

# Public Document Pack

<b>MEETING:</b>	North East Area Council
<b>DATE:</b>	Thursday, 11 February 2016
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 1, Barnsley Town Hall

## AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests

### Minutes

- 2 Minutes of the Previous Meeting of North East Area Council held on Thursday 3rd December 2015. (*Pages 3 - 6*)

### Ward Alliances

- 3 Notes of the Following Ward Alliances with Feedback from each Ward Alliance Chair (*Pages 7 - 34*)  
Cudworth – held on 26<sup>th</sup> October 2015 and 7<sup>th</sup> December 2015  
Monk Bretton – held on 20<sup>th</sup> November 2015 and 15<sup>th</sup> January 2016  
North East – held on 4<sup>th</sup> November 2015 and 16<sup>th</sup> December 2015  
Royston – held on 9<sup>th</sup> November 2015 and 14<sup>th</sup> December 2015.

### Performance

- 4 North East Area Council Youth Development Fund - Children and Young People's Activity Club (*Pages 35 - 38*)  
Presentation by Martin Sawdon from the Exodus Project  
Appendix A – Youth Development Fund Outputs and Outcomes
- 5 North East Area Council Project Performance Report - update on the delivery of commissioned projects (*Pages 39 - 48*)
- 6 NEAC Financial Position and Procurement Update (*Pages 49 - 50*)
- 7 Report on the Use of Area Council Budgets, Devolved Ward Budgets and Ward Alliance Funds (*Pages 51 - 56*)

### Items for Decision

- 8 North East Area Council Apprenticeships and Employability Study Programme projects - commissioning (*Pages 57 - 82*)  
Appendix B – North East Area Council Apprenticeships and Employability Study Programme Specification

### Items for information

- 9 Volunteering Celebration Event

To: Chair and Members of North East Area Council:-

Councillors Hayward (Chair), Cheetham, Clements, Ennis, S. Green, Hampson, Higginbottom, Houghton CBE, Makinson, Richardson, Sheard and C. Wraith MBE

Area Council Support Officers:

Paul Brannan, North East Area Council Senior Management Link Officer  
Caroline Donovan, North East Area Council Manager  
Elizabeth Barnard, Council Governance Officer  
Phil Hollingsworth, Lead Locality Officer

Please contact Elizabeth Barnard on 01226 773420 or email  
[governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 3 February 2016

<b>MEETING:</b>	North East Area Council
<b>DATE:</b>	Thursday, 3 December 2015
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 1, Barnsley Town Hall

## MINUTES

### Present

Councillors Hayward (Chair), Cheetham, Clements, Ennis, S. Green, Hampson, Higginbottom, Makinson, Richardson, Sheard and C. Wraith MBE

### 31 Declarations of Pecuniary and Non-Pecuniary Interests

Councillor Hayward declared a non-pecuniary interest in Minute no. 38 on the agenda – ‘North East Area Council Priorities and Financial Consideration’ in view of his position as Chair of Barnsley Community Build (BCB). He left the meeting during discussion and voting on this item.

### 32 Minutes of the Previous Meeting of North East Area Council held on Thursday 1st October 2015 (Neac. 03.12.15)

The meeting considered the minutes from the previous meeting of the North East Area Council held on 1<sup>st</sup> October 2015.

In respect of Minute no. 29 (ii) it was reported that residents are querying when the self closing gate on the Shafton Green Play area will be replaced. The Area Council Manager agreed to chase this up.

**RESOLVED** that the minutes of the North East Area Council held on 1<sup>st</sup> October 2015 be approved as a true and correct record.

### 33 Notes of the Following Ward Alliances with Feedback from each Ward Alliance Chair (Neac.03.12.15/3)

The meeting received notes from the Cudworth, Monk Bretton, North East and Royston Ward Alliances held throughout August September and October. The following updates were noted:-

*Cudworth* – The Christmas Event was very successful, attended by over 400 people.

*Monk Bretton* – 94 poppies are to be placed at the War Memorial, one for each fallen soldier. The History Group will meet at the Community Centre early in the New Year to collate the history of the soldiers. Christmas events will take place at Burton Grange tonight and at St Paul’s tomorrow.

*North East* – It was reported that a community payback scheme had led to the replacement of the paving slabs on the walk to the Cenotaph, which had been well received by the Royal British Legion. Three of the community notice boards have been replaced, with the Great Houghton notice board to be installed imminently.

The Christmas Tree switch on community events have been held in Brierley and Grimethorpe and were supported and enjoyed by the local residents. The events included Choirs from the local Primary Schools singing Christmas carols. Shafton Ward Alliance has appointed 2 new members and it is hoped that the Ward Alliance will now work more closely with Shafton Parish Council.

*Royston* – It was reported that schools have been involved in planting bedding plants. Work on the community orchard is ongoing. Recently funded projects include Royston Canal Club and a new Guide group. The 'Adopt a Planter' scheme will be entering Yorkshire in Bloom next year. The Christmas event at the Albert Shepherd centre took place last Monday, with local schools, a band, a choir and Santa in attendance. It was reported that there are ongoing problems with fly-tipping at Carlton, which have been highlighted in the Barnsley Chronicle. The Scrutiny Task and Finish Group are looking at the issue of fly-tipping, the outcomes from which will be considered by Cabinet for implementation Borough-wide at Area Council/Ward Alliance level. It was highlighted that the problem is reaching 'epidemic' proportion in some areas.

**RESOLVED** that the notes from the Ward Alliances be received.

**34 Changes to the Community Representation on the North East and Monk Bretton Ward Alliances (verbal reports from the Ward Alliance Chairs)**

It was reported that Derek Dyson and Peter Makinson have been appointed to the North East Ward Alliance and Tom Sheard has been appointed to the Monk Bretton Ward Alliance.

**RESOLVED** that this information be noted.

**35 NEAC Financial Position and Procurement Update (Neac 03.12.15/5)**

The Area Council Manager provided the North East Area Council with the current financial position and forecast for expenditure into 2016-17 together with an update regarding the procurement of the Employability for Under 16's 2016 initiative and the Environmental Enforcement procurement for service provision post March 2016.

Based in the current profiled spend agreed with providers, the North East Area Council has £133,836 uncommitted from the 2015/16 budget together with £168,712 uncommitted from the 2016/17 budget. Due to the uncertainty surrounding future budget allocations, future contracts will be let on a year by year basis, with break clauses, for the foreseeable future. An agreement is in place whereby Area Councils could devolve up to £20,000 to Ward Alliances.

It was explained that any income raised from enforcement activity by way of fines will be reconciled at the end of the financial year for each Area Council.

**RESOLVED** that the report regarding the financial position of the Area Council be noted, together with the procurement progress update with regard to the Employment for Under 16's initiative 2016 and Environmental Enforcement after March 2016.

**36 Report on the use of Area Council Budgets, Devolved Ward Budgets and Ward Alliance Funds (Neac 03.12.15/6)**

The Area Council Manager introduced this item and highlighted the spend to date.

Details of the Area Council funding are included in the Project Performance Report (Neac. 03.12.15/7)

The North East Area Council has a Devolved Ward Budget grant allocation of £81,939.54 for the 2015-16 financial year, made up of a £40,000 allocation for 2015-16 and a carry forward allocation of £41,939.54 from the 2014-15 financial year.

The Ward Alliances are all on track with regard to spend, and further details can be found in the report (Neac.03.12.15/5)

**RESOLVED** that the report on the use of Area Council Budgets, Devolved Ward Budgets and Ward Alliance Funds be received and noted.

**37 North East Area Council Project Performance Report - update on the delivery of commissioned projects (Neac 03.12.15/7)**

The Area Council Manager explained that to date 3 contracts have formally completed contract monitoring and contract management reporting. These are Barnsley Community Build, Kingdom Security and C and K Careers. The Barnsley Community Build and Kingdom Security contracts are meeting their milestones and outcome indicator targets and the Councillors commented on how pleased they were with these initiatives. There is overall satisfaction with delivery against the C & K Careers project although a couple of the outputs are 'amber' RAG rated, and these are being addressed.

A discussion took place regarding anti-social/youth nuisance problems being experienced in local parks. It was felt that the restructure of the Police and associated reduction in resources has led to an increase in problems of this nature, which will take some time to settle down. It was felt that Berneslai Homes and Housing Associations also have a part to play in tackling this problem. Members were urged to continue to report problems to the Police.

**RESOLVED** that the North East Area Project Performance report be received and noted.

**38 North East Area Council Priorities and Financial Considerations (Neac 03.12.15/8)**

Due to his previously declared interest in respect of this item, Councillor Hayward left the meeting during discussion and voting on this item. In view of the absence of the Chair, Councillor Cheetham was appointed as Chair for this item only.

Members considered an extension to the contract for the North East Environment Team initiatives for the Cudworth and North East areas, and the Monk Bretton and Royston areas for a further 6 months going forward from 1<sup>st</sup> March 2016 to 1<sup>st</sup>

September 2016 to ensure continuity of provision, pending the review of the Commissioning and Procurement Framework, which should lead to a co-ordinated approach to commissioning.

It was highlighted that the provider was meeting and surpassing targets.

## **RESOLVED**

- (i) that the North East Area Council continues to fund the North East Environment Team initiatives for the Cudworth and North East areas, and the Monk Bretton and Royston areas for a further 6 months from 1<sup>st</sup> March 2016 to ensure continuity of provision under the contract, and
- (ii) that authorisation be given to the Interim Service Director of Safer, Stronger, Healthier Communities, in conjunction with the Interim Head of Strategic Commissioning and Procurement to complete the paperwork to extend the contract.

### **39 Community Magazine update**

The Area Council Manager provided Members with a draft copy of the 'Village Life' community magazine, which will be printed and distributed before Christmas. A discussion took place around the issue of adopting a 'hedgehog' mascot for the North East Area Council and possibly including a 'children's page' in the next issue of the magazine. It was felt that the map on the front of the draft copy would benefit from the addition of village names in the North East.

**RESOLVED** that the draft copy of the community magazine be approved.

### **40 Volunteering Celebration Event**

The Area Council Manager explained that the Volunteering Celebration Event will take place in February/March 2016. One Member from each Ward will be required to sit on the Steering Group, which will convene early in the New Year. The event will be an opportunity to say 'thank you' to all volunteers for their hard work together with a chance to reflect on all the good work and initiatives which have taken place over the last year.

The Chair also took the opportunity to thank the North East Area Council officers for their hard work over the year and to wish all those present a Merry Christmas and a Happy New Year.

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Chair

<b>Cudworth Ward Alliance</b>	
<b>Meeting Notes</b>	
<b>Meeting Title:</b>	<b>Cudworth Ward Alliance</b>
<b>Date and time:</b>	<b>Monday 7<sup>th</sup> December 2015 at 11am</b>
<b>Location:</b>	<b>Bow Street Offices. Cudworth</b>

<b>Attendees:</b>	<b>Apologies:</b>
Councillor Joe Hayward. (Chair) Councillor Charlie Wraith Janet Robinson Joan Jones Mick White Ernest Oliver. John Hayhoe.  <b>In attendance:</b> Paul Jolley – Senior Support Officer.	Councillor S. Houghton David Gill

		Action/Decision	Action Lead
1.	<b>Declaration of interest:</b>  <i>Councillor Hayward declared an interest in a funding application for Barnsley Arts, Museums and Archives.</i>		
2.	<b>Notes of the previous meeting:</b> Monday 7 <sup>th</sup> December 2015.  Remembrance Garden. Mick White informed members £15.000 of funding towards this project is to be sought. David Gill to bring more information to the next meeting.		
3.	<b>David Andy Citizens Advice Bureau.</b> David Andy from C.A.B. gave an update to members. Citizens Advice is open to all people who live and work in the area. C.A.B. cover all areas of the law. 94% of people prefer to access advice in their own area. 64% have long term health problems and some with disabilities. C.A.B. is needed, wanted and used in the area. And will assist any client or if unable to help will signpost clients to other agencies. C.A.B. works closely with Welfare Rights. C.A.B. promote all their services by digital means. It was suggested for posters to be placed in local shops etc. as not all people has access to computers.		
4.	<b>Action Plan;</b>  <b>Health Fayre</b> update: Paul Jolley circulated photographs taken at the Health Fayre which took place on 15 <sup>th</sup> November 2015. People enjoyed the chair aerobics. It was suggested to have more chair aerobics in the area. The winter warmer (stew packs) went very well. People were happy to receive them.  <b>Christmas Tree event</b> update: Paul Jolley circulated photographs of the event. The event was very well attended, above		

	<p>expectations. Everyone attending enjoyed and praised the event.</p>		
5.	<p><b>Potential Projects:</b></p> <p><b>Increased opportunities for achievement for local residents:</b> The information booklet "What's on guide" for community groups is to be printed by B.M.B.C. The question was asked as to why the booklets are being printed in Rotherham and not Barnsley?</p> <p><b>Health and Wellbeing:</b> Councillor Hayward asked members about having another Health Fayre in Spring 2016. Members agreed to another Health Fayre in spring 2016.</p> <p>Paul Jolley informed members David Gill is to have a meeting with the lady who does the chair aerobics to get more information to bring to the next meeting for members to decide if this will be a worthwhile project in the area. Members agreed in principle for chair aerobics as a potential project.</p> <p><b>Youth Provision:</b> Barnsley F.C. Football trust will continue the Street Games project.</p>		
6.	<p><b>Steering Groups:</b> It was agreed for all members to have a separate meeting about chair aerobics.</p>		
7.	<p><b>Communication- Neighbourhood Network:</b> The What's on Guide booklet- The question to be asked why the booklet is not being printed in Barnsley?</p>		
8	<p><b>Finance:</b> Paul Jolley informed members the balance for the main budget is £2,940 and the balance for the project budget is £2,241.</p>		
9.	<p><b>Funding Applications:</b> Barnsley Arts, Museums and Archives. - <b>Members agreed to fund £500.</b> Citizens Advice. - <b>Members agreed to fund £1,550</b></p>		
10.	<p><b>Correspondence:</b> None.</p>		
11.	<p><b>Compliments / Complaints.</b> Residents have been full of praise for the Christmas Tree event.</p>		



