

Appendix B

Support for Young People as Co-opted Members of the Children and Young People Scrutiny Committee

West Berkshire Council is seeking to commission a package of support for the two young people who will be co-opted onto its Children and Young People Scrutiny Committee.

The commission involves:

- assisting the two young co-optees to prepare for pre-meetings and formal committee meetings, including helping them to interpret the reports, and formulate lines of questioning;
- providing support to them during formal meetings;
- providing training to all committee members on collaborating with young people.

The commission supports the objective set out in the Council Strategy 2023-2027 to: *'enable the seldom heard, including young people, to have a voice in local issues...'*

About overview and scrutiny at West Berkshire Council

The purpose of overview and scrutiny is to improve the lives of local residents through improved public services and ensure that public funds are spent effectively. This is achieved by holding the Executive and other decision makers to account and by undertaking reviews of public services delivered by the council and its partners.

Scrutiny committees have the power to look at any issue which affects the area or the area's inhabitants, and this gives them a unique legitimacy to examine cross-cutting issues in a way that no other individual or organisation can.

The four principles of effective scrutiny are:

- provide constructive 'critical friend' challenge;
- amplify the voices and concerns of the public;
- be led by independent people who take responsibility for their role;
- drive improvement in public services and strategic decision making.

The Council has three overview and scrutiny committees:

- Children and Young People Scrutiny Committee
- Health and Adult Social Care Scrutiny Committee
- Resources and Place Scrutiny Committee

Further information about overview and scrutiny at West Berkshire Council is set out in the [Council's constitution](#). Agendas and minutes from all the council's overview and scrutiny committees are available on the [Council's website](#).

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Brief

On 15 May 2025, West Berkshire Council agreed to establish a Children and Young People Scrutiny Committee. The committee meets formally at the Council's Market Street Offices in Newbury, with four scheduled meetings per year. It includes nine district councillors and six co-opted members, including two parent governors, two diocesan representatives, and two young people.

The council is in the process of inviting nominations for the two young people co-optees and it is hoped that they will be appointed at the meeting on 4 December 2025. Their appointments will be for a two-year term.

The Council would like to commission an organisation with good knowledge of the district, and extensive experience of youth voice activities to provide a tailored package of support to the two young co-optees. The requirements are set out below:

1. To build and maintain a positive and safe, professional relationship with the two young co-optees and to be their first point of contact for support with committee work. It should be assumed that the young co-optees will deal directly with the council on administrative issues, such as meeting invitations and agenda papers.
2. To put appropriate risks assessments in place, building on those already developed by the Council.
3. To directly support the two young co-optees to help them prepare effectively for the formal committee meetings and pre-meetings with councillors. This includes:
 - reading the committee papers in advance and independently of the young people;
 - handling any confidential information sensitively;
 - receiving a briefing (by video call) on the forthcoming agenda and any specific matters arising in relation to it from a scrutiny officer.
4. To hold preparation meetings with the young co-optees (by video call) following publication of the agenda, but prior to each formal Committee meeting to encourage conversation about the Committee's agenda issues and specifically: explore if there is anything they don't understand or need more information about. This meeting should also be used to support the young people to formulate their questions for use during the formal committee meeting and preparing them to speak at the pre-meeting with councillors and at the formal committee meeting.
5. To directly support the two young co-optees to fully participate in any pre-meetings held in advance of the committee meeting. These would be private, video-call meetings that would be expected to last for around 30-45 minutes, and are arranged by the council's Principal Policy Officer.
6. To directly support the two young co-optees to fully participate in formal committee meetings, alongside a member of the Scrutiny team. These meetings are livestreamed and recorded. This support includes:

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- meeting with the young co-optees prior to the start of the meeting to help them be ready for the meeting
- ensuring they know how best to communicate with their support person during the meeting
- helping the young people to actively participate at appropriate times and providing discreet support on issues such as clarification of any language or process they do not understand (support from democratic services will also be available).
- picking up on cues on any changes to their personal wellbeing and resilience during the meeting and encouraging them to take a break where appropriate
- debriefing with the young people after the meeting

(NB: It is anticipated that the young people would join the scrutiny meetings remotely via Zoom.)

7. To directly support the two young co-optees to fully participate in any additional meetings arranged by the committee such as occasional work-planning or specific briefings, if required.
8. To prepare and deliver an in-person training session for all committee members on effectively working with young people, and the diverse community we live in. The initial training session should take place before the first committee meeting of the new democratic cycle which is on 13 June. The training should last between 90 and 120 minutes and ideally involve the young co-optees in its planning and delivery.

