 respondents (35%) answered **Boxing** for this question.



2. What did you learn?

[More Details](#)

[Insights](#)

20

Responses

Latest Responses

"how to do different kicks"

"boxing"

"boxing and Karate"

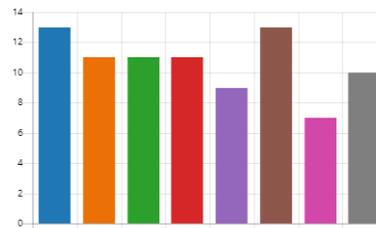
6 respondents (30%) answered **punches** for this question.



3. What skills did you use?

[More Details](#)

Listening	13
Taking Turns	11
Getting on with others	11
Concentrating	11
Helping	9
Following instructions	13
Managing anger	7
Good communicating	10

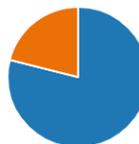


4. Do you feel these workshops have helped in anyway?

[More Details](#)

[Insights](#)

Yes	15
No	4
Maybe	0





5. If you answered yes to the above question, what did the session help with?

[More Details](#)

[Insights](#)

19

Responses

Latest Responses

"to stop being bored"

"Boxing and communication with others"

"confidence"

3 respondents (16%) answered **Boxing** for this question.



6. Do you feel that the session(s) have improved confidence at all?

[More Details](#)

[Insights](#)

Yes	18
No	1
Maybe	0



7. Did you feel safe and included in the training session?

[More Details](#)

Yes	20
No	0
Maybe	0



8. Do you think future school holiday sessions would be a benefit?

[More Details](#)

[Insights](#)

Yes	19
No	1
Maybe	0



9. What else could be covered/learnt about in these sessions?

[More Details](#)

[Insights](#)

14

Responses

Latest Responses

"cake"

"something different"

2 respondents (14%) answered **Martial Arts** for this question.





10. What else can be improved?

[More Details](#)

[Insights](#)

16 Responses

Latest Responses

"better food"
 "i cant think of anything"
 "more playful games"

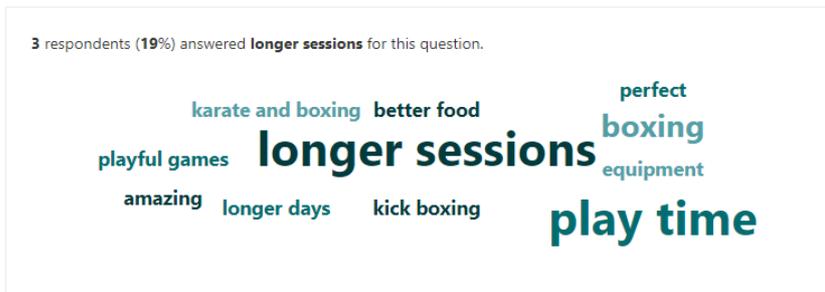


Figure 3.1: young persons response to BEST Feedback survey

1. What did you enjoy about the session with BEST

[More Details](#)

8 Responses

Latest Responses

"really enjoyed the boxing sessions"
 "Karate and the games"
 "pizza"

2. What did you learn?

[More Details](#)

7 Responses

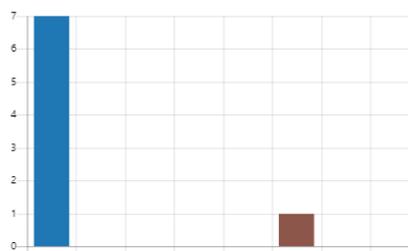
Latest Responses

"boxing skills"
 "karate"
 "team work"

3. What skills did you use?

[More Details](#)

- Listening 7
- Taking Turns 0
- Getting on with others 0
- Concentrating 0
- Helping 0
- Following instructions 1
- Managing anger 0
- Good communicating 0





4. Do you feel these workshops have helped in anyway?

[More Details](#)

● Yes	8
● No	0
● Maybe	1



5. If you answered yes to the above question, what did the session help with?

[More Details](#)

8
Responses

Latest Responses
"great help with his confidence and social skills"
"still early days"
"socialising ,boosting confidence "

6. Do you feel that the session(s) have improved confidence at all?

[More Details](#)

● Yes	7
● No	0
● Maybe	0



7. Did you feel safe and included in the training session?

[More Details](#)

● Yes	8
● No	0
● Maybe	0



8. Do you think future school holiday sessions would be a benefit?

[More Details](#)

● Yes	8
● No	0
● Maybe	0



9. What else could be covered/learnt about in these sessions?

[More Details](#)

2
Responses

Latest Responses
"keep doing what you are"

10. What else can be improved?

[More Details](#)

8
Responses

Latest Responses
"excellent staff, friends and great range of activates."
"all good"
"nothing, Kate really enjoyed all the sessions"

Figure 3.2: Parents/ carer/ responsible adult feedback



6. Lessons Learnt

- 6.1 Investment in a more comprehensive booking system (with appropriate research) could be cost effective in terms of administration time to facilitate programmes such as this in the future.
- 6.2 Consideration should be given to partnership administration responsibility. Moving forward, recent external funding awards relating to youth development projects have budgeted a considerable amount to covering administrative time costs for project delivery.
- 6.3 Due to this being the first time BEST has worked with a local government organisation and the first time the Parish has had a partnership like this, there were many things to research, explain and offer guidance, throughout the process adding to the administration time required for this project.
- 6.4 There was also an amount of time and help required from the Parks & Open Spaces Team for setting up of the first event due to inclement weather and for clearing the room in the morning for the event and in the afternoon, after the event, ready for the Church Group on Sundays. Cleaning also had to take place later as the building was not clear until after 4.30pm.
- 6.5 If the programme is to be available to residents of Haydon Wick only, a more stringent booking process is required.
- 6.6 Some refreshments were provided by the Parish Council and by BEST, for future there could be more donations or firmer arrangements with supermarkets as to what they can offer and when.