12.	<p><b>Any other business:</b></p> <p>A discussion took place about a members lack of attendance. Advice is to be sought from B.M.B.C. governance.</p>		
13.	<p><b>Date and time of the next Meeting:</b></p> <p><b>Monday 18<sup>th</sup> January 2016 11am at Bow Street Offices. Cudworth.</b></p> <p><b>At this meeting members agreed to fund:</b></p> <p><b>Barnsley Arts, Museums and Archives - £500</b></p> <p><b>Citizens Advice - £1,550</b></p> <p><b>Future meeting dates:</b></p> <p>Monday 11<sup>th</sup> April 2016.</p> <p>Monday 23<sup>rd</sup> May 2016.</p> <p>If members have any ideas for future projects, please bring them to the next meeting.</p>		

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<b>Cudworth Ward Alliance</b>	
<b>Meeting Notes</b>	
<b>Meeting Title:</b>	<b>Cudworth Ward Alliance</b>
<b>Date and Time:</b>	<b>Monday 26<sup>th</sup> October 2015 at 11am</b>
<b>Location:</b>	<b>Bow Street Offices. Cudworth.</b>

<b>Attendees:</b> Councillor Joe Hayward (Chair) Councillor Charlie Wraith (Vice chair) Mick White Joan Jones Janet Robinson Kevan Riggett	<b>Apologies:</b> Councillor Stephen Houghton. Julie Berry Ernest Oliver John Hayhoe
<b>In Attendance:</b> David Gill - Local Support Officer	

		<b>Action/Decision</b>	<b>Action Lead</b>
<b>1.</b>	<b>Declarations of Interest:</b>  There were no declarations of interest.		
<b>2.</b>	<b>Notes of the previous meeting:</b> Monday 7 <sup>th</sup> September 2015  The notes were passed as a true record.  Councillor Hayward informed members the Highway Dept. have been contacted about planters on the High Street and as yet have not received a reply.  The Area Council / Ward Alliance information booklets have been ordered.		
<b>3.</b>	<b>Action Plan:</b>  <b>Summer holiday activities:</b> Kleron Campbell gave an update about Street Games. Street Games is a national organisation. Their aim is to provide young people aged 14 -25 years of age accessible and affordable opportunities to take part in sport within their local community with doorstep clubs. Young people have the opportunity to enhance their leadership and volunteering skills. Young people will be supported in volunteering throughout the project to help run the sessions with support from Barnsley F.C. staff. Accessing this volunteering programme will enable young people to receive opportunities to attend and complete skills and activator courses to develop their knowledge and abilities. There has been 1,000 participants with Street Games over the last 12 months with 340 attending in Cudworth.		<b>David Gill</b>

	<p>David Gill and Mick White gave an update about the summer holiday activities. David circulated statistics for Victoria Creates. Mick White stated 18 in total attended the boxing sessions over the 6 week period with 4 young people continuing to attend. A total of 247 attended Buttercup's events in Cudworth Park. Complaints have been received about dog fouling and litter in the park. Councillor Hayward informed members there is a contract for 3 apprentices and 1 supervisor to work in the park. So hopefully things will improve.</p> <p>David gave an update for the Health Fayre which is to be held on Saturday 14<sup>th</sup> November 2015 10.30am to 12noon at Cudworth Methodist Church. Barnsley Road. 11 stalls have been booked so far. The Quartet has been booked and the face painter. Kevan Riggett from B.P.L. would like to attend with a stall. 160 stew packs will be ordered. There will be a steering group meeting for the Health Fayre on Thursday 12<sup>th</sup> November 2015 1.30pm at Bow Street offices.</p> <p>Christmas Event: The Christmas tree lights switch on will be on Friday 27<sup>th</sup> November 2015 4.30pm - 5.30pm at Cudworth Methodist Church. Barnsley Road. Children from all three primary schools have been invited and will sing carols with the quartet band in the church hall. The Christmas tree has been ordered.</p>		
4.	<p><b>Potential Projects:</b></p> <p>Mick White suggested the bowling green area in Cudworth park as a remembrance garden for the Battle of the Somme. And suggested opening the Remembrance garden every day 9am to 4pm.</p> <p>David Gill is to contact Jo.Birch at B.M.B.C. for a cost.</p>		
5.	<p><b>Steering Groups:</b></p> <p>Steering group to meet on Thursday 12<sup>th</sup> November 2015 1.30pm at Bow Street for the Health Fayre.</p>		
6.	<p><b>Communication: Neighbourhood Network:</b></p> <p>David is to contact the printers about the information leaflets.</p>		
7.	<p><b>Ward Alliance funding applications:</b></p> <p>Cudworth Brownies: Laptop/printer. <b>Members agreed to fund £459.35</b></p> <p>Street Games: <b>Members agreed to match fund £675</b></p>		

8	<p><b>Correspondence:</b> There was no correspondence.</p>		
9.	<p><b>Finance:</b>  David Gill circulated a finance sheet.</p>		
10.	<p><b>Compliments and Complaints.</b>  Councillor Wraith complimented BCB for their work with the shrubs on Snyderdale Road and the Pond area.</p>		
11.	<p><b>Any other business:</b>  Kevan Riggett from BPL informed members that the gym members at the Dorothy Hyman Stadium would like to have a gala in 2016 and asked if the Ward Alliance would support the gala in principle.  Chair thanked everyone for attending and participating in the meeting.</p>		
12.	<p><b>Date and time of the next meeting:</b>  <b>Monday 7<sup>th</sup> December 2015 11am at Bow Street. Offices. Cudworth.</b>  <b>Finance agreed at this meeting Monday 26<sup>th</sup> October 2015.</b>  <b>Ward Alliance funding agreed:                      Total of £1,134.35</b>   Future meeting dates up to May 2016.  Monday 18<sup>th</sup> January 2016 Monday 29<sup>th</sup> February 2016 Monday 11<sup>th</sup> April 2016 Monday 23<sup>rd</sup> May 2016  If members have any ideas for potential projects please bring them to the next meeting.</p>		

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## Monk Bretton Ward Alliance

**15<sup>th</sup>. January 2016 @ Priory Campus**

### In attendance:

Cllr Steve Green. Cllr Ken Richardson, Cllr Margaret Sheard, Charlie Gouldin, Paul Jolley, Ann Moffatt, John Marshall, Gavin Doxey, D Booker, T Sheard

The Chair welcomed T Sheard to his first meeting.

The meeting stood in silence in respect for Pat Hall who had passed away.

Pat had been a volunteer in Lundwood for many years, she was Secretary / Organiser for Burton Grange Community Centre and Treasurer for Lundwood and Monk Bretton Community Partnership, a board member at Priory Campus had had been active throughout Lundwood and Barnsley. Lundwood has lost a volunteer; advocate and champion, the people of Lundwood have lost a friend.

<b>1</b>	<b>Apologies:</b> Sue Fox	<b>Actions</b>
<b>2</b>	<b>Declarations of Interest:</b> D Booker, G Doxey – Air Scout WA application	
<b>3</b>	<b>Notes of the previous meeting:</b> St Pauls event reported on, well attended. Over 1k visits in the week M/B Arch to be fitted before the end of January	
<b>4</b>	<b>Project Feedback:</b> Award event – 14 March 6pm at the Town Hall, working party met and to liaise with local schools, 6 categories agreed, further update next mtg. Booklet – progress update, draft at next mtg. JM offered Priory help in layout. Need to final check for accuracy before printing	MS, JM, PJ DH, SG, PJ, JM
<b>5</b>	<b>Ward Alliance Fund – applications received:</b> <b>Citizen Advice Barnsley-</b> David Andy gave a presentation, questions answered, project discussed – <b>Approved</b> <b>Friends of Monk Bretton Park</b> – After discussion the application was – <b>deferred</b> <b>Air Scouts</b> – After discussion the project was – <b>approved</b> with the proviso that the group demonstrates the equipment at the Gala and the item is branded – ‘Monk Bretton Ward Alliance’	£1550  PJ/SG £271
<b>6</b>	<b>Funding &amp; Finance:</b> Spreadsheet circulated and discussed. It was noted that Xmas payments had not been made. A project to Silverdale Centre was missing from the sheet.	PJ PJ
<b>7</b>	<b>Additional Items:</b> <b>Ward Event calendar – to be circulated</b> <ul style="list-style-type: none"> <li>• Clean up for the Queen – 5 March, Rotherham Rd playing fields</li> <li>• Gala August 6<sup>th</sup>. – Silverdale</li> <li>• Bulb planting/LWLY M/B War Memorial – June 21<sup>th</sup>.</li> <li>• St Pauls Xmas event 24<sup>th</sup>. November (TBC with DB)</li> </ul>	
<b>8</b>	<b>AOB:</b> Monk Bretton War Memorial information – leaflet required. Benches update required Monk Bretton toddlers group equipment available at St Pauls Pat Hall memorial	SG PJ DB
<b>9</b>	<b>Date of Future meetings</b> Next meeting will be held at Silverdale Community Centre 11/3/16 @ 9:30  Meeting closed by SG at 12:00	

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## Monk Bretton Ward Alliance

**20<sup>th</sup>. November @ Silverdale Community Centre**

**In attendance:**

Cllr Steve Green. Cllr Ken Richardson, Cllr Margaret Sheard, Sue Fox, Charlie Goulding, Glenis White, Paul Jolly, Ann Moffett, John Marshall, Gavin Doxey, D Booker.

<b>1</b>	<b>Apologies:</b> P Hall, Resolved to send best wishes to Pat	<b>Actions</b> SG
<b>2</b>	<b>Declarations of Interest:</b> <b>None</b>	
<b>3</b>	<b>Notes of the previous meeting:</b> Monk Bretton Arch delayed from supplier	SG
<b>4</b>	<b>Project Feedback:</b> Friends of Monk Bretton Priory – Email received & noted -Questions were asked about payments to projects	
<b>5</b>	<b>Ward Alliance Fund – applications received:</b> Street Games – Questions asked regarding , venue, age, mix - agreed move to Lundwood with monitoring Us Girls Street Games – Agreed based at Burton Grange with monitoring, publicity to come to WA	£675 £675
<b>6</b>	<b>Funding &amp; Finance:</b> Spreadsheet circulated and discussed	
<b>7</b>	<b>Additional Items:</b> Battle of Somme Contribution – Email from Area chair, WA application with details. Questions were asked concerning spend, history group involvement, publicity across ward. The total cost is being shared across all wards. - agreed	£335.72
<b>8</b>	<b>AOB:</b>  Health Trainer missing from Monk Bretton area – it was stated that the new contract didn't include health trainer Barnsley citizenship project at Barnsley Football club – 4 wk course, ideas wanted for volunteering in ward. Xmas events: St Pauls Dec.4 <sup>th</sup> 4:30 Carlton Centre Fair Priory Campus Senior dinner 9 <sup>th</sup> Dec. With Mencap	
<b>9</b>	<b>Date of Future meetings</b>  Next meeting will be held at Burton Grange Community Centre  15/1/16 @ 9:30	

Meeting closed by SG at 11:30

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# NORTH EAST WARD ALLIANCE

## MEETING NOTES

<b>Meeting Title:</b>	<b>North East Ward Alliance</b>
<b>Date &amp; Time:</b>	<b>4<sup>th</sup> November 2015 4:00pm</b>
<b>Location:</b>	<b>Great Houghton Welfare Hall</b>

<b>Attendees</b>	<b>Apologies</b>
Cllr J Ennis, ( Chairman)) Cllr D Higginbottom Cllr A Hampson M Fensome D Gill Father I McCormack Ms D P Coates M Handley S Nixon	C Sykes P Ford

<b>1.</b>	<b>Action/Decision</b>	<b>Action lead</b>
<p>Prior to the main agenda items the chair introduce</p> <p>a) Mick Handley to his first meeting as a Grimethorpe representative.</p> <p>b) Kierran Campbell from the Barnsley Football Trust who provided a report on the Street Games Scheme prior to members considering its continued financial support of the project</p> <p><b>1. Notes of Previous Meeting</b></p> <p><b>2. Matters Arising</b></p> <p>DG reported that it was unlikely that BMBC would approve a brown sign for Shafton Methodist Church as it was not a tourist attraction. Plus there was the issue of how it relates to volunteering.</p> <p>MF reported that two of the notice boards had been erected, but problems had arisen on the positioning of Brierley's and GT Houghton's.</p>	<p>Noted.</p> <p>Noted</p> <p>Noted &amp; agreed that DG investigate the possibility of a white sign instead</p> <p>Noted and agreed that MF liaise with Anthony Devonport over positioning Brierley's in the cemetery of the main road and with the planners regarding positioning GT Houghton's on the grass verge of Rotherham Road</p>	<p>MF</p> <p>DG</p> <p>MF</p>

	<p><b>3. Ward Alliance Membership / Attendance</b></p> <p>DG informed members that there were two vacancies to represent Shafton for which there were two applications. These were to be considered by members after the meeting.</p> <p><b>4. Alliance Action Plan updates</b></p> <p>DG reported that</p> <p>a) The Grimethorpe Christmas Event.</p> <p>The Christmas trees had been ordered along with the electricians to hook up the lights. Whilst Father I McCormack said that Milefield school had confirmed their choirs attendance at the Grimethorpe switch on, but was still awaiting a response from Ladywood</p> <p>B The Brierley Christmas Event</p> <p>Father McCormack reported that Brierley School had confirmed that they would attend the event along with pianist</p> <p>Citizens Advice Scheme</p> <p>DG reported that the scheme ends in December and circulated a report on its outcomes. Consideration was given to continuing with the scheme in Grimethorpe and looking at introducing DIAL in GT Houghton</p> <p>Plumpton Park Trees/ Shrubs</p> <p>DG again raised the matter of the trees and shrubs being pruned / cutback or removed at a cost of £2k due to residents concerns over anti social behavior on the site.</p> <p>DG circulated copies of the What's on Guide for distribution.</p> <p>SN suggested developing an Archeology project within the Alliance Area possibly in conjunction with Shafton Academy</p> <p><b>5. Ward Alliance Funding Applications</b></p> <p>The following applications were considered</p> <p>Barnsley FC'S Community Sports &amp; Education Trust –Street Sports, £675</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>.Noted and agreed that subject to funding applications both schemes be approved Cllr A Hampson to investigate the DIAL project.</p> <p>Agreed subject to Jo Birch the Parks officer providing positive feedback from the residents.</p> <p>Noted</p> <p>DG to Investigate options and mapping</p> <p>Agreed, but consideration should be given to extending the scheme into GT Houghton and increasing female participation</p>	<p>DG</p> <p>DG</p> <p>MF</p> <p>DG</p>
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	<p><b>6. Ward Alliance Funding Update</b></p> <p>DG stated that £9,886 remained and informed members that no money could be carried over into the next financial year if not spent.</p> <p><b>7. Any Other Business</b></p> <p>MF suggested purchasing some roadside planters. The question of ongoing maintenance was raised</p> <p>DG circulated some posters for inclusion in the new notice boards, including one for the Veteran Family Sanctuary</p> <p>DG confirmed that Don Wildsmith will be attending the next meeting</p> <p><b>8. Date of Next Meeting</b></p> <p>Wednesday 16<sup>th</sup> December in Shafton Community Centre</p>	<p>Noted</p> <p>For further investigation pending a sample planter currently being produced for another Alliance</p> <p>Noted</p> <p>Noted</p>	<p>DG</p>
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# NORTH EAST WARD ALLIANCE

