

BARNSELY METROPOLITAN BOROUGH COUNCIL

**Central Area Council Meeting:
17th February 2014**

Agenda Item: 3

**Report of Central Area Council
Manager**

Central Area Council Priorities and Commissioning Update

1. Purpose of Report

- 1.1 This report updates Members about the progress made to date in taking forward the Area Council priorities and the associated procurement processes.
- 1.2 It also presents the following two specifications of requirements and outlines the process to be undertaken to appoint Providers to deliver these two services, based on a price/quality split:
 - Specification of requirements for “a service for children aged 8-12 years living in the Central Council area”
 - Specification of requirements for “a service for young people aged 13-19 years living in the Central Council area”.
- 1.3 Finally, the report identifies the need for a Central Council member to be part of the Procurement/Evaluation Panels for appointing Providers to deliver these services.

2. Recommendations

It is recommended that:

- 2.1 **Members note the progress made in taking forward the Central Council priorities and the associated procurement processes**
- 2.2 **Members approve the specification of requirements and the associated price/quality split upon which tenders will be evaluated for:**
 - **A service for children aged 8-12 years**
 - **A service for young people aged 13-19 years**
- 2.3 **A Central Council member is identified to be part of the Procurement Evaluation Panel for each of the two procurements agreed.**

3. Background and Context

3.1 Central Council Priorities and Progress

A series of meetings and workshops have taken place since July 2013 to consider the Central Council area data and receive information from ward level about priorities in individual wards, with a view to identifying the collective priorities for the

Central Council.

A full working document about the meetings and workshops that have taken place to identify the Central Council priorities has been considered at Area Council meetings in November 2013 and January 2014.

At the last Area Council meeting in January 2014 members were also updated about the progress made to procure services to address the identified priorities.

This included information about the establishment of a members working group, Chaired by Councillor Green, that had met on a number of occasions to develop Service Specifications for each of the following areas:

- Reducing Isolation and Loneliness in Older People
- A service providing innovative opportunities and activities for children aged 8-12
- A service providing innovative opportunities and activities for young people aged 13-16
- Improving the appearance of the Central Council area in partnership with local people.

As part of this members working group emphasis was placed on ensuring that this work reflected discussions and information gathered as part of the priority identification process, and that an outcome based approach was used for the development of the specifications.

3.2 What is a service specification?

From an Area Council perspective a Service Specification is a document that contains a description of what the Area Council wants from a service. It is a working tool for the Provider to use to structure how they will deliver the service, and it is a document for the Area Council to measure the quality of the service and hold the Provider to account.

Without a service specification a provider will not have a clear understanding of what it is the Area Council wants them to do, and so it will be difficult to evidence value for money, challenge poor practice and gather information to inform future commissioning decisions.

Current Situation and Next Steps

Reducing Loneliness and Isolation in Older People

The Service Specification of requirements for this service, and the associated 20:80 price/ quality split upon which tenders will be evaluated, was approved at the last meeting of the Area Council on 20th January 2014.

Since that meeting a full tender pack has been prepared, including detailed evaluation criteria.

It is anticipated that this tender will be advertised on YORtender on 14th February 2014 with the following milestones for the procurement process:

-Place Tender advertisement	Mid Feb '14
-Tender return	Mid Mar '14

-Tender evaluation	Mid April '14
-Tender report and approval to award	April '14
-Standstill period and feedback	Mid April '14
-Clarification meeting re: outcome and output measures/targets	End April '14
-Issue letter of intent/Contract	May '14

Following the last Area Council meeting a request has gone out to Ward Alliance Chairs to invite expressions of interest from Ward Alliance Community representatives to be part of the Tender Evaluation Panel. A number of expressions of interest have already been received.

Once all expressions of interest have been received lots will be drawn to select the community representative to be on the Tender Evaluation Panel.

Young People

As outlined at the last Area Council meeting two service specifications and associated procurement strategies have been in development to address the Central Area Council's Children and Young people's priority.

Final drafts of the specification of requirements for "a service for children aged 8-12 years" and "a service for young people aged 13-19 years", have been developed. A copy of these can be found at Appendix 1 and Appendix 2 respectively.

