

<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 21 July 2016
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## AGENDA

- 1 Declarations of pecuniary and non-pecuniary interests

### Minutes and notes

- 2 Minutes of the Penistone Area Council meeting held on 16th June, 2016  
(PAC.21.07.2016/2) (*Pages 3 - 8*)
- 3 Notes from the Penistone East and West Ward Alliance held on 2nd June, 2016  
(PAC.21.07.2016/3) (*Pages 9 - 10*)

### Performance

- 4 Report on the use of Ward Alliance Funds (PAC.21.07.2016/4) (*Pages 11 - 12*)
- 5 Performance Report (PAC.21.07.2016/5) (*Pages 13 - 24*)
- 6 Clean and Tidy Service (PAC.21.07.2016/6)
- 7 Penistone Market Barn 'Check and Challenge' discussion (PAC.21.07.2016/7)

### Items for decision

- 8 Procurement and financial update (PAC.21.07.2016/8) (*Pages 25 - 28*)
- 9 Undergraduate placement (PAC.21.07.2016/9) (*Pages 29 - 30*)

To: Chair and Members of Penistone Area Council:-

Councillors Barnard (Chair), David Griffin, Hand-Davis, Millner, Unsworth and Wilson

Area Council Support Officers:

David Shepherd, Penistone Area Council Senior Management Link Officer  
Lisa Lyon, Area Council Manager  
Joe Micheli, Lead Locality Officer  
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on 01226 773147 or email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 13 July 2016

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<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 16 June 2016
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## MINUTES

**Present** Councillors Barnard (Chair), David Griffin, Hand-Davis, Millner and Unsworth.

### 1 Declarations of pecuniary and non-pecuniary interests

No Members declared an interest in any item on the agenda.

### 2 DIAL drop-in sessions

Nigel Brown from DIAL was invited to give a presentation on the performance of the drop-in sessions held in Penistone.

Members were reminded about DIAL and its work as a user led charitable organisation, first established in 1985.

The outreach sessions started on 7<sup>th</sup> January, 2016 at Penistone Town Hall, and were held each week. Members heard how 44 residents had now received face to face advice and the projected amount of unclaimed benefits generated through the session was £61,224. For every £1 invested the project had brought £25 in to the area.

It was noted that 90% of residents reported feeling less anxious as a result of using the service, and 100% reported that their health and wellbeing had improved three months after using the service. Members noted how 50% of residents attending the session did not have access to the internet, and many of the claim forms are now electronic. The meeting discussed this figure in some detail and it was agreed that this be disaggregated if possible, in order to ascertain if residents did not have access to the internet due to a lack of infrastructure or lack of skills.

The presentation went on to cover the areas of law the project had focused on, and the types of benefits for which advice had been given. Demographic data for users was then discussed.

Members gave thanks for the presentation and praised the project and its impact. Questions were asked regarding the demand for the service and plans should queuing become unmanageable. It was noted that demand for the service and the complexity of the assistance required is extremely hard to predict. Assurance was given that as many clients as possible are helped within the time available.

**RESOLVED** that thanks be given for the presentation and the work of DIAL in the area.

**3 Minutes of the Penistone Area Council meeting held on 14th April, 2016 (PAC.16.06.2016/2)**

The Area Council received the minutes of the previous meeting held on 14<sup>th</sup> April, 2016.

The meeting discussed the ongoing dialogue regarding the displaying of banners on the Transpennine Trail bridge over Bridge Street. It was noted that many community groups adopted this practice, and it helped to ensure community events are well attended. It was agreed to try to discuss this issue again with relevant officers.

**RESOLVED** that the minutes of the Penistone Area Council meeting held on the 14<sup>th</sup> April, 2016 be approved as a true and correct record.

**4 Notes from the Penistone East and West Ward Alliance held on 28th April, 2016 (PAC.16.06.2016/3)**

The meeting received the notes from the Penistone East and West Ward Alliance held on 28<sup>th</sup> April, 2016.

Members discussed the recent fatalities at the crossroads at Hazelhead and it was noted that the chair of Dunford Parish Council was due to present a number of ideas for improvement.

It was suggested that a meeting be arranged between the Highways Department, Penistone West Elected Members and Dunford Parish Council.

On the subject of highways, Members commented on the ongoing safety issues associated with the 'squareabout'. It was suggested that the Chair brokers a discussion with senior officers in highways.

Members noted that two nominations had been submitted for the Best of Barnsley Awards.

**RESOLVED** that the notes from the Penistone East and West Ward Alliance held on 28<sup>th</sup> April, 2016 be received.

**5 Report on the use of the Ward Alliance Fund (PAC.16.06.2016/4)**

The item was introduced by the Area Council Manager, who provided up to date figures detailing expenditure from the Ward Alliance Fund. It was noted that the figure available for allocation in 2016/17 was £31,000, which included £11,000 carried forward from 2015/16, and a new allocation of £10,000 per ward.

Members noted that since the beginning of the financial year a number of projects had received funding, including a number which had been processed since the publication of reports. Therefore £15,264 of Ward Alliance Fund remained.