## MEETING NOTES

<b>Meeting Title:</b>	<b>North East Ward Alliance</b>
<b>Date &amp; Time:</b>	<b>16<sup>th</sup> December 2015 4:00pm</b>
<b>Location:</b>	<b>Shafton Community Centre</b>

<b>Attendees</b>	<b>Apologies</b>
Cllr J Ennis, ( Chairman)) Cllr D Higginbottom Cllr A Hampson M Fensome D Gill Ms D P Coates S Nixon	C Sykes P Ford Father I McCormack M Handley

<b>1.</b>	<b>Action/Decision</b>	<b>Action lead</b>
<p>Prior to the main agenda items D P Coates introduced :-</p> <p>a) Leah Glazzard a Youth Worker from Great Houghton who was responsible for organising some of the summer activities and would be attending some of the future meetings</p> <p>And the Chair introduced</p> <p>b) Dan Wildsmith from VAB who provided a report on the Lets Grow initiative part of the Love Where You Live campaign and the West Haigh Wood project</p> <p><b>1. Notes of Previous Meeting</b></p> <p><b>2. Matters Arising</b></p> <p>Item 4 from the notes of Sep 22 regarding the need to investigate the cost of a direction sign for the Shafton Methodist Church , Raised by Cllr D Higginbottom</p>	<p>Noted.</p> <p>Noted and agreed that the Lets Grow project be considered next year within the four villages.</p> <p>Noted and Agreed</p> <p>Noted &amp; agreed that DG investigate the cost of a white sign as a brown sign would not be permitted as it is not a tourist attraction.</p>	<p>DG</p>

	<p><b>3. Ward Alliance Membership / Attendance</b></p> <p>The chair informed members that Messer's Derek Dyson and Peter Makinson had been accepted as members of the Alliance to represent Shafton</p> <p><b>4. Alliance Action Plan updates</b></p> <p>DG reported that</p> <p>a) Both the Grimethorpe and Brierley Christmas events had been successful and well attended.</p> <p>b) Sandy McNicol was going to start The Healthy Teeth project in January 2016</p> <p>c) The What's on Guide had been distributed to the people in it and also promoted through the News Letter</p> <p>d) Keiran Campbell was looking at costs for a second phase of the Street Games initiative. Indications are it would be £50 a session</p> <p>e) A WAF application had to be completed for the Chair Aerobics project previously discussed,</p> <p>f) Information regarding a Qdos Creates initiative whereby art workshops are set up for the 50+ age group had been received</p> <p>g) A survey of 40 residents within the Plumpton Park estate had been undertaken producing an 18 to 2 response in favour of removing the shrubs/trees surrounding the entrances to the play area</p> <p><b>5 Ward Alliance Funding</b></p> <p>DG circulated a copy of the accounts for consideration and made members aware there was only approximately £5k left to be committed</p>	<p>Noted and agreed an invitation to attend the next meeting be sent to them</p> <p>Noted and agreed a letter of thanks be sent to both Ladywood and Brierley Junior/Primary schools for their assistance</p> <p>.Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted and agreed that the information be passed on to Brierley Methodist Church as a matter of interest, due to the company offering the service being a commercial enterprise.</p> <p>Noted and agreed the project and funding be approved</p> <p>Noted and agreed that all funding applications currently available for consideration be reviewed as the next agenda item</p>	<p>DG</p>
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	<p><b>5. Ward Alliance Funding Applications</b></p> <p>The following applications were considered</p> <ul style="list-style-type: none"> <li>a) Citizens Advice Bea approved at the last Meeting £1.550</li> <li>b) The Great Houghton Dial Project - £1,410</li> <li>c) Plumpton Park Shrub / Tree removal -£2,100</li> <li>d) Battle of The Somme ( Mayoral Project) – £360</li> <li>e) Clever Tots Creative Play - £943</li> <li>f) Great Houghton Planters - £600</li> <li>g) New Options Community Bingo £390</li> </ul> <p><b>8. Any Other Business</b></p> <p>GE was concerned that notices were being removed from the notice board fixed to the wall of Shafton WMC by its members</p> <p><b>8. Date of Next Meeting</b></p> <p>Wednesday 3<sup>rd</sup> February at <b>4.30pm</b> Great Houghton Welfare Hall</p> <p><b>9. Future Meetings</b></p> <p>16<sup>th</sup> March 2016 at 4:0pm Shafton Community Centre</p> <p>11<sup>th</sup> May 2016 at 4:0pm Great Houghton Welfare Hall</p>	<p>Confirmed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>To be informed to re-apply in the next financial year. All ready received one grant for same purpose.</p> <p>Noted and agreed DG should write to the Club and Parish Council explaining that the notice board is to promote and emphasise the activities of the North East Ward Alliance and subject to content available to anyone.</p>	
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## ROYSTON WARD ALLIANCE

### Notes

**Monday, 14<sup>th</sup> December 2015**  
**6.30pm the Grove, Royston**

**Present:** Cllr Caroline Makinson (Chair), Cllr Malcolm Clements, Cllr Tim Cheetham, Fred Harston, John Craig, John Clare, Graham Kyte, Stephen Croft, Rev Dr Matt Bullimore and John Openshaw

**In Attendance:** Paul Jolley, Community Development Officer.

**1. Apologies for Absence,** Mick Birkinshaw, Rev Dr Matt Bullimore, and Howard Lavender.

**2. Declarations of Interest**  
None Declared.

**3. Correspondence & Communications,**  
The secretary reported the receipt of an e mail from Carlton TARA expressing concerns at their exclusion from the Royston Directory. Councillor Clements replied to the E Mail apologising to our oversight. A request has been made to the group for a list of activities which will be included in further publications of the directory.

**4. Notes of the previous meeting,**  
With a minor amendment to the second paragraph, Carlton Community College have adopted planters on Midland Road and section 3, the canal will be included the Yorkshire in Bloom initiative in 2016, Members agreed that the notes of the meeting held on the, 9<sup>th</sup> November 2015 were a true and accurate record.

**5. Matters Arising**

**Canal,** John Clare reported on a possible leak along the canal, members of the club and officers of the local authority have inspected the section of canal in question and attributed the problem to recent high rain fall, but agreed to monitor the situation.

**Orchard Planting,** the planting went ahead on Friday the 4<sup>th</sup> December with 9 fruit trees being planted in the former Rose Garden of Royston Park. Further developments in the Rose Garden will see soft fruit trees planted next year. Suggestions were put forward that an interpretation board be installed to inform residents and visitors to the park, the work undertaken and the trees planted. This would be progressed.

**Children's Centre** members felt that this issue should remain as an agenda item. The changes at the centre which will transform into a Family Centre from April 2015 offering a number of advisory services to families are of concern. Our local MP is currently highlighting issues around Child Poverty. Discussions took place on the

possible gaps in services offered in Royston and the services which could be supported at the centre, one such service being mental health issues.

**Christmas Event** the Community Development Officer gave an update on the event held at the Albert Shepherd Memorial Hall., with between 400 and 450 young people and parents attending. Thanks were expressed to John Craig for his support at the event. A number of lessons would be taken forward to future events, a future event will required more activities for younger children, with possibly a community group taking the lead in organising the event, better access to the centre by wheel chairs and mobility scooters will be required, it was agreed that this issue would be passed to Barnsley Premier Leisure.

**Sportivate** the funding opportunity suggested could be accessed to support our summer activities programme, and it was agreed this item should remain on agenda.

**Royston in Bloom**, J Craig presented proposals for the Royston in Bloom 2016 project. It was agreed that the planning for the event would start early with an approach to Neighbourhood Services for cost and delivery information on plants and hanging baskets.

**Carlton Community College** their environmental group have already adopted beds along Midland Road it was proposed that they be invited to adopt flower beds at East End Crescent.

## **6. Area Council Update**

The chair gave a verbal update on the Area Council.

**Community Magazine** featuring information about Ward Councillors across the North East Area, the work of the North East Area Council and the 4 Ward Alliance's, is currently being delivered to homes across the North East Area Council's area.

**A Private Sector Housing Officer** has been recruited to work across the North East area.

**Enforcement Figures** over the last quarter were consistent with the previous quarter.

## **7. Ward Alliance Membership**

Members discussed membership of the Royston Ward Alliance representatives, their term of office, current vacancies and the alliance annual review. It was agreed that the Community Development Officer would investigate and timetable the annual review with the Secretary writing to Carlton TARA, seeking a nomination to the Royston Ward Alliance.

## **8. Project Updates**

**Allotments**, there has been an agreement that the hedge bordering Robin Lane and The allotments would be trimmed, any future work to the hedge would be the responsibility of the land owners. With the recent developments of more plots on the site of the allotments lots more vehicles are accessing the site; there is now a need for further improvements to the central access road. It was agreed to seek further quotes for the work.

Other Allotments site at the West End of Royston would be investigated.

**DIAL** a summary of their client numbers for October and November were distributed, and accepted, this six month project runs until March 2016. It was agreed to invite DIAL and CAB to the January meeting to review the services offered in Royston.

**Planters and Barrels** the chair reported that Christmas Cards would be sent to all the adoptees of the barrels and planters, thanking them for their contribution throughout the year.

**WW1 Commemorations** Members discussed the proposals put forward by Experience Barnsley and further celebrations which could take place up to 2018.

#### **9. Ward Alliance Funding Update and to consider applications received**

The secretary gave an overview of the project proposed by **Experience Barnsley**. Copies of the application were distributed: an indicated cost to each of the 21 Ward Alliances across Barnsley would be £335.71. Members recommended an allocation of £500.00 towards the project.

#### **10. Any Other Business**

**The Wells**, it was reported that some of the mortar on the coping stones of the well feature is missing, the Community Development Officer agreed to contact Royston history group seeking ownership information.

**The Wells Retaining Wall** concerns were raised at the condition of the wall and that of the trees behind, members to help with identifying owner of land and the Community Development Officer to contact the North East neat and tidy team to look at maintenance issues.

**Royal British Legion**, members of the ward alliance supported the annual poppy appeal distributing and collecting the collection material. The current organiser is standing down and a request was made for the Ward Alliance to promote this vacancy.

**Carlton Community College**, Cllr Clements reported on his roll supporting candidates through the election process in their democratic elections for a President of Student Voice.

**Royston and Carlton Community Partnership**, the chair reported on the recent meeting of the partnerships management committee which discussed the future of the partnership. It was agreed that the community partnership and its future would be a regular agenda item.

#### **11. Ward Alliance Members Actions**

- a) **Albert Shepherd Memorial Hall**, Wheelchair and Mobility Scooter access, Community Development Officer to report to BPL.
- b) **Royston in Bloom** Community Development Officer to approach to Neighbourhood Services for cost and delivery information on plants and hanging baskets.
- c) **Carlton Community College** the Community Engagement Officer to liaise with the colleges and their environmental group to arrange site meeting on Midland Road and invite them adopt beds at East End Crescent.
- d) **Ward Alliance** the Community Development Officer would investigate and timetable the annual review with the Secretary writing to Carlton TARA, seeking a nomination to the Royston Ward Alliance.

- e) **Allotment** It was agreed to seek further quotes for improvements to the central access road. The chair to have a site meeting on the proposed allotment site at West End.
- f) **Planters and Barrels** Christmas Cards would be sent to all the adoptees of the barrels and planters, thanking them for their contribution throughout the year.
- g) **The Wells, Maintenance**, Well Feature, Community Development Officer to contact history group seeking ownership information. **Retaining Wall** members to seek ownership information. Community Development Officer to also contact the North East Neat & Tidy team to look at other maintenance issues.
- h) **Royal British Legion**, the ward alliance to promote the poppy appeal organisers vacancy in Royston.

## 12. Decisions Agreed.

- a) **Family Centres** item to remain on agenda
- b) **Sportivate** item to remain on agenda
- c) **Experience Barnsley, Remembering the Battle of the Somme**, members recommended an allocation of £500.00
- d) **DIAL and CAB** to be invited to January Meeting
- e) **Royston and Carlton Community Partnership** to be included as an agenda item

## 13. Date & Time of Next Meeting

The next meeting will be held on the Monday 18<sup>th</sup> January 2016, 6:30pm at The Grove

**The Chair closed the meeting at 8:20pm wishing everyone a Merry Christmas and a Happy New Year**

## **ROYSTON WARD ALLIANCE**

### **Notes**

**Monday, 9<sup>th</sup> November 2015**  
**6.30pm the Grove, Royston**

**Present:** Cllr Caroline Makinson (Chair), Cllr Malcolm Clements, Cllr Tim Cheetham, Fred Harston, John Craig, John Clare, Mick Birkinshaw, Graham Kyte, Stephen Croft, Dan Wildsmith, Voluntary Action Barnsley and John Openshaw (Secretary).

**In Attendance:** Paul Jolley, Community Development Officer.

**1. Apologies for Absence,** None received.

#### **2. Lets Grow**

The chair welcomed Dan Wildsmith the local food network coordinator of Voluntary Action Barnsley, who gave a very informative presentation on the Lets Grow project across the whole of Barnsley. The project is part of Barnsley's Cities of Service programme and its aims are to improve health and well-being, engage more people in growing fruit, veg, herbs, inspiring a more active lifestyle, creating a stronger community and a new way of utilising public green space. To date some 529 people have been involved in the project across Barnsley generating 4819 hours of volunteering. Some of the projects have included Community Orchards, Herb gardens, container gardens in primary schools we have 6 grow networks established. There is a lack of growing spaces or the awareness of available land to grow on, or the lack of knowledge of how to acquire land to grow on. The project often requires very little money for all the resources to grow, the project may need more funds for the future for seeds/seasonal plants but the planting of meadow areas does save money on maintenance. The project is committed to giving basic training and help in horticultural skills getting individuals and groups growing. The focus of the project is on small scale projects help is available to allotment holders or individuals seeking an allotment.