Alongside the Service specification documents, a Procurement Strategy for the service for Children aged 8-12 years has been written. It outlines that the method of procurement for this new service will be competitive tenders through the open tender route. It also details the evaluation process for selecting a provider based on a price/quality split. The price/quality split determined is 20:80 in favour of quality.

A synopsis of the Procurement Strategy, including information about the price/quality evaluation criteria, can be found at Appendix 3.

The Procurement Strategy currently in development for the Service for young people aged 13-19 years will broadly mirror the Procurement Strategy for Children aged 8-12 years and as such will have the same price/quality split of 20:80.

As outlined in the Procurement Strategy synopsis attached, one place has been identified on the Procurement/Tender Evaluation team for an elected member. This should be a Central Council member who has been involved in the development of the specification of requirements, and who has no conflict of interest with any potential providers.

To encourage the involvement and engagement of local providers in both procurement processes, a Market Briefing event is to be held in mid March 2014.

If the specifications are approved by Central Council at today's meeting, the following are the key actions to be undertaken, with indicative timescales:

Finalise tender pack documentation -	Early March 2014
Place tender advertisements -	Early March 2014
Market Briefing event-	13 th March 2014
Tender return-	End April 2014
Tender evaluation completed-	Mid May 2014

Tender reports and approval to award-
Issue letters of intent/Contract-

Late May 2014
Early June 2014

A more detailed timeline for the procurement of the service for children aged 8-12 years, can be found at Appendix 4.

Clean and Green

As reported at the last Area Council meeting, a service specification to improve the environmental appearance of the Central Council area and reduce the amount of littering and dog fouling in partnership with local people, is currently in development.

It is anticipated that this specification will be ready for consideration at the next meeting of Central Council on 17th March 2014.

It is acknowledged however that this specification would need to be complemented by the following enforcement interventions:

- General environmental enforcement
- Private rented housing sector enforcement.

Paul Brannan is in attendance at today's meeting to outline current thinking about a potential environmental enforcement intervention.

Appendices

Appendix 1: Specification of requirements for a service for children aged 8-12 years

Appendix 2: Specification of requirements for a service for young people aged 13-19 years

Appendix 3: Synopsis of Procurement Strategy for service for children aged 8-12 years

Appendix 4: Service for children/young people -Procurement Timeline

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Date:
13th January 2014.

Appendix 1

CENTRAL AREA COUNCIL
SPECIFICATION OF REQUIREMENTS FOR A SERVICE FOR
CHILDREN & YOUNG PEOPLE AGED 8-12 YEARS.

1. Brief Summary of the Service

The Central Council wants to commission a Provider to develop and deliver an innovative service for a 2 year period that will improve the overall health and well being of children/young people aged 8-12 years old living in the five wards that make up the Central Area This will include increasing the confidence, self esteem, attitudes and aspirations of the children/young people.

Background information about the Central area and the Central Council can be found at Appendix 1).

The service that is developed and delivered should be informed by the views of children/young people living in the area. It should complement existing provision for this age group in the area, link with other services being procured by the Central Area Council and reflect the needs of the individual 5 wards. The service should include interventions/activities that are fun, innovative, vibrant and high quality and should be delivered during out of school hours. The service should support the development of learning and life skills, enabling children to take ownership and make positive life choices.

In developing and delivering this service, the provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements. Sustainability, community support, self reliance, resilience and reciprocity should therefore be built into the service design and delivery. Also and where possible, work experience placements, apprentice opportunities and local labour should be used.

We are keen to see the involvement of local people, community groups and local social enterprises in this service, not only through volunteering and stakeholder engagement, but also via formal sub contracting arrangements at a local level, where appropriate.

2. Background and Context

The Central Council area is a diverse area that is made up of 5 wards, namely Central, Kingstone, Dodworth, Worsbrough and Stairfoot. There are approximately 2,500 children/young people aged 8-12 years living across the area with a range of different needs.

In 3 out of the 5 wards in the Central Council area child poverty rates are higher than the Barnsley average, and when looking at the England average for child poverty 4 out of the 5 wards in the Central area are above the England average.