**RESOLVED** that the report detailing the use of the Ward Alliance Fund be noted.

## **6 Performance report (PAC.16.06.2016/5)**

The item was introduced by the Area Council Manager. Attention was drawn to Part A, which provided an overview of how the combined commissioned services impacted on the area. It was noted that the Working Together Fund for Penistone FM had unfortunately been omitted from the report, and this had a value of £15,000.

The meeting went on to consider Part B, which provided a narrative on the performance of each commission. It was noted that the Countryside Skills Commission had now come to an end.

The meeting discussed the Clean and Tidy commission, acknowledging that a number of the performance measures were rated 'Red'. This was due to the performance management meeting having to be rescheduled, and that further information had been requested in order to evidence outputs.

Members noted that the commission had not had the number of referrals expected and various suggestions were made as to how the service could be publicised, including the use of social media and Penistone FM.

It was agreed to invite the Clean and Tidy Service Team Leader to the next meeting of the Area Council to discuss the delivery of the service in more detail.

### **RESOLVED that:-**

- (i) the contents of the Performance Report be noted;
- (ii) the Clean and Tidy Service Team Leader be invited to the next meeting of Penistone Area Council.

## **7 Penistone Market Check and Challenge Exercise**

The item was introduced by the Area Council Manager, who made Members aware that the subject had been raised at a recent meeting with the Area Chair.

The market at Penistone was seen as an asset for community use, but it was suggested that it was not achieving its full potential. Various comments had been put forward that the facility was under used for markets on a Saturday, and although other uses, such as for music events, had in the past been successful, these only took place sporadically.

It was suggested that the Area Council approached the service with the view to undertaking a Check and Challenge exercise. This would involve the service articulating their remit, plans, and current levels of performance. Members would then be able to ask questions in relation to the information presented, discuss options for the future, and work with officers to improve the service delivered wherever possible.

Members were supportive of the proposal, and it was agreed that this be pursued by the Area Council Manager.

**RESOLVED** that a Check and Challenge on the delivery of the Market Service and use of the Market Barn in Penistone be pursued.

## **8 Procurement and financial update (PAC.16.06.2016/8)**

The report was introduced by the Area Council Manager.

Members discussed the Working Together Fund. It was noted that although interest may have not been to the level first anticipated, much promotion had taken place and the number of applications being developed had increased.

The scoring of projects was discussed, and it was suggested that an additional question be added to the application form and scoring criteria, to ascertain whether the project would be deliverable without the use of Working Together Fund finance.

The meeting discussed the current arrangements to procure a service to support Isolated and Vulnerable Older People. Originally the commission was to finish at the end of March, 2017, which due to delays in commissioning would result in delivery only over a period of 6 months. It was noted that, if commissioned by the end of the year, the budget from the current financial year could now be spent in the 2017/18 financial year. It was therefore suggested that the length of commission therefore be extended to take place over a year period.

Members discussed the composition of the Tender Evaluation Panel for the contract, and it was agreed that Councillor Wilson and Councillor David Griffin take part in the exercise.

The meeting considered the expenditure to date and finance remaining within the 2016/17 financial year. A total of £55,400 remained unallocated, however it was noted that this was in addition to that reserved, but not yet approved, for use as part of the Working Together Fund.

A number of suggestions for use of the remaining finance were considered. These included increased enforcement of parking, littering, and dogfouling in the area; devolving Area Council finance to the Ward Alliance; supporting tourism in the area; and establishing a volunteering hub. It was agreed that these all be pursued by the Area Council Manager.

**RESOLVED** that:-

- (i) £78,033 remains allocated to the Working Together Fund, and this be reconsidered at a later date;
- (ii) Approval be given for the contract for an Isolated and Vulnerable Older People Service to be delivered over a period of one year;
- (iii) Councillors David Griffin, and Wilson take part in the Tender Evaluation Panel for the Isolated and Vulnerable Older People Service;
- (iv) The financial position of the Area Council be noted, and that the areas for potential expenditure be taken forward by the Area Council Manager.

## **9 Undergraduate placement (PAC.16.06.2016/9)**

The Area Council Manager introduced the item, which had arisen after a student had worked alongside the Area Team on coordinating activities as part of the 'Clean for the Queen' campaign.

The suggestion was that a sum of money could be made available to engage a student from a local university on a course such as Community Development or Social Policy to assist the Area Team. Members supported the idea of an undergraduate placement, and endorsed the Council's work to support young people through placements and apprenticeships.

It was agreed that the Area Council Manager further develops the proposal, and that this be discussed in more detail at a future meeting of the Area Council.

**RESOLVED** that:-

- (i) The proposal to create an undergraduate placement be supported in principle;
- (ii) The Area Council Manager further develops the proposal, at an indicative cost of £14,000, and undertakes relevant consultation with finance, and human resources.