The chair gave an overview of the 'adopt a planter' scheme in Royston where volunteers maintain a number of planters and sites around Royston. At a recent meeting with Carlton Community College has seen a group from the college adopt a couple of planters on Cross Lane.

The Chair also introduced the Allotment initiative in Royston in Partnership with Groundwork bringing uncultivated plots back into use and reducing the waiting lists. At a previous meeting it was proposed that we identify additional sites for allotments. Information was sought on a site on Church Hill, this is identified as a housing site but alternatives have been identified, West End, currently a grazing site, Little Westfield's, 20/24 Meadstead Drive and Dove Hill, and Winter Avenue. It was agreed that site meetings would be arranged with Groundwork and Dan to evaluate the sites.

The Chair thanked Dan for his presentation.

### **3. Royston Canal Club**

John Clare gave an overview of the work of the club which is reaching its 4<sup>th</sup> anniversary. When the club took over the Canal from the fishing club it inherited a number of issues, a low water level, and low fish stocks. The club developed plans to address the low water level, increase fish stocks, install and repair fishing platforms, restore and repair canal banks and finally become sustainable.

With the help of various partners the club resolved the low water level. In the first 2 years the Coke plant supported the restocking of the fish. With the help of Yorkshire Wild Life Trust 45 platforms were installed or repaired. This was on the back of their work with water voles along the canal in Royston. We hope that their work with the water voles will support the club further.

The club currently has around 150 permit holders which generate an income of around £1,000 per year. The Club maintain  $\frac{3}{4}$  mile of canal tow path this added to canal banks totals over 2 miles of maintenance. The club would like to cut back larger trees to a more manageable level and are seeking support for some equipment, added to this is the cost of rent and insurance for the year.

It was proposed that the canal and its maintenance is included in the Barnsley in Bloom initiative next year, this was supported.

### **4. Declarations of Interest**

John Craig, declared a non-pecuniary interest in the funding application by the Neighbourhood Watch.

John Clare, declared a non-pecuniary interest in the funding application by the Royston Canal Club.

### **5. Correspondence & Communications,**

No correspondence received.

### **6. Notes of the previous meeting,**

With a minor amendment to the section 6 of the Environmental Enforcement report, Members agreed that the notes of the meeting held on the, 21<sup>st</sup> September 2015 were a true and accurate record.

### **7. Matters Arising**

**French Drain**, works to start by the end of November.

**Planters & Barrels**, Letters of thanks to individuals maintaining the planters were posted. All the plants for the winter bedding were collected and the compost was distributed. A further 60 plants are required for the Church Street Site. Members wanted to register their thanks to John Craig for his support in the distribution of the plants and compost.

**Directory**, the directory is currently being delivered to homes across Royston. The Community Development Officer distributed copies to members who agreed to issue to locations across Royston.

**Cheque presentation**, the presentation to Royston Dynamos went ahead on the 1<sup>st</sup> November.



**DIAL**, sessions are currently being advertised; a number of posters would be placed in the Grove.

**Volunteering**, the recording of hours would be updated.

**Christmas Event**, due to a number of issues the event will now take place in the Albert Shepherd VC Centre, 23<sup>rd</sup> November 3:15pm to 5:30pm there may be a small charge for young people to see Santa. A number of volunteers came forward to support the project. The light's switch on will take place on the Well.

**Children's Centre**, members sought clarification on the application from the centre, the secretary reported that to date no application had been received.

## **8. Area Council Update**

The chair gave a verbal update on the Area Council. **A home grown Apprentice Scheme** has been commissioned by the Area Council. This will be a 12 month project with apprentices working in the parks across the North East Area.

**Employability For Under 16's**, a summer holiday scheme has been commissioned where young people will undertake 1 week of employment and 1 week classroom session preparing them for the world of work.

**Youth Development Fund**, the fund supported applications from Karisma (£1073.83) and Messi Monkeys (£541.00).

## **9. Project Updates**

**Allotments**, reported earlier.

**Children's Centre** reported earlier.

**10. Funding Opportunities** Members were informed of Sportivate funding aimed at inactive 11-25 year olds. The priority in this round of funding, for projects delivered between April and September 2016 is women, girls, disability and young people between 19 and 25 years.

**11. Early Years Provision and Children's Centres**, No further information to report.

**12. WW1 Commemorations.** The secretary gave an update on the project proposed by Experience Barnsley. The secretary agreed to distribute copies of an application received together with an overview of the project. The cost to each of the 21 Ward Alliances across Barnsley would be £335.71.

## **13. Ward Alliance Funding Update**

The chair gave an update on the funding available.

### **Applications Received,**

- a) **Royston Guides, New Guide Group in Royston**, members recommended an allocation of £1280.00.
- b) **Royston Neighbourhood Watch, Planters**, members recommended an allocation of £3418.69.
- c) **Barnsley FC's, Us Girls Activities**, members recommended an allocation of £675.00.

- d) **Royston Canal Club, Canal maintenance**, members recommended an allocation of ££1000.00.

#### **14. Ward Alliance Members Actions**

**Lets Grow**, the secretary to distribute copies of presentation

**Allotments**, the Chair agreed to arrange site meetings at locations identified.

**Directory**, member's to deposit copies at locations across Royston.

**Planters & Barrels**, Members record thanks to John Craig for his support.

**Christmas Event**, members volunteered to assist at the event.

**DIAL Project**, Secretary to display posters in The Grove.

**WW1 Commemorations**, Secretary to distribute application and project brief.

#### **15. Any Other Business**

**Robin Hood Allotments**, members asked that the hedge bordering Robin Lane and The allotments be cut. A request would be made to Groundwork.

**Smawell Lane Car Park**, A request has been received from a group in Notton to support clean ups in the car park and routes from Notton into Royston. Members agreed to arrange a joint event with an open invitation to the group in Notton.

**CAB Report**, The secretary had distributed the report prior to the meeting, members discussed the content and at ways of promoting the sessions.

**Rabbit Ings**, Mick Birkinshaw highlighted an issue with dog walkers on the site allowing dogs to foul the football pitches, a proposal to install a fence/hedge around the pitches was tabled. A request for further details and costs was made with funding opportunities available.

#### **16. Decisions Agreed.**

- a) **Royston Guides, New Guide Group in Royston**, members recommended an allocation of £1,280.00.
- b) **Royston Neighbourhood Watch, Planters**, members recommended an allocation of £3,418.69.
- c) **Barnsley FC's, Us Girls Activities**, members recommended an allocation of £675.00.
- d) **Royston Canal Club, Canal maintenance**, members recommended an allocation of £1,000.00.

#### **17. Date & Time of Next Meeting**

The next meeting will be held on the 14<sup>th</sup> December 2015, 6:30pm at The Grove

**The Chair closed the meeting at 8:45pm**

North East Area Council  
Outputs and Outcomes Summary

Youth Development Fund

February 2016

Organisation	Youth Development Fund Panel Approval Date	Project Allocation	Safeguarding Health and Safety, and Equal Opps Policies reviewed and updated	Signed Contract	Total No. of Volunteer Hours	Number of Individual Volunteers	In Kind Contributions	No. of After School Clubs held	No. of young people attending In total
<b>Victoria Creates</b> Up to Session 2  Project Name: <i>Get Creative in Cudworth</i>	29/09/2014	£3,040	Yes	Feb 2015 (didn't start to May 2015 due to problems with venue)	56	3	Rent, use of the kitchen and kitchen equipment, use of the library facilities and IT equipment, visits to the allotments and use of their gardening equipment	14	151
<b>Great Houghton Youth Club</b> Up to Session 6  Project Name: <i>Great Houghton Weekly Youth Work Provision</i>	29/09/2014	£,8,476	Yes	Feb 2015	341	7	Equipment storage, printing costs and assistance with refreshments	21	362

<b>Grimethorpe Activity Zone</b> Up to Session 3  Project Name: <i>Out of School Sessions</i>	29/92014	£5,130	Yes	April 2015	93	10 (including 8 young people volunteering to sit on the Youth Committee)	Rent, equipment storage, and management and performance monitoring	30	404
<b>The Exodus Project</b> Up to Session 4  Project Name: <i>Children and Young People's Activity Club</i>	26/112014	£5,288	Yes	Feb 2015	291	6	Attendance at the Exodus Weekend Activity Centre, and at Exodus social activities, transport and youth club equipment	33	99
<b>The Youth Association</b> Up to Session 3  Project Name: <i>Challenge Monk Bretton</i>	26/11/2014	£8,890	Yes	Feb 2015	150	7 (including 6 young people volunteering to sit on the Youth Committee)	Sports equipment, IT equipment, supervision, office equipment and printing costs.	21	136
<b>Karisma Youth Social Club</b> Up to Session 4:	26/11/2014	£6,443	Yes	Feb 2015	862	6	Youth Club equipment	46	597

Project Name: <i>Bright Sparks</i>									
<b>Ellie's Entertainment</b> Up to Session 5  Project Name: <i>Messy Monkeys</i>	26/11/2014	£3,248	Yes	Feb 2015	138	7	None	5	41
<b>New Options Gym</b> Up to Session 3  Project Name: <i>Young Wardens Community Youth Group</i>	26/02/2015	£7,000	Yes	April 2015	372	8	Equipment storage, music centre, dance mats and the use of a big screen. Also a £500 start up grant from Berneslai Homes	20	65
<b>Grimethorpe Pentecostal Church</b> Up to Session 6  Project Name: <i>Junior Musicians Workshop</i>	26/02/2015	£1,333	Yes	April 2015	45	14	Room hire, use of a drum kit, keyboard, mikes and a sound system	6	62

### Summary

Organisation	Youth Development Fund Panel Approval Date	Project Allocation	Safeguarding Health and Safety, and Equal Opps Policies reviewed and updated	Signed Contract	Total No. of Volunteer Hours	Number of Individual Volunteers	In Kind Contributions	No. of After School Clubs held	No. of young people attending In total
Totals	As listed	£48,848	All completed	All completed	2,348 Volunteer Hours	68	As listed	196 sessions	1,917 Young People

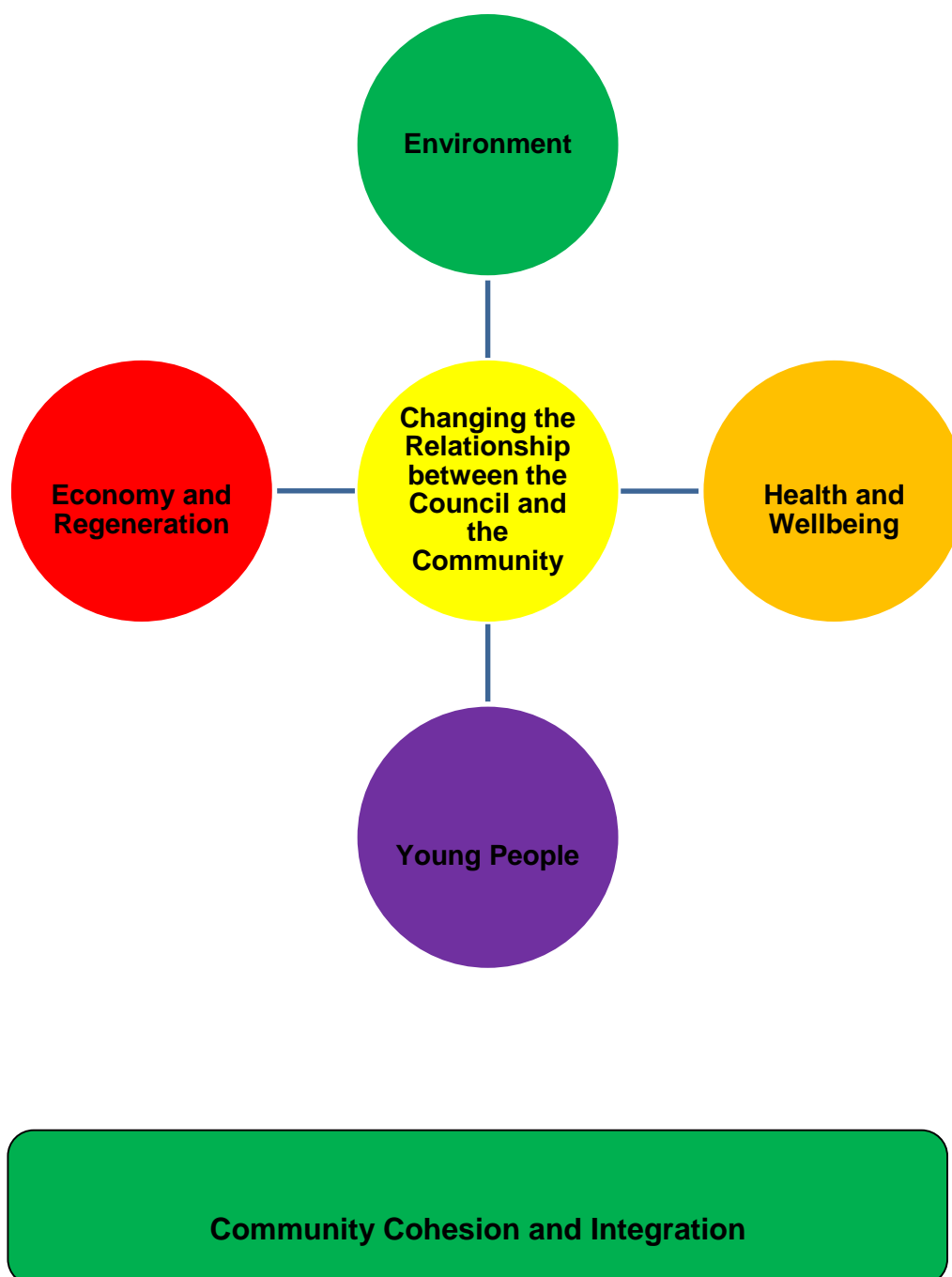
**Agenda Item: 5**

## **NORTH EAST AREA COUNCIL Project Performance Report**

**February 2016**

## Introduction

### The North East Area Council Priorities





## North East Area Council

The table below shows the Providers that have now been appointed to deliver a series of services that address these priorities, and deliver the outcomes and social value objectives for the North East Area Council. It can be noted that a number of projects are still in the development phase.