Also in 4 out of the 5 wards the youth unemployment rate (16-24 year olds) is higher than the Barnsley average. In addition to this, Central Council area has got the lowest percentage of Key Stage 2 achievement across all areas in Barnsley.

In response to young people related anti social behaviour incidents there are regularly Police PACT (Police and community Together) priorities identified across the area to address issues with young people.

Against this backdrop of poverty, and associated social and economic problems, there has been a decline in the provision of youth services for children and young people over the past two years, with current levels of out of school provision for 8-12 year olds being limited.

3.Strategic Vision, Values, Aims and Priorities

3a. Barnsley Council's Vision and Values

Vision:

Working together for a brighter future, a better Barnsley

Values:

Working Together

- We work as "One Council" to do the best that we can for our customers
- We build partnerships and work with others to achieve the best for Barnsley
- We are understanding and supportive of others, respecting and valuing differences

Honesty

- We are open and honest about what we are able to achieve, the decisions we make and how well we are doing
- We are true to our word, reliable and fair
- We are responsible and accountable for our actions

Excellence

- We are committed to quality and value for money
- We learn from our successes and mistakes
- We are flexible, adaptable and respond positively to change

Pride

- We are proud of the work we do and services we deliver
- We are proud to support our communities to make Barnsley a better place
- We are proud of our achievements

3b. BMBC Corporate Priorities and Outcome Statements

In developing and delivering this service, the provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements as outlined below.

Thriving and vibrant communities

-Create more jobs and businesses through appropriate provision of

	business, enterprise and employment programmes to reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce.
Supporting resilient communities	<ul style="list-style-type: none"> -Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley -Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering -Ensure customer services and the citizen experience of access is improved-facilitate greater self-help -Engage local communities in helping them shape decisions and services in their neighbourhood
Citizens achieving their potential	<ul style="list-style-type: none"> -Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed -Prioritise the safeguarding of vulnerable children and adults, and ensure that the risk of them getting harmed is kept to an absolute minimum -Make the improvement of people's health and wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make -Prioritise the reduction in health inequalities between different parts of the Borough -Ensure that the Council plays a strong part in keeping the Borough safe, and work with others to improve community safety

4. Specific Aims and Objectives of the Service

- To improve the health and wellbeing of children and young people aged 8-12 years.
- Provide exciting and stimulating out of school interventions/activities that will challenge and develop the potential of children/young people and raise their aspirations
- Involvement of children/young people in determining the activities to be provided
- Inspire young people to become more confident and esteemed individuals
- Enable young people to take ownership and make positive life choices

- Complement existing service provision for this age group in the area
- Link with other Central Area Council procured services, to support the overarching aims of area governance shown above

5. Social Value Objectives of the Service

Under this contract the successful Provider will be required to actively contribute to the achievement of specific social value objectives. These reflect the vision and corporate priorities of the Council outlined in Section 3, and include:-

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Collaboration with local Voluntary Community Organisations and community groups
- Increase volunteering opportunities in the local community
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Local spend and use of local supply chains

6. The Service/Activities to be Delivered

The appointed provider will develop and deliver an innovative service that: complements existing provision for children and young people aged 8-12 years living in the Central Council area; meets the specified objectives; and delivers the outcomes outlined in this document.

The service is likely to be made up of a number of out of school interventions/activities that have been identified by children/young people themselves. The activities/interventions should have an evidence based rationale for improving the overall health and wellbeing of children and young people, including raising their confidence, self esteem and aspirations. The service should be tailored to the needs of the individual wards and

may include provision of the following interventions/activities:

Signpost children/young people to relevant organisations and activities

Provide gender specific interventions/activities

Provide positive activities, in sport, arts and crafts, music

Provide after school activities in areas of need (3pm to 6:30pm)

Provide weekday holiday clubs in each ward

Provide evening youth clubs in each ward

Street based outreach sessions

Deliver 'street play' and / or other innovative projects

Arrange for visits to Barnsley's key visitor attractions

Deliver information and advice on smoking prevention

Engagement with, and links to other services being procured by the Central Area Council e.g assistance with clean up days, helping neighbours, older people's visiting schemes

Work with local media to highlight work taking place, improvements and to change the relationship between community and council

Use social media to highlight work taking place, improvements and to change the

relationship between community and council

A programme of planned provision for each ward should be provided to the Central Area Team on a regular basis.

