

BARNSLEY METROPOLITAN BOROUGH COUNCIL

**Council Meeting:
12th May 2014**

Agenda Item: 7

**Report of Central Area Council
Manager**

Central Area Council – Monitoring Progress and Challenging Performance

1. Purpose of Report

- 1.1 This report updates Members about the different roles of the Area Council and identifies which ones have been undertaken to date by Central Council.
- 1.2 The report also outlines the proposed Central Council contract monitoring/management arrangements.

2. Recommendations

It is recommended that:

- 2.1 **Members note the different roles of the Area Council and those that have been undertaken to date by Central Council.**
- 2.2 **Members agree the proposed contract monitoring arrangements outlined in the report.**
- 2.3 **Members receive a future report about the framework for taking forward the other roles of Area Councils' across the Borough.**

3. Background and Context

- 3.1 This report is set within the context of decisions made on the way the Council is structured to conduct business at Area/Ward/Neighbourhood levels, as agreed in the following Cabinet reports: Cab.13.2.2012/6; Cab.16.1.2013/10.3; Cab.13.2.2013/9; and Cab.8.5.2013/7.1
- 3.2 As part of the decisions taken about the new Area Governance arrangements, the role of the Area Council and its associated Terms of reference, were agreed some time ago.
- 3.3 Since the Central Council was established, a number of the functions outlined in the Area Council's Terms of reference have been effectively undertaken by Central Council. However, it is only now that priorities have been set by Central

Council, the procurement processes are underway, and contracts are being awarded, that consideration needs to be given as to how the other Area Council functions should be taken forward.

Appendix 1 outlines the Area Council's terms of reference and indicates which functions have been undertaken by Central Council to date, and which have not. The progress made by Central Council is consistent with other Area Council's.

- 3.4** Given that Central Council has just awarded its first contract, the Area Council role of "monitoring the performance of services commissioned from the Area Council budget in relation to the Area Council's priorities and desired objectives/outcomes" now needs to be considered.

4.0 The Contract Monitoring Role of Central Council

- 4.1** As part of the specification of requirements for each of the services being procured by Central Council, the outcomes to be achieved have been clearly identified.
- 4.2** Outcome indicators and associated targets have been/will be provided as part of the procurement process and will be considered as part of the quality evaluation process. Indicators and targets will be discussed in detail at the pre-contract meetings for each procurement and the finalised suite of indicators will be reflected in the formal contract documentation. Clear mechanisms for contract monitoring are included in the formal contract for each procurement.

This can be summarised as follows:

The successful service provider will be required to continually demonstrate/evidence the effectiveness of the service in terms of delivering the required outcomes, outcome indicators and targets. There is a key requirement of the service provider to:

- *Collect, collate and report on a range of agreed measures on a quarterly basis as part of a quarterly reporting regime. This should also include the submission of 2 case studies (group, individual or illustrating good practice/innovative work) with photographs.*
- *Attend quarterly meetings with the Central Council Manager to discuss the quarterly report and request any additional information/provide clarification, if required.*
- *Submit an end of year performance report.*
- *A 'lessons learned' meeting will be convened 3 months before the contract end date and an end of project report submitted before the contract end date.*
- *The Area Council Manager will review performance in liaison with the Central Area Council and may reasonably ask for additional information at any time.*
- *Service provision will be subject to annual review*

- 4.3 As part of the feedback/learning from the tender evaluation processes to date, it was suggested that the Tender Evaluation Panel for each procurement should have a key role in monitoring the contract they were involved in selecting the provide for.
- 4.4 This approach may however make the contract monitoring role of Central Council duplicative and put unnecessary time pressures on individual Central Council members.
- 4.5 Since community representatives and service specialist representatives were most keen to continue their involvement, it may be that this could be accommodated within the framework for the ongoing contract monitoring role of the Central Area Manager.
- 4.6 For each contract it is proposed that once the quarterly report has been made available by the Provider to the Central Area Manager and the subsequent quarterly contract management meeting has taken place, a brief report capturing the key monitoring information for each contract awarded, will be presented to Central Council.

This will happen on a quarterly basis for each contract.

- 4.7 Once each Central Council contract has been signed off a schedule of contract monitoring reports for each Central Council meeting will be provided to Central Council members.

5.0 Other Roles of the Area Council

- 5.1 Due to the complexity and inter-relationships of the other roles (as indicated in Appendix 1), not yet undertaken by Area Council's, officers are meeting to discuss the relationship between Corporate Performance, Scrutiny, and the role of Area Council's.
- 5.2 The outcome of this will provide clarity about how Area Council's will take forward these roles. It is anticipated that proposals for how Area Council's might execute these roles will be brought to the next meeting of Central Council on 7th July 2014.

Appendices

Appendix 1: Area Council Terms of reference (indicating whether undertaken or not)

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APPENDIX 1

AREA COUNCIL TERMS OF REFERENCE

The table below outlines each point on the Area Council's Terms of reference and indicates whether it has been undertaken (✓) or not (✗)

- ✓ To set local priorities in relation to the Electoral Wards comprising the Area and approve the Area Plan
- ✓ To approve the allocation of the Area Budget and the commissioning of services from the Area Budget to support Area Plan priorities

- ✗ To monitor the performance of services commissioned from the Area Budget in relation to the Area Council's priorities and desired objectives / outcomes

- ✗ To influence the planning of services provided on a Borough-wide basis

- ✗ To request reports as appropriate on area-based service activity

- ✗ To monitor the performance of area-based services and those Borough-wide services provided locally, and identify issues for attention or action

- ✗ To consider Councillor Calls for Action that would not more appropriately be dealt with by the Overview and Scrutiny Committee

- ✓ To provide a reference point for local consultation and the increase of public engagement

- ✓ To appoint the community representatives to serve on the Ward Alliances, on the recommendation of the Members of the Ward in question

- ✓ To receive minutes or reports of the proceedings of Ward Alliances within the Area Council's area, as appropriate

- ✓ To receive reports on decisions made in relation to the Devolved Ward Budgets

- ✗ To make recommendations to the Council, Cabinet or the Overview & Scrutiny Committee on relevant matters relating to the area in question

- ✗ To consider any matters relating to the area in question that might be referred to them by the Council, Cabinet or the Overview & Scrutiny Committee.