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Chair

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**NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING  
Held on Thursday on the 2<sup>nd</sup> June 2016 at Penistone Town Hall**

**1. Present:** Cllr R Barnard (Chair), Cllr J Wilson, Cllr P Hand-Davis, Cllr J Unsworth, Cllr Griffin, A Rusby, A Pestell, D Edmondson, A James, J Cutts, R Blyth, G Saunders, K Batty and K Coulton.

**In Attendance:** J Openshaw, Community Development Officer.

**2. Apologies,** Cllr A Millner, B Green, R Leech, B Meek, S Webber, and P Reckless.

**3. The chair opened the meeting with introductions.** The chair introduced new members to the Penistone East & West Ward Alliance, Graham Saunders representing Penistone Town Council and Kathryn Batty Representing Hunshelf Parish Council, also asking current members to introduce themselves.

**4. Declarations of Pecuniary and Non-pecuniary Interest**

Cllr P Hand-Davis, Cllr J Unsworth, A Rusby, J Cutts, G Saunders, and K Coulton, as members of Penistone Town Council all declared a non-pecuniary interest in the funding application by Penistone Town Council.

R Blyth, as a member of Thurgoland Parish Council declared a non-pecuniary interest in the funding application by Thurgoland Parish Council.

**5. Correspondence**

None to report

**6. Ward Alliance Membership**

The Chair welcomed new members of the ward Alliance.

**7. Notes of the Meeting Held on 28<sup>th</sup> April 2016**

The notes were accepted as a true record of the meeting.

**8. Matters Arising**

**Highways issues,** Hazelhead Crossroads, the chair requested summaries of issues which would be raised with the head of Transport and Highways.

Langsett Air Quality Management Area, members requested an update.

**9. Applications for Financial Assistance**

The Community Development Officer updated the meeting on funds available this financial year (£31,113.06), funds allocated to date (£8,741.86) and balance remaining (£22,371.20).

**The following applications for financial assistance were considered:-**

- a. **Penistone Town Council,** Community Access Defibrillators. Members recommended an allocation of £3,000.00.
- b. **Springvale Community Garden,** Picnic Tables, Don Street Community Garden. Members recommended an allocation of £1,591.50.

- c. **Thurgoland Parish Council**, A629 Halifax Road markings and Anti-skid. Members recommended an allocation of £1,401.98.
- d. **Penistone Literary Festival**, 3<sup>rd</sup> Annual Penistone Literary Festival 2016. Members rejected elements of the application and agreed to part fund the project recommending an allocation of £1,830.00.
- e. **Springvale Community Garden**, Summer activities for children & families. Members recommended an allocation of £1,000.00.
- f. **BMBC Highways & Engineering**, Advertising templates. Members rejected the proposals.

#### **10. Clean and Tidy Service**

The Community Development Officer gave an update on the project, and the teams work.

#### **11. Any Other Business**

The Community Development Officer informed the meeting that information on the Penistone Gala and the Penistone Competitive Music Festival was available.

#### **12. Date and time of next meeting –**

Members agreed that the next meeting would be held on the 14<sup>th</sup> July 2016, 7pm at Penistone Town Hall.

**The meeting closed at 8: 20pm**

## **2016/17 WARD FUNDING ALLOCATIONS**

For 2016/17 each Ward will have an allocation of £10,000 Ward Alliance Fund.

50% of the funding requires a match-funding element of volunteer time that directly relates to the project in question, or other match funding resources (such as free room hire or donations of goods and equipment). This reflects the fact that the fund is intended to support volunteering and social action in our communities.

50% can be used for initiatives that have no volunteer element – such as the purchase and installation of benches, hanging baskets or other street furniture.

Area Councils have the option to allocate up to £20,000 from the Area Council budget to their Ward Alliance. This is discretionary to each Area Council, and Area Council's may also choose not to allocate any funding to ward level.

The carry-forward of remaining balances of the 2015/16 Ward Alliance Fund will be combined and added to the 2016/17 Allocation, to be managed as a single budget with the above conditions.

All recommendations on the use of this funding need to be agreed through the Ward Alliance.

## **PENISTONE WARD ALLIANCE**

For the 2016/17 financial year the Ward Alliance has the following available budget.

£20,000	base allocation
£11,000	carried forward from 2015/16
£TBC	devolved from Area Council
<b>£31,000</b>	<b>total available funding</b>

**£13,684.96 allocation remaining.**

6 applications are to be considered at the Ward Alliance meeting on 14<sup>th</sup> June 2016 totalling £11,384.90. Not all applications may be recommended, however if they were this would leave a balance of £2,300.06 for the financial year.

