

BARNSELY METROPOLITAN BOROUGH COUNCIL

South Area Council Meeting:

20th June 2014

Agenda Item: 7

**Report of South Area Council
Manager.**

South 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 the South Area Council.

1.2 The report also outlines the proposed South Area Council contract monitoring/management arrangements.

2. Recommendation

It is recommended that:

2.1 Members note the different roles of the Area Council and those that have been undertaken to date by the South Area Council.

2.2 Members agree the proposed contract monitoring arrangements outlined in the report.

2.3 Members agree to an additional Area Council workshop to immediately follow the South Area Council meeting on 5th September 2014 to explore and develop the further roles of the Area Council as outlined in Section 5 of this report

3. Background & 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 South Area Council was established, a number of the functions outlined in the Area Council's Terms of reference have been effectively undertaken by the South Area Council. However, it is only now that priorities have been set by the South Area Council on 6th September 2013, the procurement processes are underway, and contracts are being awarded, that consideration now 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 of its agreed functions have been undertaken by the South Area Council to date, and which have not yet been developed. The progress made by the South Area Council is consistent with that of the other Area Councils.

3.4 Given that the South Area 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. The Contract Monitoring Role of South Area Council

4.1 In each of the tender documents used to procure services for the South Area Council, the outcomes to be achieved by the provider once appointed 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 by the tender evaluation panel.

4.3 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.

4.4 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 South Area 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 South Area Council and may reasonably ask for additional information at any time.*

- *Service provision will be subject to annual review*

4.5 For each contract it is proposed that once the quarterly report has been made available by the Provider to the South 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 South Area Council. This will happen on a quarterly basis for each contract.

4.6 Once each South Area Council contract has been signed off a schedule of contract monitoring reports for each Area Council meeting will be provided to South Area Council members.

5. 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 Councils, officers are currently meeting to discuss the relationship between Corporate Performance, Scrutiny, and the role of Area Councils.

5.2 The outcome of these discussions will provide clarity about how Area Councils will take forward these roles, and will be detailed in a paper written by Michael Potter which will be presented at the South Area Council meeting on 5th September. Following this, it is proposed that an additional South Area Council workshop is held in mid September to develop this further.

Appendices

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

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Date: 3rd June 2014

APPENDIX 1 AREA COUNCIL TERMS OF REFERENCE

The table below outlines each point on the Area Council's agreed Terms of reference and indicates whether it has so far been undertaken (√) or not (x)

√ 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

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

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

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

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

x 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

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

x 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.