7.Target Groups and / or Areas

The Service is targeted at children/young people aged 8-12 years who live in one of the wards that make up the Central Area Council area.

Elected members through their work with communities understand that some areas in the Central Council area have more challenges than others due to socio - economic factors/low academic achievement/lack of resources/lack of existing provision etc.

The service provider is therefore expected to deliver the service to children and young people in areas of most need and where there is currently a lack of service provision.

8. Equality Impacts

The successful Provider will be required to ensure that the service is free from bias and acknowledges and respects gender, sexual orientation, age, race, religion, culture, lifestyle and values. If any needs are required as per the Equalities Act, such as language or disability, these needs will be provided for during the term of the contract.

9. Performance Measures

9a. Outcomes

The following are the outcomes that the provider is expected to achieve as a result of the service being delivered.

Specific outcome measures, targets and methodology for measuring to be proposed by provider .

Targets will be agreed prior to commencement of contract.

<i>Outcomes</i>	INDICATIVE Outcome Indicators	<i>(Evaluation Methodology)</i>
Improvement in the health and wellbeing of children and young people	No. of young people reporting improved health and wellbeing	
Increased confidence, self esteem, attitudes and aspirations of children and young people	No. of young people reporting an increase in confidence and self esteem	

	No. of young people taking part in out of school activities	
	No. of young people taking part in volunteering activities in the local community-linked to Barnsley Council's I Know I Can (IKIC) volunteers programme	
Children and young people taking ownership of their lives and making positive life choices	Reduction in young people related anti-social behaviour	
9b. Outputs.		
<i>Easy to measure actions, units, events that tell us how much, how many or how often. Exact measurements and targets to be determined when the final interventions are agreed</i>		
9c. Milestones		
<i>(Activity/Action)</i>	<i>(When)</i>	
Market briefing event	13 th March 2014	
Tender Return	Early April 2014	
Tender Evaluation	Mid April 2014	
Provider Interviews	Mid-late April 2014	
Tender Report and Approval to Award	End of April 2014	
Standstill Period and Feedback	Early May 2014	
Agreement of outcome measure targets and outputs	Mid May 2014	
Issue Letter of Intent/Contract	Late May 2014	
Contract commences	Early June 2014	
Year 1 Quarter 1 report submitted	Early September 2014	
Y1 Quarter 2 report submitted	Early December 2014	
Y1 Quarter 3 report submitted	Early March 2014	
Y1 Quarter 4 and end of year 1 report submitted	Early June 2014	
Y2 Quarter 1		

10. Location/Availability/Accessibility of the Service

Service to be delivered within the boundaries of the Central Area Council area and to children/young people living in the area

11.Contract Value

The total estimated value of this procurement is £200,000, to be run over a 2 year period (ie. £100,000 per annum), with a break option after Year 1.

12. Contract Terms and Conditions

Please see contract.

13. Monitoring and Recording Arrangements

The Provider will need to be able to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and outputs. There is a key requirement of the Provider to:

- Collect, collate and report on a range of agreed indicators on a quarterly basis (see milestones) as part of a quarterly report. This should also include the submission of 2 case studies (group, individual or illustrating good practice/innovative work) together with supporting photographs.
- Establish compatible systems to ensure effective management and performance management of the service. Information systems must comply with the requirement of the Data Protection Act.
- Attend quarterly meetings with the contract manager to discuss the quarterly report and request any additional information/provide clarification, if required.
- An end of year report to be submitted (see milestones)
- An end of Project report and lessons learned to be submitted 3 months before the contract end date.

Children/young people should be involved in the above process.

The Area Council Manager will review performance in liaison with the Central Area Council and may reasonably ask for additional information at anytime.

Service provision will be subject to annual review

14. Quality Standards

The Provider will be expected to demonstrate high quality in all areas of service delivery, project management and staff development, ensuring creativity of approach to flexibly meet the needs of children and young people.

It is the Provider's responsibility to ensure efficient delivery of the service contract ensuring that the manager appointed/nominated for the service provider will directly manage all aspects of the Service and ensure that all outcomes and out targets are met.