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £15,500	Allocation Remaining £31,000
Penistone Scout Group - Get Penistone Scout group camping 2016	£2,740.00	£2,740.00	£15,500.00	£28,260.00
Community Noticeboard	£750.00	£750.00	£15,500.00	£27,510.00
Thurgoland Cricket Club - Repair/Replace elevation of clubhouse roof	£1,330.00	£1,330.00	£15,500.00	£26,180.00
Neighbourhood Pride Summer Hanging Baskets	£2,314.50		£13,185.50	£23,865.50
Silkstone United JFC - Football Kit	£757.36	£757.36	£13,185.50	£23,108.14
Hunshelf Parish Council - Green Moor Play Area	£600.00		£12,585.50	£22,508.14
Penistone Town Council - Community Access Defibrillator	£3000.00		£9,585.50	£19,508.14
Thurgoland Parish Council - A629 Halifax Road, Road Markings & anti skid	£1401.98		£8,183.52	£18,106.16
Springvale Community Garden - Summer activities for children & families	£1000.00	£1000.00	£8,183.52	£17,106.16
Springvale Community Garden - Picnic tables	£1591.20	£1591.20	£8,183.52	£15,514.96
Penistone Literary Festival - 2016 festival	£1830.00	£1830.00	<b>£8,183.52</b>	<b>£13,684.96</b>

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**PENISTONE AREA COUNCIL 21<sup>st</sup> July 2016**

**Report of the  
Penistone Area Council Manager**

**Penistone Area Council Performance of Commissioned Services and projects**

**1.0 Purpose of Report**

1.1 This report provides Members with an update on the delivery of the Penistone Area Council commissions, services and projects.

**2.0 Recommendations**

2.1 That Penistone Members note the progress of the Penistone Area Council commissions, services and projects.

**3.0 Performance Management Report (attached at Appendix 1)**

3.1 **Part A** of the Penistone Area Council Performance report provides Penistone Area Council Members with an overview of how the commissions and projects are assisting in meeting future council and Penistone Area Council priorities.

3.2 **Part B** provides Members with a summary performance management report for each of the commissions and projects. The report provides RAG ratings plus updated information from commissioned services following submission of their quarterly reports and subsequent quarterly contract monitoring/management meetings. In addition to the information provided in the summary reports, more detailed information is available on request, including case studies with photographs.

**4.0 Appendices**

Appendix One: Performance report

**Officer:**  
Lisa Lyon  
Penistone Area Council Manager

**Tel:**  
01226 775382

**Date: 11<sup>th</sup> July 2016**

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# **PENISTONE AREA COUNCIL**

## **Performance Report**

**April – June 2016**



# Introduction

## Penistone Area Council Priorities



Table 1 below shows the providers that have been appointed to deliver services that address the priorities and deliver the outcomes and social value objectives for the Penistone Area Council.

In addition to the following contracts the performance report will in future report on any outcomes achieved through future Working Together Fund.

	Service	Provider	Contract Value	Contract start date
<b>The Local Economy including tourism Environment</b>	Countryside Skills & Training	Growforest	£100,00 + £54,600	October 2014 + Sept 2015 Contract now ended
<b>Environment</b>	Clean and Tidy Team	Environmental Services, BMBC	£160,000 18months	1 <sup>st</sup> November 2015
<b>Health and Well Being</b>	DIAL Drop in Service	DIAL	£5570	2015/16
<b>Activities for Young People Health and Well Being Environment</b>	Working Together Fund	Penistone Scouts Penistone Round Table TPT Volunteers Penistone FM	£8050 £11,660 £6630 £15,627	TBC



# PART A - OVERVIEW OF PERFORMANCE

The Penistone Area Council commissions and funds contribute to the Councils overall priorities of thriving vibrant economy, stronger resilient communities and citizens achieving their potential. The achievement of the combined outcomes are listed in table's below:

## Thriving and Vibrant Economy

Outcome Indicators / target	Achieved to date
No. of FTE jobs created and recruited to	2
No. of apprentice and placement created and recruited to	1
No of clean & tidy activities which involve businesses	4
Local spend (average across all contracts)	80%

## Strong & resilient communities







Outcome Indicators Target	Achieved to date
No. of adult volunteers engaged	73
No. of young people engaged in volunteering	14
No. of new volunteers	8
No. of community groups supported	20
No. of new community groups supported	2
Volunteer hours contributed (£ value)	£10,144
No. of volunteer opportunities created	20

## Citizens achieving their potential

No. people achieving a qualification	29
No. of residents receiving advice and support	44
No. of residents referred to health advice	
No. of young people making a positive contribution to the design/maintenance of their local environment	10

# PART B - SUMMARY PERFORMANCE MANAGEMENT REPORT FOR EACH SERVICE/ PROJECT

## Countryside Skills and training








<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report and contract management meeting.	
	Milestones achieved	
<b>Environment</b>	Outcome indicator targets met	
	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

This contract has now ended.

Final milestones and targets below:

Milestone/Target/Output	Target	Achieved	Comments
Learners Recruited	24	32	Not all stayed the full cohort.
Learners Achieving Stage 1 Qualification in Dry Stone Walling	24	19	
No of Learning Hours Delivered	230	182	
No of Learners Achieving 85% or higher attendance	24	19	
People perceiving traditional countryside skills as a viable enterprise	24	3	Only 3 expressed a wish,
People being happier and healthier by being connected to the natural environment.	24	24	Case studies used

# The Clean & Tidy team

<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report and contract management meeting.	
<b>Environment</b>	Milestones achieved	
	Activity intervention targets	
	Outcome indicator targets met	
<b>Environment</b>	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

The team have met the target on number of reactive activities completed for this quarter; in part down to more requests being submitted and have over performed in providing 3 more volunteer activities than the target and carried out 3 times the number of proactive activities than targeted for this quarter. There was a significant increase in the number of hours spent on volunteer activities in this quarter, in part due to better weather encouraging more involvement but also more activity days available. The team recycle 100% of the waste that can be recycled.