	Service	Provider	Contract Value/length	Contract start date
<b>Environment</b>	North East Environment Team – Cudworth and North East	Barnsley Community Build	£135,000 18 months	1 <sup>st</sup> September 2014
<b>Environment</b>	North East Environment Team – Monk Bretton and Royston	Barnsley Community Build	£135,000 18 months	1 <sup>st</sup> September 2014
<b>Environment</b>	Environmental Enforcement	Kingdom Security	£91,990 21 months	4 <sup>th</sup> August 2014
<b>Environment</b>	Environmental Enforcement	BMBC Enforcement and Community Safety	£18,883 21 months	4 <sup>th</sup> August 2014
<b>Economy and Regeneration</b>	Rapid Response Team	Barnsley Community Build	£24,000	1 <sup>st</sup> August 2015
<b>Economy and Regeneration</b>	Home Grown Apprentices	BMBC Parks Services	£98,000 Service Level Agreement	November 2015
<b>Economy and Regeneration</b>	Private Sector Housing Management Officer	BMBC Enforcement and Community Safety	£35,000 Service Level Agreement	January 2016
<b>Young People</b>	Summer Holiday Internship 2015	C&K Careers	£45,000 20 months	9 <sup>th</sup> March 2015
<b>Young People</b>	Youth Development Grant	Local Community Groups and Organisations	£100,00 ongoing	3 <sup>rd</sup> October 2014
<b>Young People</b>	Dance and Theatre Performance	QDOS	£9,000	November 2015

<b>Health and Wellbeing</b>	Shopability	Barnsley Community Foundation	£7,824 6 months	1 <sup>st</sup> September 2015
<b>Health and Wellbeing</b>	Fit Reds	Barnsley FC	£19,655 18 months	1 <sup>st</sup> October 2015
<b>Health and Wellbeing</b>	Fit Me	PSS Health Trainers	£11,600 18 months	18 <sup>th</sup> September 2015
<b>Changing the Relationship between the Council and the Community  And Community Cohesion and Integration</b>	Community Magazine	Corporate Communications	£6.000	December 2015
<b>Changing the Relationship between the Council and the Community  And Community Cohesion and Integration</b>	Volunteer Celebration Event	North East Area Team	£3,000	tbc

## North East Area Council Youth Development Fund Report

### 1. Background

Following on from the provision of a series of successful Summer Holiday Activities for young people across the four Wards of the North East Area Council, the North East Area Council members recognised that there was a need in the North East area for the extra provision of activities for young people. The lack of activities for young people in the villages was subsequently confirmed at feedback from local residents at local community meetings and Galas, during street surgeries, and at the Councillors' surgeries. Additionally, partner agencies, who worked in the local area, and who had supported the Summer Holiday Activities, also agreed that the provision of activities for young people was beneficial in terms of strengthening community cohesion, and providing positive engagement for young people.



As Youth Provision had been highlighted as a priority for the area by the members of the North East Area Council on February 13th, 2014, a Steering Group was formed to look into this priority. The Steering Group included the Chair of the North East Area Council, a Councillor Representative from each of the four Wards, Councillor C. Wraith, Councillor S. Green, Councillor D. Higginbottom and Councillor T. Cheetham, the Area Manager and a representative from Youth Services to provide technical expertise. After considered discussion and debate the Steering Group felt the best way forward would be to initiate a Small Grants funding pot to provide **additional** youth provision for the young people in their own local communities, which would be facilitated by youth groups and community groups in the area.

The initiative was approved in June 2014 by the North East Area Council and the first completed Grant applications were assessed at a Youth Development Panel on 29<sup>th</sup> September 2014. The various projects have subsequently had different start dates which were dependent on factors such as venue availability, and correct Safeguarding, Health and Safety and Equal Opportunities Policies and Public Liability insurance being in place. An additional outcome of this initiative was that no monies were released until the community organisations and youth groups had submitted appropriate Safeguarding, Health and Safety and Equal Opportunities Policies. Several of the Groups had to upgrade their Policies in order to conform to the requirements of the Grant, and the Youth Worker liaised with all the Groups and ensured that their Policies were fit for purpose.

### 2. The Aims of the Youth Development Fund

The purpose of the Youth Development Panel, which would oversee the funding, was:

- To act as a funding decision sub group to the North East Area Council; making funding decisions for the Youth Development Fund.
- To be responsible for reporting back decisions to the North East Area Council.
- To safeguard public funds by being transparent, namely reporting decisions.



The Councillors decided that the outputs of this initiative should include reference to Healthy Lifestyles, Physical Health and Enjoy and Achieve in order to ensure that the activities provided encompassed health, physical activities and learning in a relaxed and safe environment. It was felt that these outputs would be flexible enough to be able to include a wide variety of positive activities for the young people. The Terms of Reference for a Youth Development Grant Panel Group, and the criteria for awarding a Grant, in addition to an Application Form and Guidance Notes were agreed and adopted by the Panel members. The Governance, and the terms and conditions of the Grant, were subsequently agreed by all the Councillors at the North East Area Council meeting held on June 12<sup>th</sup>, 2014.

All the youth activities providers in the four Wards, in addition to the people who had previously delivered summer holiday activities, were then contacted by the North East Area Team. Additionally the Barnsley Chronicle helped to advertise this new initiative, and information was posted on Face Book. Completed Application Forms were then discussed and considered by the Youth Development Panel, and funding awards were reported back to the North East Area Council.

### 3. Budget

In the first instance £60,000 was allocated for the initiative, but due to the success of the various provisions the Councillors decided to award a further £40,000 to ensure continuity of provisions and that the flexibility to fund new projects as appropriate. Grants are available for individual youth groups and community organisations from £1,000 to £10,000. To date £48,848 has been allocated. Three new Application Forms have been recently received which will be taken to the next meeting of the Youth Development Panel. It can be noted that this is an ongoing process, with the monitoring being requested on a regular basis and then interim payments being made on receipt of this information.



### 4. Outcomes and Outputs of the Initiative

The outcomes of the initiative are as follows:

- That the provision of additional youth activities is encouraged in the North East Area of the Borough
- Young people are more aware, and enabled to make decisions, to benefit their own health and lifestyles, and are encouraged to take part in Active Citizenship in their local area.

- To support local projects that provide youth provision and address the outcomes as identified as being Healthy Lifestyles, Physical Health and Enjoy and Achieve.
- Increased opportunities for Volunteering are made available



The Outputs of the initiative have been significant and very positive as emerging evidence shows that healthy lifestyles, and being physically active, help to promote physical and emotional health and wellbeing. Children and young people, who are physically active and engaged, are more likely to continue the habit into adult life. (Public Health, England, 2015)

With regard to Healthy Lifestyle, Physical Health and Enjoy and Achieve the following figures have been received:

<b>Organisation</b>			
	<b>Healthy Lifestyles</b>	<b>Physical Health</b>	<b>Enjoy and Achieve</b>
Victoria Creates Up to Session 2	28 young people	28 young people	150 young people
Great Houghton Youth Club	Yes – this is part of all the sessions  362 young people	Yes – this is part of all the sessions  362 young people	Yes – this is part of all the sessions  362 young people
Grimethorpe Activity Zone Up to Session 3	Yes – this is part of all of the sessions through Games and Competitions  Healthy Food	Yes – this is part of all of the sessions through Dance	Yes – this is part of all of the sessions through Youth Committee meetings  Arts and Crafts

	404 young people	404 young people	404 young people
The Exodus Project Up to Session 4	Yes – this is part of all the sessions  99 young people	Yes – this is part of all the sessions  99 young people	Yes – this is part of all the sessions  99 young people
The Youth Association Up to Session 3	13 young people	81 young people	44 young people
Karisma Youth Social Club Up to Session 4		560 young people	605 young people
Ellie's Entertainment Up to Session 5	Yes – this is part of all the sessions  41 young people	Yes – this is part of all the sessions  99 young people	Yes – this is part of all the sessions  99 young people
New Options Gym Up to Session 3	Yes – this is part of all the sessions  65 young people	Yes – this is part of all the sessions  65 young people	Yes – this is part of all the sessions  65 young people
Grimethorpe Pentecostal Church	Yes – this is part of all the sessions  14 young people	Yes – this is part of all the sessions  14 young people	Yes – this is part of all the sessions  14 young people



## 5. Volunteering

The initiative has encouraged new opportunities for people to Volunteer and there have been:

- **68 individual Volunteers involved in the activities, resulting in**
- **2,348 Volunteering Hours @ £11.09 per hour, which equals**
- **A Social Value rate of £26,040**



## 6. In Kind Contributions



The Councillors are also asked to note that the variety and amount of other contributions have been made to the project from third parties has been considerable and has included items ranging from rental income to drum kits to free attendance at Weekend Activity Centers. (Appendix A).

A complete list of Outputs and Outcomes of the initiative is included in Appendix A.

## Appendix A

Youth Development Fund, Outputs and Outcomes as at February 2016.

## Fit Me Report

**February 2016**

**Fit ME is a FREE 8-week course for women aged 16+ to support you to become a more active, healthier and happier you.**



**What support do I get to become a healthier ME?**

- Different weekly exercise classes
- Weekly weigh-ins
- Healthy recipes
- Your own health and wellbeing pack
- FREE 12 week gym pass on completion

For more information, contact the PSS Health Trainers on  
**01226 298626**

**Fit me**



The first course has now concluded and 30 ladies from the local community have participated in, and completed, their sessions at Priory Campus. The percentage of participants who have increasing their levels of physical activity and increased the number of portions of fruit and vegetables eaten each day from this cohort was 42%.

The course which was scheduled to take place at Carlton Community College was cancelled as only 3 ladies signed up. However these ladies are now attending the sessions at the Royston Civic Hall. The Royston sessions take place on Saturday mornings, 27 ladies have signed up, and there is an average of 22 ladies who regularly attend. The Leisure Centre instructors are taking part in the first and last sessions at this venue to allow the participants to get to know them and to encourage them to use the gym facilities when the course has finished. An

additional benefit of this venue is that Barnsley Premier Leisure are offering the ladies on the course a discount to use the gym, and have supplied spinning bikes, as a taster exercise, free of charge for one of the sessions.

The sessions at Shafton ALC are scheduled to commence on February 9<sup>th</sup> 2016, and to date 21 ladies have signed up.

Two Volunteers from the North East area have taken part in 28 hours training and are now taking part in the Royal Society of Public Health accredited course. The Volunteers have had training in taking measurements including taking Blood Pressure, and recording weight and height as well as waist circumference. They have also had training on subjects like confidentiality, motivational interviewing, behaviour change and mindfulness. The Volunteers have spent an additional 10 hours over 3 weeks advertising the sessions. They took out flyers and posters to venues to a variety of places in the North East communities, and their local knowledge was really beneficial to the publicity of the courses. A further two new Volunteers have recently signed up to take part in the Royston courses.

All the participants receive a complementary T shirt, water bottle and canvas bag.

**Caroline Donovan**  
**North East Area Manager**  
**November 25<sup>th</sup>, 2015**



NORTH EAST AREA COUNCIL - COMMISSIONING BUDGET FINANCIAL ANALYSIS - 2014/15 TO 2016/17										
Contract Name	Delivery Body	Start Date	Length of Contract	Total Cost of Contract	Commissioning Budget 2014/15		Commissioning Budget 2015/16		Commissioning Budget 2016/17	
<b>Base Expenditure</b>					<b>400,000</b>		<b>400,000</b>		<b>400,000</b>	
Parks Maintenance	BMBC	1st April 2014	1 Year	20,000	1,200		18,800			
Environmental Enforcement Project	Kingdom	4th August 2014	21 months	91,990	34,761	34,761	57,229			
	BMBC - Enforcement & Community Safety		21 months	18,883	9,876	9,876	9,007			
NE Environment Team Cudworth & NE	BCB	1st September 2014	18 months	135,000	66,479	66,479	68,521			
NE Environment Team Cudworth & NE Appre	BCB	1st August 2015	8 months	12,000			12,000			
NE Environment Team Monk Bretton & Royst	BCB	1st September 2014	18 months	135,000	66,479	66,479	68,521			
NE Environment Team Monk Bretton & Royst	BCB	1st August 2015	8 months	12,000			12,000			
Youth Development Grant	Various	03-Oct-14	Ongoing	100,000	8,016	8,016	76,984		15,000	
Older People's Project	Royston & Carlton CP	01-Dec-14	9 months	20,000	4,114	4,114	13,351		2,535	
Summer Internship Programme 2015/16 In Partnership with North- full contract £90,000	TBC		20 Months	45,000			30,000		15,000	
Fit Reds & Fit Me Programme	BFC & PSS			31,255			12,502		18,753	
Shobability	Barnsley Community Foundation			7,824			7,824			
Let's Grow	TBC			10,000			5,000		5,000	
Dance & Performance - Primary Schools	QDOS			9,000			9,000			
Celebration Event	Various			3,000			3,000			
Community Magazine	Various			6,000			6,000			
Environmental Enforcement Project April 201	TBC			62,500					62,500	
Summer Internship Programme 2015/16 In Pa	TBC			45,000					45,000	
Neat & Tidy Apprenticeship Initiative	TBC			98,000			48,000		50,000	
Private Enforcement	TBC			35,000			17,500		17,500	
<b>Expenditure approved up to March 2015</b>					<b>190,925</b>					
<b>Expenditure approved up to March 2016</b>							<b>475,239</b>			
<b>Expenditure approved up to March 2017</b>									<b>231,288</b>	
<b>In Year Balance</b>					<b>209,075</b>		<b>-75,239</b>		<b>168,712</b>	
<b>Balance Including Any Base Expenditure Not utilised in Previous Financial Year</b>							<b>133,836</b>		<b>302,548</b>	
				<b>897,452</b>						

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# Item 7

## North East Area Council (February 2016) Update

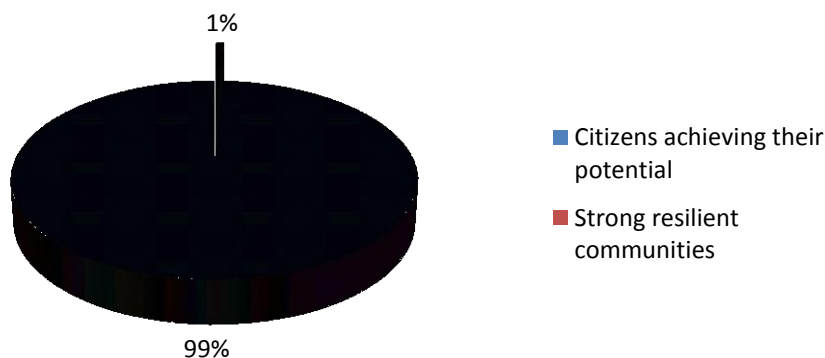
### Devolved Ward Budget Overview

The North East Area Council has a Devolved Ward Budget grant allocation of £81,939.54 for the 2015-2016 financial year. This allocation, broken down by Ward below, is made up of a £40,000 allocation for 2015-2016, and a carry forward allocation of £41,939.54 from the 2014-2015 financial year.