The provider will ensure that robust policies and procedures are in place to ensure safeguarding, data protection and information governance standards are met. The provider will also ensure that:

- All staff are equipped with appropriate training, staff development and supervision
- All staff employed or engaged by the Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- All staff employed or engaged by the Provider will be subject to a DBS check, and an acceptable outcome determined.
- All staff employed or engaged by the Provider must be registered with the appropriate professional body where applicable
- The adherence of the Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
- For the avoidance of doubt, nothing in this specification is intended to prevent the Provider from setting higher quality standards than those laid down in the Contract.

Additionally:

- The provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery
- The provider will submit an annual report summarising any complaints, investigations and remedial actio

15. Commissioning/Procurement Officer Details

Carol Brady – Central Area Council Manager

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Tel: 01226 775707

Appendix 2

CENTRAL AREA COUNCIL
SPECIFICATION OF REQUIREMENTS FOR A SERVICE FOR
YOUNG PEOPLE AGED 13-19 YEARS

3. Brief Summary of the Service

The Central Council wants to commission a Provider to develop and deliver an innovative, young people centred service for a 2 year period that will improve the overall health and well being of young people aged 13-19 years old living in the five wards that make up the Central Area. This will include increasing their confidence, self esteem, attitudes and aspirations through the provision of out of school interventions and activities.

Background information about the Central area and the Central Council can be found at Appendix 1).

The service that is developed and delivered should reflect the views of young people living in the area. It should be proactive, flexible and innovative in its approach to interventions and activities with young people and should deliver outreach, detached and where possible, centre based work that will provide positive activities and improve health and wellbeing.

The service should complement existing provision for this age group in the area, should link with other services being procured by the Central Area Council and should reflect the needs of the individual 5 wards. The service should include interventions/activities that are fun, innovative, vibrant and high quality and should be delivered during out of school hours. The service should support the development of learning and life skills, enabling young people to take ownership and make positive life choices.

In developing and delivering this service, the provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements. Sustainability, community support, self reliance, resilience and reciprocity should therefore be built into the service design and delivery. Also and where possible, work experience placements, apprentice opportunities and local labour should be used.

We are keen to see the involvement of local people, groups and social enterprises in this service, not only through volunteering and stakeholder engagement, but also via formal sub contracting arrangements at a local level, where appropriate.

4. Background and Context

The Central Council area is a diverse area that is made up of 5 wards, namely Central, Kingstone, Dodworth, Worsbrough and Stairfoot. There are approximately 2,500 children/young people aged 8-12 years living across the area with a range of different needs.

In 3 out of the 5 wards in the Central Council area child poverty rates are higher than the Barnsley average, and when looking at the England average for child poverty 4 out of the 5 wards in the Central area are above the England average.

Also in 4 out of the 5 wards the youth unemployment rate (16-24 year olds) is higher than the Barnsley average.

In response to young people related anti social behaviour incidents there are regularly Police PACT (Police and community Together) priorities identified across the area to address issues with young people.

Against this backdrop of poverty, and associated social and economic problems, there has been a decline in the provision of youth services for children and young people over the past two years, with current levels of out of school provision for 8-12 year olds being limited.

The Council's Integrated Youth Support Service (IYSS) delivers some activity across the area but this accounts for only one third of existing youth provision. Voluntary and community sector organisations currently provide the other two thirds of provision.

3.Strategic Vision, Values, Aims and Priorities

3a. Barnsley Council's Vision and Values

Vision:

Working together for a brighter future, a better Barnsley

Values:

Working Together

- We work as "One Council" to do the best that we can for our customers
- We build partnerships and work with others to achieve the best for Barnsley
- We are understanding and supportive of others, respecting and valuing differences

Honesty

- We are open and honest about what we are able to achieve, the decisions we make and how well we are doing
- We are true to our word, reliable and fair
- We are responsible and accountable for our actions

Excellence

- We are committed to quality and value for money
- We learn from our successes and mistakes
- We are flexible, adaptable and respond positively to change

Pride

- We are proud of the work we do and services we deliver
 - We are proud to support our communities to make Barnsley a better place
- We are proud of our achievements