### **Overall achievement of targets to date:**

- No. of reactive clean and tidy activities, target 31, achieved 28
- No. of proactive clean and tidy activities, target 13, achieved 32
- Clean and tidy activities involving volunteers, target 23, achieved 22
- No. of activities involving young people, target 11, achieved 2
- No. of activities involving businesses, target 7, achieved 4
- No. of hours contributed to clean & tidy volunteer activity, target 1500, achieved 941
- No. of apprenticeship opportunities filled, target 1, achieved 1
- No. of new full time jobs recruited to, target 2, achieved 2
- Increased no. of Love Where you Live activities, target 17, achieved 0
- No. of young people making a positive contribution, target 55, achieved 20
- No. of people showing recognition of work, target 20, achieved 48
- Pounds of cost savings through volunteering, target £19,000, actual £10,144

The team are continuing to report underperformance against the targets for working with young people, businesses, 'Love Where you Live' activities and overall number of volunteer hours.

There are 5 schools projects scheduled in for the first 2 weeks in July and 9 'Love Where You Live' activities scheduled in for next quarter.

The fortnightly work schedule raised concerns regarding the number of hours the team were spending in different parts of the Borough. The original tender included support from 1 or 2 rangers at volunteer events providing tools, ranger time and skills

as part of the Service Level Agreement. However where 2 or more rangers have been required for very large groups, or specialist skills etc. these hours have been recorded by the clean and tidy team as reciprocal hours which has resulted in the team working in other areas of the Borough (4 days in June).

<p><b>Reactive C&amp;T activities undertaken</b></p>	<p>Litter pick Mill Moor Plantation, Wortley – request from member of public at volunteer day          Strimming &amp; clearing damaged fencing on Green Road bank – request from MOP &amp; Cllr Millner (3 days work Phase 1 of project)          Strimming brambles at Hood Green rec, phase 1 of wildflower project (Stainborough PC)          Market st snicket – removal of litter and pigeon poo (regular work)          Reattach TPT volunteers Notice board at Paramount Carpark          Prepare beds for Penistone volunteer planting x2          Cutting back shrubs at Hackings Avenue          Water planters at the Willows (Oxspring PC)          Strimming and vegetation removal at Castle Green Carpark (day 1 of 2)          Strimming and vegetation removal Millhouse Institute (2 days)          Supporting Mayors parade weekend (delivery and removal of wheeley bins on Friday and Monday of weekend)          Morning at Penistone Market in Community Centre promoting and requesting suggestions for work (8 received, some are already underway within BMBC, remainder are on the list of works)          Removal of fly tipping at Silkstone Waggon way (Silkstone PC)          Strimming Pilley New Road (Tankersley PC)          Removal of detritus Bower Hill (Oxspring PC) day 1</p>
<p><b>Proactive</b></p>	<p>Litter picking all Laybys at least once every month A616, A629,A628 (total 9)          Detritus removal in: 2 x streets in Penistone, A628 Penistone to Hoylandswaine Roundabout village sections</p>
<p><b>Volunteer days (Some of the volunteers attend more than one day)</b></p>	<p>April Hood Green rec (1)          7 April – Thurgoland TPT (25)          22 April – PROW TPT Oxspring (40)          17 May – TPT Silk -Dodworth (8)          24 May – TPT Silk – Dodworth (13)          2 June – Cawthorne (5)          15 June – TPT CVols Hazelhead (8)          21 June - Penistone Station (10)          29 June – Hartcliffe BW (8)          June Summer bedding to Cannon Hall – two sets of deliveries (2)          June – Penistone planters (5)</p>
<p><b>No involving under 18</b></p>	<p>5 young people projects scheduled in for first two weeks in July</p>
<p><b>No involving businesses</b></p>	<p>Lavenders – Phase 3 of Penistone Station wildflower project          JG Pears Volunteer event at Hartcliffe Hill Bridleway Upper Belle Clive Livery Yard) plus BMBC staff under ESV on 3 of the volunteer days</p>
<p><b>No of hours contributed to C&amp;T volunteer activity</b></p>	<p>6 volunteer days = 532          3 Community and parish council events = 41          1 other volunteer event (Penistone planters) = 20</p>