2015/2016 DEVOLVED WB	Carry Forward 2014-15	2015-16 allocation	Full 2015-16 Allocation
<b>NORTH EAST</b>	<b>£ 41,939.54</b>	<b>£ 40,000.00</b>	<b>£81,939.54</b>
Cudworth	£ 9,705.56	£ 10,000.00	£19,705.56
Monk Bretton	£ 13,101.98	£ 10,000.00	£23,101.98
North East	£ 4,138.00	£ 10,000.00	£14,138.00
Royston	£ 14,994.00	£ 10,000.00	£24,994.00

To date, the North East Area Council has committed £62,664.80 of its £81,938.54 Devolved Ward Budget allocation, with £14,755.21 of this commitment being charged.

2015/2016 DEVOLVED WB	Allocation	Committed spend	Charged spend	Allocation remaining
<b>NORTH EAST</b>	<b>£ 81,938.54</b>	<b>£ 62,664.80</b>	<b>£ 14,755.21</b>	<b>£ 19,273.74</b>
Cudworth	£ 19,705.56	£ 16,415.00	£ 2,862.92	£ 3,290.56
Monk Bretton	£ 23,101.98	£ 11,450.00	£ 2,798.44	£ 11,651.98
North East	£ 14,137.00	£ 12,685.80	£ 7,799.95	£ 1,451.20
Royston	£ 24,994.00	£ 22,114.00	£ 1,293.90	£ 2,880.00



The Cudworth Ward has allocated £16,415 of its £19,705.56 Devolved Ward Budget allocation. To date £2,862.92 of this allocation has been charged to the Ward.

<b>Devolved Ward Budget Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
x30 Hanging baskets	£1,650.00	£1,650.00	£18,055.56
Community Events Working Fund	£2,000.00	£ 395.84	£16,055.56
Working Fund	£2,000.00	£ 504.43	£14,055.56
Love Where You Live initiatives Working Fund	£1,000.00	£ 312.65	£13,055.56
Play area improvements – Cudworth Park	£1,200.00		£11,855.56
Cudworth Christmas Lights	£3,525.00		£8,330.56
Safety surfacing in Cudworth Park	£5,040.00		<b>£3,290.56</b>

The Monk Bretton Ward has allocated £11,450 of its £23,101.98 Devolved Ward Budget allocation. To date, £2,798.44 of this has been charged to the Ward.

<b>Devolved Ward Budget Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
Working Fund	£2,000.00	£475.60	£21,101.98
x40 Hanging Baskets	£2,200.00	£2,200.00	£18,901.98
Community Events Working Fund	£2,000.00	£122.84	£16,901.98
Love Where You Live initiatives Working Fund	£1,000.00		£15,901.98
Fixed Height Barrier – Rotherham Rd	£2,500.00		£13,401.98
Installation of a Multi-Use Goal end in Carlton Park	£1,200.00		£12,201.98
Installation of decorative entrance at Monk Bretton park	£550.00		<b>£11,651.98</b>

The North East Ward has allocated £12,685.80 of its £14,137 Ward Budget allocation. To date, £7,799.95 of this has been charged to the Ward.

<b>Devolved Ward Budget Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
Shafton Green – proposed footpath	£2,185.80		£11,951.20
Working Fund	£2,000.00	£299.95	£9,951.20
Heritage bench in Brierley	£1,000.00		£8,951.20
Brierley Community Caretaker	£2,500.00	£2,500.00	£6,451.20
Great Houghton Community Caretaker	£2,500.00	£2,500.00	£3,951.00
Shafton Community Caretaker	£2,500.00	£2,500.00	<b>£1,451.20</b>

The Royston Ward has allocated £22,114 of its £24,994 Devolved Ward Budget allocation. To date, £1,293.90 of this has been charged to the Ward.

<b>Devolved Ward Budget Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
The Wells Hanging Baskets	£1,320.00		£23,674.00
Royston Park – Additional Car Parking	£9,470.00		£14,204.00
Working Fund	£2,000.00	£400.07	£12,204.00
Love Where You Live initiatives Working Fund	£1,000.00		£11,204.00
Community Events Working Fund	£2,000.00	£557.83	£9,204.00
Flame Flower Fencing Panels – Midland Road	£1,290.00		£7,914.00
Improvements to the Footpath at the Green, Royston	£1,750.00		£6,164.00

Royston's got Talent	£336.00	£336.00	£5,828.00
Royston Band Stand	£850.00		£4,978.00
Royston Allotments	£498.00		£4,480.00
Royston Christmas Lights	£1,600.00		<b>£2,880.00</b>

### **Ward Alliance Fund Budget Overview (Includes Public Health Funds)**

The North East Area Council's Ward Alliances has a Ward Alliance grant allocation of £92,047 for the 2015-2016 financial year.

This allocation, broken down by Ward below, is made up of a £40,000 allocation for 2015-2016, and carry forward allocation of £52,046 from the 2014-2015 financial year.

<b>2015/2016 DEVOLVED WB</b>	<b>Carry Forward 2014-15</b>	<b>2015-16 allocation</b>	<b>Full 2015-16 Allocation</b>
<b>NORTH EAST</b>	<b>£ 52,046</b>	<b>£ 40,000.00</b>	<b>£ 92,047.00</b>
Cudworth	£ 10,290	£ 10,000.00	£ 20,290.00
Monk Bretton	£ 9,135	£ 10,000.00	£ 19,135.00
North East	£ 15,270	£ 10,000.00	£ 25,270.00
Royston	£ 17,352	£ 10,000.00	£ 27,352.00

The Cudworth Ward has allocated £17,365.20 of its £20,290 Ward Alliance allocation.

The Cudworth Ward do not have any Public Health funding for the 2015/16 financial year.

To date, £1,568 of this has been charged to the Ward.

The Cudworth Ward has an allocation of **£2,924.80** remaining.

The projects have declared a total of 1132 volunteer hours which equates to the equivalent monetary value of £12,553.88

<b>Ward Alliance Fund Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
Barnsley Neighbourhood Watch Liaison Group – CCTV	£500.00	£500.00	£19,790.00
Darfield Rd Community Centre – Cudworth Achievement Awards 2015	£918.00	£918.00	£18,872.00
Cudworth Summer Holiday Activities	£1,000.00	£150.00	£17,872.00
Cudworth Citizens Advice Bureau	£1,550.00		£16,322.00
Cudworth What's on Guide	£1059.00		£15,263.00
Snoopy Youth Group – Smart Art	£300.00		£14,963.00
Cudworth Food Bank	£600.00		£14,363.00
Robert Street Allotment – New signs	£499.20		£13,863.80
Cudworth Environment Group – Tea in the Park Gala 2016	£500.00		£13,363.80
Cudworth Winter Health Fayre	£945.00		£12,418.80
Cudworth Christmas Event	£6,310.00		£6,108.80
46 <sup>th</sup> Barnsley (St Johns) – Laptop upgrade	£459.00		£5,649.80
Barnsley & District Parade – Living History	£500.00		£5,149.80
Barnsley FC Sport & Education – Street Games	£675.00		£4,474.80
Citizens Advice Bureau – advice delivery 2016	£1550.00		£2,924.80

The Monk Bretton Ward has allocated £9,763.70 of its £19,135 Ward Alliance allocation.

The Monk Bretton Ward has £494.91 of Public Health Funds remaining which is included in the total allocation for 2015/16.

The Monk Bretton Ward have a total of **£9,371.30** Ward Alliance Funding unallocated.

However, as the Monk Bretton Ward Alliance Secretary has had a bursary of £125 to date, this leaves the actual allocation of Ward Alliance funding to allocate at **£9,246.30**

The projects have declared a total of 1936 volunteer hours which equates to the equivalent monetary value of £21,470.24

Ward Alliance Fund Project	Allocation	Charged spend	Allocation remaining
Friends of Carlton Park Gardening Club – Horticultural Design Training	This project has since been cancelled and the grant has been returned		
One Stop Shop – Exercise Classes & Groups	£2,025.00		£17,110.00
Arthritis Care – Introduction to IT	£727.20		£16,382.80
Carlton Bowling Club – Bowling Green Sleeper Replacement & Path Repair	£1,940.00		£14,442.80
Lundwood Gala	£1,000.00		£13,442.80
Summer Holiday activities 2015	£980.00		£12,462.80
West Green Junior FC – Goalposts	£828.00		£11,634.80
Friends of Monk Bretton Priory – Community Conference	£913.50		£10,721.30
Barnsley FC Community Sports & Education Trust - Us girls activities	£675.00		£10,046.30
Barnsley FC Community Sports & Education Trust – Street Games	£675.00		£9,371.30

The North East Ward has allocated £21,231.51 of its £24,645 Ward Alliance allocation.

The North East Ward has £3,110 of Public Health Funds remaining which is included in the total allocation for 2015/16.

The North East Ward have a total of **£10,091.26** Ward Alliance Funding unallocated.

The projects have declared a total of 2410.5 volunteer hours which equates to the equivalent monetary value of £26,732.45

Ward Alliance Fund Project	Allocation	Charged spend	Allocation remaining
Citizen's Advice Bureau	£100.00		£24,545.00
Shafton Bowling Club – Lawn Mower Refurbishment & Junior equipment	£410.00	£410.00	£24,135.00
Barnsley Neighbourhood Watch Liaison Gp	£1,061.00	£1,061.00	£23,074.00
Royal British Legion – War Memorial	£604.00	£604.00	£22,470.00
Red Dragon Karate Club	£500.00	£500.00	£21,970.00
Great Houghton Village Hall Committee – Fund Day 2015	£760.00		£21,210.00
Public Information Resources	£3,986.00		£17,224.00
Friends of St Paul's Churchyard – Brierley Christmas Tree & Event	£450.00		£16,774.00
Summer Holiday Activities	£880.00		£15,894.00

Friends of St Luke's Church – Grimethorpe Christmas event	£2,690.24		£13,203.76
'What's on guide' for the North East Ward	£300.00		£12,903.76
Oral Health Improvement – Healthy teeth, healthy smiles	£1,912.50		£10,991.26
Great Houghton Youth Group – Weekly youth group sessions	£900.00		£10,091.26
Barnsley FC Community Sports & Education Trust - Street Games, Doorstep Club activities 2015-16	£675.00		£9,476.26
Citizens Advice Bureau Jan 16-Dec 16	£1,550.00		£7,866.26
DIAL Outreach project (Great Houghton)	£1,410.00		£6,456.26
Clever Tots Creative Play	£942.77		£5,513.49
Plumpton Park - Improving the green space	£2,100.00		<b>£3,413.49</b>

The Royston Ward has allocated £13,121 of its £27,352 Ward Alliance allocation. The Royston Ward has £3,096 of Public Health Funds remaining which is included in the total allocation for 2015/16.

The Royston Ward have a total of **£14,231** Ward Alliance Funding unallocated.

The projects have declared a total of 2295 volunteer hours which equates to the equivalent monetary value of £25,451.55

<b>Ward Alliance Fund Project</b>	<b>Allocation</b>	<b>Charged spend</b>	<b>Allocation remaining</b>
Citizen's Advice Bureau	£2,030.00		£25,322.00
Royston Gala & Dynamos presentation	£1043.00		£24,279.00
Royston Darby & Joan Club	£500.00	£500.00	£23,779.00
Barnsley NW - CCTV Security camera kit	£1,200.00	£1,200.00	£22,579.00
Rabbit Ings Country Park -Summer Holiday Activities	£1,448.00		£21,131.00
DIAL Outreach Project (phase 2)	£1,080.00		£20,051.00
Neighbourhood Watch – Christmas Lights switch on	£800.00		£19,251.00
'What's on Guide' - Royston Ward	£1,306.00		£17,945.00
Royston & Carlton Community Partnership – Community Orchard	£455.00		£17,490.00
Royston St John the Baptist CofE – Love Where you Live Event	£304.00		£17,186.00
Royston Canal Club – Costs & Canal stretch maintenance	£1,000.00		£16,186.00
Opening guides at Royston	£1,280.00		£14,906.00
Barnsley FC Community Sports & Education Trust - Us girls activities	£675.00		<b>£14,231.00</b>

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## BARNSELEY METROPOLITAN BOROUGH COUNCIL

**North East Area Council Meeting:  
11<sup>th</sup> February 2016**

**Agenda Item: 8**

**Report of North East Area Council  
Manager**

### **Apprenticeship and Employability Study Programme, focusing on the local Environment.**

#### **1. Background**

- 1.1 The local Economy and Regeneration has been highlighted as a central focus across the North East Area Council, and links in with Barnsley MBC's Corporate priorities to achieve:
  - A Thriving and Vibrant Economy
  - Strong and Resilient Communities
  - People Achieving their Potential
- 1.2 The North East Area Council has recognised the need to provide development opportunities for the young people in their communities, and the need to help to raise young people's aspirations. The Councillors have acknowledged that the Personal and Social development of a young person should include Confidence Building, Self Esteem, Health and Wellbeing, independent Living Skills, independent Travel Skills, Active Citizenship, Careers Guidance and Interview Practice. It was felt that commissioning a local Apprenticeship programme would help to deliver these skills to help young people locally to achieve their potential and develop their future careers. Research (2013) by BITC shows that *`Over half of young people in England would choose to do an apprenticeship if they could, according to a new ICM survey`*
- 1.3 Additionally, the local environment has been highlighted as a significant asset by people who live, and work, in the four Wards. This is supported by the Ward Alliances which have all highlighted the Environment as a priority for local consideration. Improvements to the local environment are also regularly discussed at local residents meetings, at the Councillors' surgeries and at the local street surgeries. In a recent study by the Keep Britain Tidy organisation where 62% of people in England said they were concerned about the appearance of their area and 57% considered litter to be a problem. Street cleansing alone cost taxpayers almost £1 billion a year in England (Keep Britain Tidy 2013). Feedback to date from people who live and work in the area with regard to the service provided by the North East Environment Teams has been extremely positive, and the North East Area Council has resolved to continue this service provision.