3b. BMBC Corporate Priorities and Outcome Statements	
<i>In developing and delivering this service, the provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements as outlined below.</i>	
Thriving and vibrant communities	<ul style="list-style-type: none"> -Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes to reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce.
Supporting resilient communities	<ul style="list-style-type: none"> -Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley -Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering -Ensure customer services and the citizen experience of access is improved-facilitate greater self-help -Engage local communities in helping them shape decisions and services in their neighbourhood
Citizens achieving their potential	<ul style="list-style-type: none"> -Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed -Prioritise the safeguarding of vulnerable children and adults, and ensure that the risk of them getting harmed is kept to an absolute minimum -Make the improvement of people's health and wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make -Prioritise the reduction in health inequalities between different parts of the Borough -Ensure that the Council plays a strong part in keeping the Borough safe, and work with others to improve community safety

4. Specific Aims and Objectives of the Service

- To improve the health and wellbeing of young people aged 13-19 years.
- Provide exciting and stimulating out of school interventions/activities that will challenge and develop the potential of young people and raise their

aspirations

- Involve young people in the design and delivery of the service
- Inspire young people to become more confident, enterprising and esteemed individuals
- Enable young people to take ownership and make positive life choices
- Enable young people to make positive choices about health related issues – sexual health, healthy eating etc.
- Enable young people to become active citizens
- Complement existing service provision for this age group in the area
- Link with other Central Area Council procured services, to support the overarching aims of area governance shown above

5. Social Value Objectives of the Service

Under this contract the successful Provider will be required to actively contribute to the achievement of specific social value objectives. These reflect the vision and corporate priorities of the Council outlined in Section 3, and include:-

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Use of local Voluntary Community Organisations and community groups
- Increase volunteering opportunities in the local community
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Local spend and use of local supply chains

7. The Service/Activities to be Delivered

The appointed provider will develop and deliver an innovative, young people centred service that: complements existing provision for young people aged 13-19 years living in the Central Council area; meets the specified objectives; and delivers the outcomes outlined in this document.

The service is likely to be made up of a number of out of school interventions/activities that have an evidence based rationale for improving the overall health and wellbeing of children and young people, including raising their confidence, self esteem and aspirations and making positive social/health related choices.

The service should be tailored to the needs of the individual wards and targeted at areas with high levels of anti-social behaviour, above average teenage pregnancy and smoking prevalence rates.

The service **may** include provision of the following interventions/activities:

Provide gender specific interventions

Provide positive activities, in sport/recreation, arts and crafts, and music

Provide school holiday activities in each ward

Provide outreach/detached/ centre based evening youth clubs in each ward in areas identified by elected members / community
Activities which enhance enterprise skills
Arrange for visits to Barnsley's key visitor attractions
Deliver peer education programmes
Community engagement activities– e.g assistance with clean up days, helping neighbours, older people visiting schemes, junior warden scheme etc.
Offer inter-generational opportunities
Assist young people to access volunteering opportunities and activities
Assist young people with campaigns (e.g highlighting issues of concern to them, national or local eg.homelessness)

Any activities/interventions delivered should be underpinned with the provision of information and advice about:

- smoking prevention
- drug and alcohol misuse
- sexual health / reducing teenage pregnancies
- healthy eating
- internet safety
- signposting to available services/support

In addition, work should be undertaken with the local media and through social media channels to highlight the volunteering work taking place and the resulting improvements, with a view to encouraging local people and communities to do more for themselves.

A programme of planned provision for each ward should be provided to the Central Area Team on a regular basis.

7.Target Groups and / or Areas

The Service is targeted at children/young people aged 13-19 years who live in one of the wards that make up the Central Area Council area.

Elected members through their work with communities understand that some areas in the Central Council area have more challenges than others due to socio - economic factors/low academic achievement/lack of resources/lack of existing provision etc.

The service provider is therefore expected to deliver the service to children and young people in areas of most need and where there is currently a lack of service provision.

9. Equality Impacts

The successful Provider will be required to ensure that the service is free from bias and acknowledges and respects gender, sexual orientation, age, race, religion, culture, lifestyle and values. If any needs are required as per the Equalities Act, such as language or disability, these needs will be provided for during the term of the contract.