<b>No of PC/Community groups taking initiative</b>	Stainborough Parish Council - Hood Green rec Barnsley Biodiversity Trust – Biodiversity elements of Thurgoland Volunteer day Penistone Line Partnership – Penistone Station Cawthorne PC – elements of volunteer day TPT CV (Hazelhead) Penistone Town Council – planting project
<b>No of volunteers new to community action</b>	73 new volunteers on public vol days: - 54 came via Employee Support Volunteering scheme, with the remainder being local people seeing press and site notices. Of these 4 have signed up as volunteers with local groups in their area, 8 have signed up for another ESV day with the team, and 3 have been on a second or third volunteer day already. 19 came to Thurgoland volunteer day 38 on Oxspring volunteer day 7 on one of the Silkstone – Dodworth days 2 on Cawthorne volunteer day 5 on Hartcliffe Volunteer day 2 on Penistone Planters project The feedback forms gave first time volunteer reasons as: <ul style="list-style-type: none"> <li>- work requirement (for those in ESV)</li> <li>- near to where they lived</li> <li>- wanted to learn new skills</li> <li>- wanted to make a difference</li> </ul>

**VAB & Penistone C&T team Volunteer Day report**  
**7 April 2016, TPT and Glow Worm Habitat Improvements, Thurgoland**

Despite rain and strong wind in early morning, by 9.15 a light drizzle and breaks in the cloud promised a far nicer day and the volunteers came out in force.

Barnsley Council staff from Research & Business and Asset Management used one of their Employee Service Volunteering days and joined regular volunteers from Voluntary Action Barnsley, Penistone Countryside Volunteers and TPT Volunteer Rangers. The 25 strong group was completed with the Penistone Clean and Tidy Team, Barnsley Countryside Rangers and PROW officer.

The focus of the day was to improve the habitat for the glow worm population known to live along this section of the TPT, but is rare across the rest of Yorkshire. The habitat requirements dovetailed with the best management of the TPT in this area so both wildlife and users were going to benefit.

This rarely seen beetle eats snails and slugs, loves a mosaic of different length grass land, enjoys warm light spaces but spends much of its time as a larvae so needs places to hide out of strong sunlight and as it matures.

**Tasks** – mow short some areas within longer grassland  
 Install small piles of limestone to attract snails and slugs

Remove sections of self set saplings to open up the trail and adjacent grassland to warmth and light

Use the self set saplings to create dead hedges and habitat piles for the glow worms and other wildlife to shelter, hide, feed and colonise

A quick litter pick and paint out graffiti on one of the bridges.



*First fell the saplings leaving 2 ½ foot high stumps.*

A quick stop for tea and cake then back to work with the rangers/C&T team mowing grass, clearing brambles and guiding the groups in safe practice and new skills with their dead hedge laying



*Then using the stumps, the trimmed saplings are woven between with smaller branches placed behind creating depth. So the 30 metre long dead hedge gradually starts to take shape*

### **FREDA HILL – Volunteer**

Why did I join in on a public volunteer day?

I always worked in an office, that's 40+ years of looking out of the window and thinking, "If I was at home now, I'd been outside doing something." Now I am not

working I have followed up that thought and regardless of the weather I have spent a lot of time out and about in my local area. I saw a sign advertising a work day and went along to see if my lack of skills would be a hindrance to the group. I joined in that day and have been attending work days whenever I can since then.

#### What keeps me coming back?

I am always made to feel welcome when I go along to a work day which is important for me, especially in the early days. The days are well organised, there is always plenty of notice of the dates and locations, a plan for the day's activities and advice on what to bring. It doesn't matter whether I can spend the whole day or part of the day with the group, my time is always appreciated.

It is very helpful that the Rangers are part of the group because they bring their skills and equipment and make it possible to do a complete job within the day.

Volunteering is very satisfying. During the day, everyone works together to complete the tasks and at the end of the day it's great to look at what we have achieved and that makes me feel good.







*Freda produces some of the most luxurious (for wildlife) and detailed habitat piles for insects, birds and small animals to feed and shelter in. This one is at Silkstone on the TPT.*

I enjoy being part of a group of like-minded people, learning from the others, gaining new skills, realising that skills I already have can be transferred to the great outdoors and it may sound strange but litter picking can be very rewarding!

The Council allows office-based staff to come along for the day to help with the work. They can enjoy a change of scene, help with the work and everyone can find out what everyone else does during a "normal" day.

# Penistone Advice Drop In

<b>Health and Well Being</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report	
	Milestones achieved	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

## Project Highlights

- Weekly drop-in sessions started on Thursday 7<sup>th</sup> January at Penistone Town Hall
- 21 sessions have now been held
- 44 residents have received face-to-face advice
- The average number of residents attending a session is 2
- The highest number of residents attending a session is 4
- The total **actual** amount of unclaimed benefit income generated through the sessions to date is £48,464
- The total **projected** amount of unclaimed benefits generated through the sessions to date is £61,224 (these are claims waiting for a decision)
- For every £1 invested from the Ward Alliance budget the project has brought £25 into the area
- 90% of residents attending the sessions reported feeling less anxious as a result of speaking to our advisor
- 55% of residents attending the sessions reported feeling more able to deal with their own affairs
- 100% of residents reported feeling their health and wellbeing had improved 3 months after receiving support from our advisor
- 50% of residents attending the sessions did not have access to the internet