Your response

Your response should focus on how your organisation can support the requirements set out in this brief, providing evidence of your experience to illustrate points.

Deliverables:

In terms of deliverables, we require:

- provision of direct support to two young people to support their full participation in West Berkshire Council's Children and Young People Scrutiny Committee's meetings, pre-meetings, and other activities as appropriate to their role as co-optees
- guaranteed (remote) attendance alongside the two young co-optees at all formal committee meetings, pre-meetings and any other meetings related to the committee
- provision of a live risk assessment and log
- a commitment to debrief council representatives after each formal committee meeting, including any matters arising as relevant to the two young people's full participation in committee meetings and activities as appropriate to their role as co-optees.
- delivery of training as specified
- ongoing liaison with the council including monitoring processes (to be agreed)

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Your response (technical):

In your response, please provide details of:

- your organisation's experience of effectively supporting young people on a one-to-one basis to fully participate in meetings, and specifically to contribute their own views and opinions
- your organisation's experience of supporting young people to develop and grow
- your organisation's experience of delivering training on working with young people in the workplace
- your organisation's safeguarding policy and procedures as you feel it applies to this brief
- your organisation's equality, diversity and inclusion policy and procedures as you feel it applies to this brief
- the key project team responsible for delivering this work
- information about the data collection and data storage arrangements which you adhere to in order to comply with General Data Protection Regulation/Data Protection Act requirements
- confirmation that you can deliver to the initial dates in the timetable provided (if this is not possible, please indicate availability)

Key dates	
Quotation exercise completed	31 October 2025
Appoint supplier and initiate contract	7 November 2025
Deliver the training session for the committee	W/C 17 November 2025
First meeting of the Children and Young People Scrutiny Committee	4 December 2025

Costing sheet

Please provide a completed copy of the attached costing sheet in your quotation response.

Terms and conditions

West Berkshire Council wishes to contract on terms and conditions set by the council which will govern this commission. We also require the supplier to sign a confidentiality agreement to protect the integrity of confidential information that staff will have access to through supporting the two young co-optees.

By sending in a quotation, you accept that these will be taken as accepted by your organisation with reasonable negotiations and associated amendments made. A copy of the council's draft and terms and conditions can be sent on request.

Payment schedule

The following payment schedule will be as agreed for the purposes of this contract with the successful supplier.

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Stage	Upfront/on-delivery
Set-up costs	100% upfront
Delivery of training	100% upfront
Support package for each committee meeting cycle	100% on-delivery
Additional activities e.g. to support co-optees to take part in additional committee business	50% upfront / 50% on-delivery

Invoicing details will be shared with the successful supplier within the award letter. We will subsequently send you a purchase order number which will be used for the entire contract.

How to submit your quote

Please send your completed bid to executivecycle@westberks.gov.uk. The deadline is 4pm on **31 October 2025**. Please ensure your quotation includes all of the information we have requested and that you have completed/included the pricing schedule.

Any points of clarification or questions should be sent in writing to executivecycle@westberks.gov.uk.

Evaluation

The contract will be awarded based on 60% cost and 40% technical/experience. As a minimum, the council must be satisfied that the potential successful supplier meets all the requirements of this project as detailed in the specification under 'technical'. Should clarifications be required, then these will be via email and sent to the address from which the quotation was received.

The lead officer will inform you of the decision made under this quotation exercise and should you like feedback on your quote, the council will be happy to provide this.

Freedom of information

If you consider that any of the information supplied in your proposal is either commercially sensitive, a trade secret or confidential in nature, this information should be clearly identified and

- a) the reasons for this given
- b) confirmation given of how long this will be the case.

West Berkshire Council is obliged to comply with the Freedom of Information Act 2000, and it may be appropriate for this information to be disclosed further to a request under the Act; however, in response to any such request the relevant material will be examined in the light of exemptions in the Act.

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Accessible digital standards

The supplier in the provision of their report and all publishable content shall comply with (or with equivalents to):

- the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.2 Conformance Level AA; and
- (b) ISO/IEC 13066-1: 2011 Information Technology – Interoperability with assistive technology (AT) – Part 1: Requirements and recommendations for interoperability.

Attachments

Attachment 1: pricing schedule