9. Performance Measures

9a. Outcomes

The following are the outcomes that the provider is expected to achieve as a result of the service being delivered.

Specific outcome measures, targets and methodology for measuring to be proposed by provider .

Targets will be agreed prior to commencement of contract.

<i>Outcomes</i>	INDICATIVE Outcome Indicators	<i>(Evaluation Methodology)</i>
Improvement in the health and wellbeing of children and young people	No. of young people reporting improved health and wellbeing No. of young people receiving information & guidance on health related issues	
Increased confidence, self esteem, attitudes and aspirations of children and young people	No. of young people reporting an increase in confidence and self esteem No. of young people taking part in out of school activities No. of young people taking part in volunteering activities in the local community	
Children and young people taking ownership of their lives and making positive life choices	Reduction in young people related anti-social behaviour Reduction in teenage pregnancy rates in the Central Council area	

9b. Outputs.		
<i>Easy to measure actions, units, events that tell us how much, how many or how often.</i>		
<i>Exact measurements and targets to be determined when the final interventions are agreed</i>		
9c. Milestones		
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Y1 Quarter 3 report submitted	Early March 2014	
Y1 Quarter 4 and end of year 1 report submitted	Early June 2014	
Y2 Quarter 1		

10. Location/Availability/Accessibility of the Service

Service to be delivered within the boundaries of the Central Area Council area and to children/young people living in the area

11.Contract Value

The total estimated value of this procurement is £200,000, to be run over a 2 year period (ie. £100,000 per annum), with a break option after Year 1.

12. Contract Terms and Conditions

Please see contract.

13. Monitoring and Recording Arrangements

The Provider will need to be able to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and outputs. There is a key requirement of the Provider to:

- Collect, collate and report on a range of agreed indicators on a quarterly basis (see milestones) as part of a quarterly report. This should also include the submission of 2 case studies (group, individual or illustrating good practice/innovative work) together with supporting photographs.
- Establish compatible systems to ensure effective management and performance management of the service. Information systems must comply with the requirement of the Data Protection Act.
- Attend quarterly meetings with the contract manager to discuss the quarterly report and request any additional information/provide clarification, if required.
- An end of year report to be submitted (see milestones)
- An end of Project report and lessons learned to be submitted 3 months before the contract end date.

Young people should be involved in the monitoring and evaluation process outlined above.

The Area Council Manager will review performance in liaison with the Central Area Council and may reasonably ask for additional information at anytime.

Service provision will be subject to annual review

14. Quality Standards

The Provider will be expected to demonstrate high quality in all areas of service delivery, project management and staff development, ensuring creativity of approach to flexibly meet the needs of children and young people.

It is the Provider's responsibility to ensure efficient delivery of the service contract

ensuring that the manager appointed/nominated for the service provider will directly manage all aspects of the Service and ensure that all outcomes and out targets are met.

The provider will ensure that robust policies and procedures are in place to ensure safeguarding, data protection and information governance standards are met. The provider will also ensure that:

- All staff are equipped with appropriate training, staff development and supervision
- All staff employed or engaged by the Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- All staff employed or engaged by the Provider will be subject to a DBS check, and an acceptable outcome determined.
- All staff employed or engaged by the Provider must be registered with the appropriate professional body where applicable
- The adherence of the Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
- For the avoidance of doubt, nothing in this specification is intended to prevent the Provider from setting higher quality standards than those laid down in the Contract.

Additionally:

- The provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery
- The provider will submit an annual report summarising any complaints, investigations and remedial actio

15. Commissioning/Procurement Officer Details

Carol Brady – Central Area Council Manager

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Appendix 3

CENTRAL AREA COUNCIL**PROCUREMENT STRATEGY SYNOPSIS****A SERVICE FOR CHILDREN & YOUNG PEOPLE AGED 8-12 YEARS**

The Central Council want to commission a Provider to develop and deliver an innovative service that will improve the overall health and well-being of children/young people aged 8-12 years old living in the five wards that make up the Central Area.