**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
21<sup>st</sup> July 2016**

**Report of the  
Penistone Area Council Manager**

**Penistone Area Council Procurement and Financial update report**

**1.0 Purpose of Report**

1.1 This report provides members with an update on the following commissioning and procurement activity:

- Isolated and Vulnerable Older People Service
- Working Together Fund
- Clean & Tidy Service

1.2 The report also outlines the current financial position for 2016/ 2017.

**2.0 Recommendations**

**2.2 That members receive the update on commissioned projects**

**2.3 That members note the current financial position of the Area Council Commissioning Budget for 2016/17 and consider allocation of the remaining budget**

**3.0 Isolated and Vulnerable Older people Service**

3.1 At the Penistone Area Council meeting held on the 14<sup>th</sup> April 2016 Members agreed the draft specification of requirements to procure a service to address the needs of isolated and vulnerable older people in the Penistone East and West area.

3.2 Members agreed a value of £70,000 for the commission to 31 March 2017 with the option to extend the project for a further year at the discretion of the Area Council. The option to extend the contract for a further year would be subject to funding being available, satisfactory performance of the provider and need for the service to be provided.

3.3 The Area Council Manager is working alongside procurement officers to develop the full specification requirements with the following suggested timescale:

- Complete tender/ specification documentation: June 2016
- Place Tender Advert: Early July 2016
- Market briefing event: July 2016
- Tender Return: July /Early August 2016
- Tender Evaluation: Early August 2016

- Tender Report and Approval to Award: Mid-August 2016
- Standstill Period and Feedback: EO August 2016
- Issue Letter of Intent/Contract: Early September 2016
- Delivery schedule agreed with provider: Mid-September 2016
- Project commences: Early October 2016

3.3 Councillors David Griffin, and John Wilson were nominated to take part in the Tender Evaluation Panel for the Isolated and Vulnerable Older People Service

#### 4.0 **Penistone Area Council Working Together Fund**

4.1 At a Penistone Area Council meeting in June 2015 Members agreed £120,000 over an 18 month period to establish a Penistone Working Together Fund. Successful applications meeting BMBC and Penistone Area Council priorities would be awarded between £5000 and £20,000.

4.2 12 groups/ organisations applied to the fund and were considered at the Working Together Fund Panel meetings on the 17<sup>th</sup> May 2016 and 24<sup>th</sup> May 2016. The panel consisted of Robert Blythe, Councillor Hand-Davis, Councillor Unsworth and Lisa Lyon, Area Council Manager.

4.3 The panel recommended the following applications:

- Penistone roundtable: £11,660 (Full amount applied for £15,520)
- Penistone Scout Group: £8050 (Applied for £18,550)
- Trans Pennine Trail conservation volunteers: £6630 (£10,849 applied for)

4.4 In addition to the above applications Penistone FM was recommended at the first panel meeting £15,627

4.5 Total Applications recommended = £41,967, this leaves a remaining budget of £78,033 from the total allocation of £120,000.

4.6 Following discussions at the Penistone Area Council Meeting on the 16<sup>th</sup> June 2016, the Area Council Manager has amended the Working Together Fund scoring sheets to reflect the comments from the panel and the team will continue to promote the funding.

#### 5.0 **Clean and Tidy Service**

5.1 A contract meeting took place on the 30<sup>th</sup> June 2016 to review amendments to the previous quarterly report covering the work to date and to review quarter 1 performance (April – June 16). In attendance:

- Sarah Ford, Clean and Tidy Team
- Elaine Down, Clean and Tidy Team
- Councillor Robert Barnard
- Lisa Lyon, Penistone Area Council Manager

5.2 Following previous discussions with the Clean and Tidy Team clarifying the monitoring and reporting requirements set out in the Service Level Agreement,

the Clean and Tidy team submitted a revised report covering work up to the end of March 2016 in the format agreed by both parties. The report and amendments were agreed at this meeting. A number of areas which were underperforming were discussed.

- 5.3 A quarter 1 report was not submitted prior to or at the meeting. The Clean and Tidy Team managers talked through some of the figures relating to Quarter 1 performance (April – June 16) and presented 2 case studies however there was no supporting narrative and gaps in information against some targets.
- 5.4 It was recognised that the meeting had been brought forward by a week due to the Clean and Tidy teams’ annual leave the following week and needing to fit in with the timescales for the performance management reporting for the Penistone Area Council Meeting on the 21<sup>st</sup> July 2016.
- 5.5 The Penistone Area Council Manager was unable to complete the monitoring meeting without a written report and supporting information which is part of the requirement within the agreed Service Level Agreement.
- 5.6 The information has since been provided and forms part of a separate performance management report produced for the Penistone Area Council meeting. The quarterly reports submitted by the Clean and Tidy team are held by the Area Team and can be requested by Members.