- 1.4 A key purpose of the North East Area Council is to grow community capacity and Social Return on Investment through commissioning local services and encouraging Volunteering. The importance of Social Value has been highlighted as part of each of the North East Area Council procurements, and the successful organisation will need to effectively demonstrate how they will create local jobs, use local supply chains, ensure local spend, support and encourage existing Volunteers, and create new Volunteering and work experience opportunities.
- 1.5 Increased Volunteering opportunities, and potential for greater community participation and development will be supported through this commissioning through Active Citizenship initiatives.

## **2.0 Overview of the Proposal**

The North East Area Council wishes to procure an Apprenticeship and Employability Study programme, with a strong focus on the local Environment. The Councillors want to achieve local solutions to building employment and skills across the North East Area Council. The Apprenticeship and Employability Study Programme will provide the young people with a recognised knowledge and competency qualification, and hands on learning approach to enhance their qualifications and improve their CV's. It will deliver a recognised route into work and improve educational achievement, which in turn will strengthen young people's employment prospects and aspirations.

- 2.1 The Apprenticeship Programme will include a second stage Apprenticeship scheme, for two apprentices who have completed the Stage 1 programme. This will include responsibility to maintain and keep clean their own small community area, a rapid response to help the two North East Environment Teams, using a peripatetic approach, as required, and the opportunity to undertake further enhanced qualifications to enhance their skills and employment prospects such as the Site Supervisors Safety Training Scheme (SSSTS). This course introduces them to their legal responsibilities regarding health, safety, welfare and environmental issues. This will give them a further meaningful qualification, and put them into a position of being well qualified for any job vacancy they may choose to apply for in the future.
- 2.2 The Apprenticeship Programme will also include a requirement for Social Return on Investment and will work closely with the Council's North East Area Team to support, and help to facilitate, opportunities for Volunteering through informal engagement, and the onsite co-ordination and delivery of Volunteering initiatives. The Apprentices will be involved in a programme of Active Citizenship which will enhance their skills and develop their community awareness. Familiarity with the values of collective responsibility, and community spirit and pride, will be a valuable part of the work experience undertaken by the Apprentices. Effective communication and customer care values are essential to inspire people who live and work in the area to *Love Where You Live*, and this will be an integral part of the commission.
- 2.3 Furthermore, the Environment is an additional Key Priority which has been identified by the North East Area Council, and following on from the very successful North East Environment Team contract, the Area Council would like to continue to

provide a responsive, efficient and accountable, local, uniformed Environment Team service, with a strong focus on the provision of local Apprenticeships.

- 2.4 The Councillors from each of the four Wards of the North East Area Council formed a Steering Group to take these proposals forward, and at their meeting on February 1<sup>st</sup> 2016, the Councillors went through a copy of the draft Specification in detail, and made changes as appropriate. The Steering Group subsequently recommend that the Specification for the Apprenticeship and Employability Study Programme – focusing on the local Environment, should now be put out to tender (please refer to Appendix B), and that the Contract price should not exceed £245,000 per annum.
- 2.5 The Councillors are asked to note that because of the value of the tender the commission will have to go through the Official Journal of the European Union commissioning procedures.

### **3. Recommendation**

- 3.1 **That the North East Area Council approves the Specification for an Apprenticeship and Employability Study Programme, focusing on the local Environment.**
- 3.2 **That the Contract price shall not exceed £245,000 per annum.**

**Officer Contact:**

**Caroline Donovan**

**Tel. No:**

**01226 773013**

**Date:**

**February 11<sup>th</sup> 2016**

### **Appendix A**

Draft Specification, for the Apprenticeship and Employability Study Programme, focusing on the local Environment,

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**BARNSLEY METROPOLITAN  
BOROUGH COUNCIL**



**NORTH EAST AREA COUNCIL**

**APPRENTICESHIP AND  
EMPLOYABILITY STUDY  
PROGRAMME - FOCUSING ON THE  
LOCAL ENVIRONMENT**

**PROJECT REF:**

**RETURN DATE:**

**TIME: 12 NOON**

**SPECIFICATION**

**Wendy Lowder  
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Barnsley MBC  
Adults and Communities  
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## **SECTION 1**

### **PROJECT OVERVIEW AND SCOPE OF SERVICE**

## SECTION 1

### PROJECT OVERVIEW AND SCOPE OF SERVICE

#### 1. INTRODUCTION

- 1.1 The North East Area Council wishes to procure an Apprenticeship and Employability Study programme, with a strong focus on the local Environment. The Councillors have highlighted the Economy and Regeneration as a Key Priority, and want to achieve local solutions to building employment and skills across the North East Area Council. The Apprenticeship and Employability Study Programme will provide the young people with a recognised knowledge and competency qualification, and hands on learning approach to enhance their qualifications and improve their CV's. It will deliver a recognised route into work and improve educational achievement, which in turn will strengthen young people's employment prospects and aspirations.
- 1.2 The Apprenticeship Programme will include a second stage Apprenticeship scheme, for two apprentices who have completed the Stage 1 programme. This will include responsibility to maintain and keep clean their own small community area, a rapid response to help the two North East Environment Teams, using a peripatetic approach, as required, and the opportunity to undertake further enhanced qualifications to enhance their skills and employment prospects such as the Site Supervisors Safety Training Scheme (SSSTS). This course introduces them to their legal responsibilities regarding health, safety, welfare and environmental issues. This will give them further meaningful qualifications, and put them into a position of being well qualified for any job vacancy they may choose to apply for in the future.
- 1.3 The Apprenticeship Programme will also include a requirement for Social Return on Investment and will work closely with the Council's North East Area Team to support, and help to facilitate, opportunities for Volunteering through informal engagement, and the onsite co-ordination and delivery of the Volunteering initiatives. The Apprentices will be involved in a programme of Active Citizenship which will enhance their skills and develop their community awareness. Familiarity with the values of collective responsibility, and community spirit and pride, will be a valuable part of the work experience undertaken by the Apprentices. Effective communication and customer care values are, therefore, essential to inspire people who live and work in the area to *Love Where You Live*, and this will be an integral part of the commission.
- 1.4 Furthermore, the Environment is another Key Priority identified by the North East Area Council, and following on from the very successful North East Environment Team contract, the Area Council would like to continue to provide a responsive, efficient and accountable, local, uniformed Environment Team service, with a strong focus on the provision of local Apprenticeships.
- 1.5 It is anticipated that there will be two Environment Teams. These Teams will focus on maintaining and improving environmental standards, as per National Indicator 195 – Improved Street and Environmental Cleanliness (referred to later in the document), in high profile areas incorporating the village centres, main shopping centres and key access routes across the Electoral Wards of Cudworth, Monk Bretton, North East and Royston. The Service will improve, and effectively maintain these areas, and clear any identified local community Hot Spot areas on request.

- 1.6 The Environment Teams will also provide a flexible, reactive service which will respond to local requests, for example, cutting back shrubs, shrub bed maintenance, overhanging footpaths, strimming a grassed area or low scale fencing painting and repairs.

## 2. BACKGROUND AND CONTEXT

- 2.1 The aims of local Area Governance are to:

- Establish new models of delivering services, guided by local choice and need.
- Engage local communities in helping to shape the decisions and services in their neighbourhood.
- Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives.
- Support the many benefits of volunteering and foster the 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.
- Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice.
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- 2.2 Further information with regard to the work of the North East Area Council can be found in the North East Area Council Review. Please refer to the documents on Yortender - North East Area Council Review Autumn Winter 2015 and Village Life.

- 2.3 The local Economy and Regeneration has been highlighted as a central focus across the North East Area Council, and links in with Barnsley MBC's Corporate priorities to achieve:

- A Thriving and Vibrant Economy
- Strong and Resilient Communities
- People Achieving their Potential

- 2.4 The North East Area Council has recognised the need to provide development opportunities for the young people in their communities, and the need to help to raise young people's aspirations. The Councillors have recognised that the Personal and Social development of a young person should include Confidence Building, Self Esteem, Health and Wellbeing, independent Living Skills, independent Travel Skills, Active Citizenship, Careers Guidance and Interview Practice. It was felt that commissioning a local Apprenticeship programme would help to deliver these skills to help young people locally to achieve their potential and develop their future careers. Research (2013) by BITC shows that *Over half of young people in England would choose to do an apprenticeship if they could, according to a new ICM survey*  
<http://www.bitc.org.uk/news-events/news/young-people-favour-apprenticeships>

- 2.5 Additionally, the local environment has been highlighted as a significant asset by local residents across the four Wards. This is supported by the four Ward Alliances which have all highlighted the Environment as a priority for local consideration. Improvements to the local environment are also regularly discussed at local residents meetings, at the Councillors' surgeries and at the local street surgeries. In



a recent study by the Keep Britain Tidy organisation where 62% of people in England said they were concerned about the appearance of their area and 57% considered litter to be a problem. Street cleansing alone cost taxpayers almost £1 billion a year in England (Keep Britain Tidy 2013). Feedback to date from people who live and work in the area with regard to the service provided by the North East Environment Teams has been extremely positive, and the North East Area Council has resolved to continue this service provision.

- 2.6 A key purpose of the North East Area Council is to grow community capacity and Social Return on Investment through commissioning local services and encouraging Volunteering. The importance of Social Value has been highlighted as part of each North East Area Council procurement, and all successful organisations should effectively demonstrate how they will create local jobs, use local supply chains, ensure local spend, support and encourage existing Volunteers, and create new Volunteering and work experience opportunities.
- 2.7 Increased Volunteering opportunities, and potential for greater community participation and development will be supported through Active Citizenship initiatives.
- 2.8 Local spend will be encouraged and the commission will encourage maximising the amount of both formal, and informal, spend within the Barnsley economy. Service Providers will be encouraged to retain expenditure within the local community. The New Economics Foundation (NEF) highlights the positive impact on local economies of optimising local spend from contracted activity. The local multiplier effect is usually between 1.5 and 3.0 which means that for every £1 spent with Barnsley suppliers the economic impact will be 1.5 to 3 times the amount spent.
- 2.9 Additionally it is envisaged that the initiative will help to reduce benefits dependency in disadvantaged communities.

### **3. STRATEGIC VISION AND VALUES**

- 3.1 Barnsley MBC's Vision is to:

***Work together for a brighter future, a better Barnsley***

- 3.2 Our Values include:

#### **We're a Team**

We all work together for the same goal – to make Barnsley a better place for the people who live, work and visit here.

#### **We're Honest**

We always say what we mean. Most of all we are reliable, fair and true.

#### **We'll be Excellent**

We work really hard to provide the best quality and value for money for the people of Barnsley. Only our best is good enough.

### **We're Proud**

We are dedicated to making Barnsley a better place. We take pride in our work.

## **4. COUNCIL PRIORITIES AND OUTCOME STATEMENTS**

- 4.1 In developing and delivering this service, the Service Provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements as outlined below:

A Thriving and Vibrant Economy	Create more and better jobs and good business growth  Increase skills to get more people working  Develop a vibrant Town Centre  Strengthen our visitor economy  Create more and better housing
People Achieving their Potential	Every child attends a good school  Early, targeted support for those that need it  Children and adults are safe from harm  People are healthier, happier, independent and active
Strong and Resilient Communities	People volunteering and contributing towards stronger communities  Protecting the Borough for future generations  Customers can contact us easily and use more services online

- 4.2 The initiative will also contribute to Sheffield City Region's More and Better Jobs Strategy.

## **5. SPECIFIC AIMS AND OBJECTIVES OF THE SERVICE, INCLUDING SOCIAL VALUE OBJECTIVES**

### **5.1**

- Create recognised, local, Apprenticeship opportunities and Employment studies programme which are fit for purpose, and strengthen the local communities' skills base.
- Applicants must be resident in the Barnsley Borough.
- Provide training and employment opportunities for vulnerable groups in disadvantaged local communities.
- Increase local spend
- Maximise Social Return on Investment
- Reduce benefits dependency.
- Inspire people who live and work in the North East Area Council to 'Love Where they Live'.
- Improve the local environment.
- Maintain and improve Environmental Standards.
- Keep the North East Area Council area clean and well maintained.
- Link with other North East Area Council procured services to support the overarching aims of Area Governance shown previously.
- Effective deployment of available resources to fully comply with and deliver the requirements of this specification.

### **5.2 Social Value Objectives**

Under this contract, the successful service 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 Sections 3 and 4, and include:

- Be sustainable, and support the creation of sustainable communities by increasing local employment opportunities.
- Increase skills and work experience at local level, and maximise local apprenticeship and employment studies opportunities.
- Ensure local spend.
- Build relationships with local businesses, and use local supply chains whenever possible.
- Build relationships with the local community and support and encourage existing Volunteers
- Increase the number of people engaged in Voluntary activities in the community.

## **6. THE SERVICE AND ACTIVITIES TO BE DELIVERED**

### **Apprenticeships**

- 6.1 To provide Apprenticeship and employment studies programme opportunities to young people in the local communities.

- 6.2 The Provider should have a proven track record in terms of working with underrepresented groups in disadvantaged communities, and with working with challenging and hard to engage young people. The commission wishes to actively include opportunities for Apprenticeships for vulnerable, and under represented, groups in the local community such as Not in Education, Employment or Training (NEET), Special Educational Needs, and or Disabilities (SEND), Behavioural Difficulties, Youth Offending Team (YOT), young people in Care, or young people leaving Care.
- 6.3 A key milestone of the scheme will be the achievement by an Intermediate Apprentice of a vocational level 2 qualification, and technical level 2 qualification, and a minimum Level One in Functional Skills in Maths and English.
- 6.4 It is an important requisite of this commission that all time constraints are minimised wherever possible. This will help to maximise outcomes and ensure value for money. It is anticipated that all Stage 1 Apprentices should be enrolled on to an intermediate framework, with the chosen training provider, within four weeks of starting their employment, and be ready to commence training within six weeks.
- 6.5 Health and Safety requirements and knowledge are a paramount consideration to the North East Area Council and all Apprentices will be required to complete a thorough basic Health and Safety training unit, which includes guided learning hours and a test.
- 6.6 Risk assessments, to include apprenticeships report, will be carried out as appropriate and copies will be made available at the Contract monitoring meetings.
- 6.7 Additionally short term employment studies and work experience should be provided to local school pupils, residents requesting voluntary experience, and community pay back schemes wherever possible. These short term schemes should include an agreed training plan. It is envisaged that this training plan will include an induction programme, toolbox talks, the safe use and storage of equipment, health and safety training, first aid training, manual handling training, needle stick awareness, asbestos awareness and Customer Care guidance. It is requested that Certificates of Attendance will be given to all short term placement users.
- 6.8 It is anticipated that a minimum of 12 apprenticeship places, on a rolling programme, will be facilitated, in addition to a minimum of 6 work experience places, 6 Volunteer opportunities to work with the teams on a daily basis, and 6 opportunities for reparation, will be made available through the commission, per annum.