The specific aims and objectives of the service are:-

- Increase the confidence, self-esteem, and aspirations of children/young people;
- Develop the potential of children/young people
- Support the development of learning and life skills
- Enable children/young people to take ownership, and make positive life choices
- Meet the needs of children/young people in the individual 5 wards of Central, Kingstone, Dodworth, Worsbrough and Stairfoot;
- Make the interventions/activities fun, innovative, vibrant and high quality;
- Complement existing service provision for this age group in the area
- Link with other Central Area Council procured services, to support the over-arching aims of area governance shown above

Social Value Objectives:-

- Support the creation of sustainable communities through the provision of local skills development, work experience placements and apprentice opportunities
- Also through the provision of local employment and training opportunities
- Harness the knowledge, capacity and experience that exists at local community level (the people, groups and businesses) in the design and delivery of these services, to create more resilient and self-reliant communities
- Ensure the creation of volunteering opportunities
- Ensure the recruitment and deployment of volunteers
- Use of local suppliers and supply chain to support growth in the local economy

Procurement strategy/method

The method of procurement for the new service will be competitive tenders using the open tender route. The activities underpinning this method of procurement comprise:

- Draft specification, including Price & Quality Evaluation Methodology in order to award to the most economically advantageous tender
- Placing of tender advertisement (***envisaged early March***)
- Despatch of tender documents to providers expressing interest
- Market Briefing Event
- Tender Return and Evaluation
- Tender Report and Approval to Award
- Standstill Period and Feedback (10 Days)

- Tender Award (Letter-of-Intent)
- Completion of Signed Contract (***envisaged early-mid June 2014***)

Procurement team

The Procurement/Tender Evaluation Team will be a team of individuals from the following key areas: -

- Commissioning and Procurement Lead
- Technical Support
- Elected member representative
- Youth Council representative

Provider selection and tender evaluation process

The evaluation process will seek to obtain the most economically advantageous tender following a Price Quality Evaluation in the ratio of **20:80** in favour of quality. This ratio has been calculated from analysing the aims and objectives of the procurement.

The following process will be followed for the quality evaluation: -

- Tender quality submissions will be evaluated by the Procurement team and the top 2 providers will be invited to interview
- All members of the Procurement/Tender Evaluation Team will evaluate and score submissions, and all elements of the submissions will be evaluated.
- Specialist areas of the submissions, such as finance, will be distributed to relevant specialist support officers within the Council.
- Records will be maintained throughout the process that provide justification for actions/decisions taken and are fully auditable. Electronic scoring sheets (Excel) will be utilised for all stages.
- Scores for each evaluator will be logged separately, together with detailed comments, and signed/dated by the relevant evaluator. Scores will be averaged for the panel, not arrived at by consensus.
- Unsuccessful tenderers will be de-briefed.

The following process will be followed for the price evaluation: -

- Tender prices will be separately evaluated as part of the tender evaluation.
- Individual priced components will be summarised into a total tender figure for the whole of the service and arithmetically checked.
- One hundred marks will be awarded to the lowest acceptable tender bid. For all other submissions, one mark will be deducted for each percentage point by which the submission exceeds the lowest.

The Quality Evaluation Criteria:

The tender quality evaluation will focus on the below criteria in order to test provider quality credentials in these specific areas. Some of the criteria are for information only and some are PASS/FAIL criteria. The remaining criteria will be individually awarded a score according to the standard of information provided by the applicant.

<u>Tender Quality Evaluation Criteria</u>	<u>Weighting</u>
1. Organisational Information	Info Only
2. Financial Information	PASS/FAIL
3. Health & Safety	PASS/FAIL
4. Safeguarding	PASS/FAIL
5. Technical Capacity:- <ul style="list-style-type: none"> - Proposed methodology for delivering the service - CV's of persons delivering the service - Outcomes – Proposed Evaluation Methodology - Targets and Supporting Evidence for Outputs - Quality Assurance/Accreditations - Customer Care 	54%
6. Financial Information:- <ul style="list-style-type: none"> - Financial, Budget and Change Management/Reporting 	10%
7. Social Value:- <ul style="list-style-type: none"> - Proposed Methodology for achieving skills development/work experience/employment and training opportunities locally - Description of volunteering opportunities - VCO Supply Chain 	26%
8. Interviews	10%
	100%

Appendix 4

Service for children/young people - Procurement Timeline

Please see additional document.