**6.0 Finance Update**

- 6.1 The current financial position illustrated in the table below shows that the Penistone Area Council has allocated £544,600 of its total budget of £600,000 over the three financial years. The remaining budget to allocate is £55,400.
- 6.2 Previous suggestions for consideration:
- Additional Ward Alliance funding
  - Local Economy priority and / or strengthening Penistone Market
  - Visitor Economy / Volunteering hub project
  - Kingdom security contract
  - Undergraduate placement (Separate report to consider)

	<b>2014/15 £200,000</b>	<b>2015/16 £200,000</b>	<b>2016/17 £200,000</b>	<b>Total £600,000</b>
Countryside Skills and Training	£100,000			£100,000
Countryside Skills and Training extension		£54,600		£54,600
Clean and Tidy Team		£35,555	£124,445	£160,000
Working Together Fund		£60,000	£60,000	£120,000
Allocation to Ward Alliance		£40,000		£40,000
Vulnerable and Older People Commission			£70,000	£70,000
<b>Total spend allocation</b>				<b>£544,600</b>
<b>Remaining allocation</b>				<b>£55,400</b>

- 6.3 The Penistone East and West Ward Alliance currently have a remaining budget of **£13,684.96**. Area Councils have the option to allocate up to £20,000 per ward from the Area Council budget to their Ward Alliance. This is discretionary to each Area Council. A number of applications have been received for consideration at the Ward Alliance meeting on 14<sup>th</sup> June 2016 totalling £11,384.90. Not all applications may be recommended, however if they were this would leave a balance of **£2300.06** for the financial year.
- 6.4 Members are asked to consider allocating up to £10,000 per ward from the remaining £55,400 Area Council budget. This would need to be considered alongside other priorities being considered including the report on the undergraduate placement.

**Contact Officer:**  
**Lisa Lyon**  
**Penistone Area Council Manager**

**Contact No:**  
**01226 775382**

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
21<sup>st</sup> July 2016**

**Report of the  
Penistone Area Council Manager**

**Undergraduate Placement**

**1.0 Purpose of Report**

- 1.1 At the Penistone Area Council meeting on the 16<sup>th</sup> June 2016 Elected Members supported, in principle, the creation of an undergraduate placement within the Penistone Area Team and that the Area Manager develops the proposal further.
- 1.2 This report provides an update on the undergraduate placement and seeks formal approval of costs between £14,975 to £19,427. The variance is subject to whether superannuation and national insurance contributions are to be paid.

**2.0 Background**

- 2.1 Further to the Penistone Area Council meeting in June discussions have been ongoing with two universities including the University of Leeds. As the preferred option to pursue was for a undergraduate rather than graduate placement discussions have focused on the student placement programme at Leeds University as students have the option of taking a 'Year in Industry' work experience placement between their 2<sup>nd</sup> and 3<sup>rd</sup> year.
- 2.2 The University has students currently looking for placements with a possible starting date in September 2016. The University would use its vacancy system to advertise the post on their website for two weeks and would allow a targeted recruitment to areas and skills required for this placement and from an appropriate discipline of study.
- 2.3 The placement would support the Area Team in working towards the Penistone Area Council's priorities of The Environment, The Local Economy including Tourism, Roads and Road Safety, Health and Well Being and Activities for Young People. This proposal is in line with and would also deliver on the Councils 2020 outcomes around and priorities for a Thriving and Vibrant Economy, People achieving their Potential and Strong and Resilient Communities.
- 2.4 The creation of work placements is a corporate priority, as a part of the authority's area governance arrangements the Penistone Area Council would be contributing to achieving this priority.
- 2.5 The Penistone Area Team would support an undergraduate placement for a fixed term period of up to 12 months, commencing in September 2016 at a grade 2 pay scale with costs between £14,975 to £16,191 if not paying Superannuation and

National Insurance and between £17,884 to £19,427 if paying.

2.6 The role would be an opportunity for an undergraduate wanting to gain practical and relevant work experience within Local Government related to their area of study or interest. The post would sit within the Penistone Area team and would provide the following benefits:

- Bring into the team different skills, ideas and perspective
- Opportunity to access a talented and enthusiastic individual
- Access to individuals with high level skills who can help develop transferrable skills across the team such as research methodologies
- Bring in additional capacity for specific projects such as community mapping or preparing data for Area Council decision making on future commissioning
- Develop a more effective use of social media, communications and relevant marketing tools to enable the Area Team to better engage with residents and groups i.e. promoting Working Together Fund, reaching a wider audience
- Increase the teams capacity around areas for project development i.e. Penistone Market
- Identifying and appraising options for future projects against Penistone Area Council priorities
- Provide assistance and support to the Community Development Officer in evaluating and reporting on Ward Alliance funding to better evidence impact
- Allow the Area Team to test out projects / ideas without dedicating existing resources and providing an evidence base for discussion with Members
- Explore developing networks and new contacts across the across, in particular from communities which are harder to reach and don't engage through traditional methods
- Developing the priority around activities for young people from a peers perspective

2.7 If required a Delegated Authority report will be submitted to create a post on the structure.

### 3.0 **Recommendations**

3.1 **That members note the content of the report and approves between £14,975 to £19,427 subject to whether superannuation and national insurance contributions are to be paid, to support an Undergraduate placement within the Penistone Area Team**