## **Social Action**

- 6.8 The Social Return on Investment should be maximised wherever possible to contribute to a thriving, flourishing and vibrant local economy. This should include:
- 6.9 Optimising local spend, and using local suppliers and venues wherever possible, will be actively encouraged.
- 6.10 Recognising the Social Return on Investment through increasing training opportunities, increasing opportunities for employment, and local skills development

- 6.11 Encouraging a greater sense of community cohesion and increasing Volunteering opportunities and the potential for greater community participation and development.
- 6.12 Fostering relationships in the local community with the local businesses, and building up Civic Pride.
- 6.13 Promoting Community Pride to local community groups and encouraging people who live and work in the area to take ownership of their local community environment.

## **Local Knowledge**

- 6.13 Local knowledge would be an advantage to be able to encourage the local community to take a pride in the area in which they live and work. Inspiring people in the local communities to support and participate in Volunteering opportunities through informal engagement will be a key task for the Teams. Volunteers' contributions will help to ensure a sustainable and welcoming environment and this will, in turn, increase the attractiveness of the Wards as places to live, work and visit.
- 6.14 In addition to performance reports being regularly fed back to the Area Council, the initiative will be linked to the Ward Alliances, with a mutual exchange of information with regard to volunteering, hot spot areas, and outputs and outcomes being a meaningful part of the commission.
- 6.15 The Service will be one of enablement and facilitation and will provide assistance and support to the North East Area Team at regular Volunteer Initiatives and Clean Up days across the area, complementing the 'Love Where You Live' scheme.
- 6.16 Examples of the assistance required at Volunteer Environmental Initiatives and Clean Up days are as follows:
  - Use of machinery such as hedge trimmers, leaf blowers and strimmer's, digging as required and the removal of any green waste, litter and debris.
  - Recording attendees.
  - Cleaning areas before and after Galas and Community Events and the removal of any litter and debris.

Please note this list is not exhaustive and there may be other functions required of a similar nature.

## **7.0 Reactive Work**

- 7.1 The Service Provider will provide a flexible, reactive and responsive service to specific requests for environmental improvements across the North East Area Council. This could include, for example:
  - Pruning of vegetation
  - Painting of street furniture
  - Minor repairs to fencing
  - Strimming a grassed area

- Removal of litter
- Removal of dog fouling
- Removal of epicormic growth
- Hedge strimming
- Erection of street signs

Please note this list is not exhaustive and there may be other functions required of a similar nature.

It is expected that the set-up and ongoing costs of materials, tools, equipment will be met by the provider.

### **Specifications for Reactive/Responsive Work**

#### **7.2 *Minor Site Clearance***

All non-combustible rubbish, including glass, rubble, brickwork, metalwork and general debris shall be collected by the contractor and disposed of offsite to the authorised tip, unless specific authorisation is given to burying this material on site.

#### **7.3 *Vegetation Clearance***

The contractor shall cut down, grub up stumps, collect and remove to an approved tip in areas directed by the Supervising officer, all bushes, scrub, long grass and weeds as indicated and in the job order and not specifically scheduled for retention, to leave a clean surface.

#### **7.4 *Removal of Epicormic Growth and Suckers***

Description: Epicormic growth is twiggy shoot growth which appears to grow from the bark surface and which grows on some species of trees, notably lime and sycamore. It often grows from the base or on the stem or in the crown as a reaction to heavy pruning.

Reason: This growth, particularly around the base of the tree, can cause an obstruction where it is close to footpaths, driveways or the road. Also, it may be removed for aesthetic reasons. This type of maintenance will often have to be done annually as the shoots soon regrow.

Specification: Epicormic growth less than 20 mm in diameter should be pruned cleanly back to its point of origin, avoiding damaging the bark of the tree. Growth greater than 20 mm should be cut back to avoid damage to the branch bark ridge and collar. This must be carried out using a sharp handsaw or secateurs. On no account should a chainsaw be used in this operation. All shoots must be removed back to but not into the branch collar, leaving no projections or exaggerating the size of the wound

#### **7.5 *Hedge cutting***

The Authorised Officer will instruct the Contractor as and when which hedges require this operation.

#### Key Aims:

- To provide neatly clipped hedges which are weed free.
- To prevent hedges affecting footpaths or vision splays.

#### 7.6 *Equipment*

- (a) The Service Provider will use sharp secateurs, shears, or hand held reciprocating mechanical cutters to cut the hedge. Permission from the Authorised Officer is to be obtained if the Service Provider wishes to use any other type of equipment.
- (b) All equipment is to be kept sharpened to achieve a neat clean cut; any chewed or torn growth will not be accepted.

#### 7.7 *Methods of Cutting*

- (a) Cutting will be to remove current seasons growth, so as to encourage a stable hedge with a straight level even appearance to top, sides and ends.
- (b) The hedge is to be cut back to the same height, width and general shape as that which existed at the completion of the last approved cut.
- (c) All arising clippings, including clippings lodged in the hedge, will be cleared from site at the end of each working day and disposed of to an approved disposal site.
- (d) Any rogue plants, such as elderberry, are to be completely removed.

#### 7.8 *Strimming of Grassed Areas*

The Service Provider shall strim back vegetation within the specified area to obtain a height of 100 mm to 150 mm over the whole area. Any weed growth, such as nettles, from adjoining properties and land that overhangs the grass areas indicated is to be cut back flush to the boundary on each occasion.

On no account are strimmers to be used directly adjacent to trees, shrubs or other features; the Service Provider should make provision for hand cutting these areas. Prior to strimming, the Service Provider is to inspect the site and ensure all litter, branches and other debris is removed to an approved disposal site. Any litter trimmed over is to be cleared by the Service Provider before leaving the site. Failure to do so will be considered a "default" in performance. The machinery being used is to be of an appropriate type and size for the area being cut; all persons operating such machinery will have been properly trained and competent in its use. Any grass clippings falling on adjacent hard surfaced areas or beds shall be swept back onto the grassed area at the time of cutting.

## 7.9 *Shrub Bed Areas*

### *Weed Control in Shrub Areas*

Shrub areas shall be hoed, forked or hand weeded as appropriate to keep areas clear of weeds, avoiding damage to shrubs and disturbance to their root systems. Weeding shall be such as to destroy all small weeds and to collect and remove from site all large weeds, together with their roots, leaving the soil surface in an even tilth.

Collect and remove to tip all litter and debris in shrub areas.

Herbicide treatment is not permitted.

### *Pruning*

All shrubs, roses etc. are to be pruned in a manner and at a time suited to their species, their location and to prevent them restricting footpaths and sightlines.

Cuts shall be made using clean sharp implements. Mechanical hedge cutters are not to be used without prior approval from the Authorised Officer.

### *Grass Edging*

Grass edging shall be cut by hand or approved mechanical implement to maintain vertical trimmed edge.

### *Winter Maintenance*

Shrub beds should receive a thorough reshaping prune as part of their winter maintenance wherever possible, and this work should be completed between November and February.

## 7.10 *Painting*

### *Metal Work General Preparation*

The Service Provider shall remove any loose unsound coatings. Feather back to a firm adhered perimeter abrade any remaining areas.

Finish:

- Apply 1 no. coat of primer and allow to dry;
- Apply 2 no. undercoats and one finishing of gloss paint to general surfaces.

### *External Wood General Preparation*

The Service Provider shall rub down the surfaces to an appropriate level removing any loose unsound coatings. Where necessary, rotten wood should be cut out and treated replacement used.

Where required, filler to be used and surface rubbed down to give smooth finish.



Finish:

- 1 no. coat of primer on bare timber and 2 no. undercoats, previously painted, 2 no. undercoats
- 1 no. top coat

## **8.0 Scheduled Work**

The Service Provider will also provide a high visibility litter picking and general cleanliness schedule to the areas identified in the enclosed maps and on the frequency indicated in Appendix C.

This schedule of work will include as required:

- Litter removal
- Emptying bins in the area
- Removal of dog fouling
- Street sweeping
- Street clearance
- Weed and vegetation removal
- Improvements to street furniture

Please note this list is not exhaustive and there may be other functions required of a similar nature

### **8.1 Street Cleanliness Litter Removal**

#### *General*

The Service Provider shall ensure to keep all roads identified free from litter, rubbish and animal fouling.

The Service Provider shall have due regard to the Environmental Protection Act 1990, Code of Practice on Litter and Refuse, Control of Waste Regulation 1992, Registration of Waste Carriers and Waste Management the “duty of care” Code of Practice. The Service Provider’s attention is drawn to the possible presence of sharps for which the Service Provider should provide suitable containers. The Service Provider is to dispose safely of any such containers to an approved location.

#### **Street Cleanliness Litter Removal**

The North East Area Council adheres to the street cleanliness Performance Indicator NI 195, a National Standard for Local Authorities to measure the local environmental quality of their public realm in a structured way.

Each site is given a grading assessment based on the four point scale set out in the Code of Practice on Litter and Refuse (COPL&R), ranging from Grade A (clean) to Grade D (heavily affected):

- Grade A – no litter or refuse
- Grade B – predominantly free of litter and refuse except for some small items

- Grade C – widespread distribution of litter and refuse, with minor accumulations
- Grade D – heavily littered, with significant accumulations.

## 8.2 **Ward Zones**

Areas of the Ward are zoned according to their use; the Service Provider shall ensure to keep the following standards:

Zone 1 is the High Street centres and strategic routes

Grade A must be achieved after cleaning. If this falls to Grade B, it must be restored to Grade A within 24 hours of a working week.

Zone 2 hot spots, car park other public areas

Grade A must be achieved after cleaning. If this falls to Grade B, it should be restored to Grade A within 3 working days.

## 8.3 **Litter and Dog Waste Bins**

The Service Provider shall ensure to keep to empty litter and dog waste bins at a frequency that prevent them from becoming more than three quarters full.

## 8.4 **Removal of Dog Fouling**

To manually cleanse areas of dog fouling with the aid of brooms, shovels and litter picking tools, depositing such wastes into disposable sacks.

## 8.5 **Seasonal Work**

The Service Provider will be expected to tailor their work to suit seasonal variations in demand. This would therefore include, for example leaf litter removal in the Autumn to areas of green space, as identified by the North East Area Team, assisting with snow clearance and gritting during the Winter and support for Community Events and Community Clean Up days as required.

## 8.6 **Matters to be reported**

The Service Provider will be expected to act as the 'eyes and ears' in the community and be responsible for reporting other matters not within their scope of responsibility so that this can be actioned by the respective Council Service. This would include:

- Discarded needles
- Graffiti
- Fly tipping
- Problems with trees that might require a tree surgeon
- Asbestos

Instructions on how these reports should be made will be provided.

## 8.7 Operational Development

We expect the Service Provider to operate from a local base and have a local presence in order to be able to respond to requests via a central point of contact and to maintain a local community presence.

The uniformed service will include both proactive and reactive functions through proactively working to flexible schedules and reactively responding to local requests. The Service Provider will have a flexible schedule which will complement the schedule and planned work programmes provided by Neighbourhood Services in the area and avoid duplication. The provider is also expected to work closely with the North East Area Council's Environmental Enforcement Services.

It is anticipated that the service will require, as a minimum, a team of two people, plus an apprentice and a suitable vehicle (see below).

It is anticipated that the service will maintain a high level of co-operation with the North East Area Team.

In order to provide a high profile presence, the service will operate the following pattern of hours. The Team's normal working hours will be as follows:

March to October:                    8.00 am to 5.00 pm, Monday to Thursday  
   8.00 am to 4.00 pm, Friday

November to February:    8.00 am to 4.00 pm, Monday to Friday

There may be up to 12 times in the year when weekend working (Saturdays and Sundays, 8.00 am to 5.00 pm) will be required to help with Community Events and Clean Up days.

Additionally a skeleton staff will be required to be on call over the Christmas and New Year period.

It is anticipated that the Team will work outdoors in all weathers.

It is expected that close working links will be made with the Parish Councils of Brierley, Great Houghton and Shafton.

The Service Provider will require a valid Waste Carriers Licence and shall be responsible for the collection and disposal of wastes as indicated in the services to be provided. The Service Provider will be responsible for disposing of the waste generated by them, and recycling is to be carried out wherever possible. Any waste generated by the Service Provider as part of community activities or projects instigated by the North East Area Team will be disposed of by Barnsley Council at no cost. The provider will have their own Waste Carriers License and should provide evidence as part of the procurement process of their waste disposal and recycling arrangements.

Any asbestos or hazardous wastes will be reported through the contact centre.

## **8.8 Materials**

It is expected that the set up, and ongoing costs of materials, tools and equipment will be met by the Service Provider. The Service Provider will ensure that these materials, tools and equipment are well maintained and kept in a secure place.

The Area Council will have a small budget available for community initiatives and will provide high vis jackets, gloves, paint, painting equipment and black bags, as required to support working with volunteers and other community initiatives.

## **8.9 Vehicles**

It is expected that the vehicle provided will be in a good exterior condition and in good working order. Details of the vehicle specification will be provided by tenderers as part of their tender return. The running costs, including fuel, tax, insurance, maintenance and storage will be covered by the Service Provider and included within the tender price submitted.

The vehicle will be white, and signed up to read 'The North East Area Council working for you, serving the Wards of Cudworth, Monk Bretton, North East and Royston' in black letters. It will also include the BMBC logo and 'Love where You Live' and logo. Exact details for the sign writing will be provided.

## **8.10 Other Contract Details**

- The contract will be for 10 months, plus 1 year, plus 1 year, plus 1 year, subject to satisfactory contract performance and a break clause.
- Training for employees will be the responsibility of the Service Provider.
- The Service Provider will work closely alongside the Council's North East Area Team with regard to planning and conducting Volunteering initiatives.
- The Service Provider will be expected to perform the service to a standard that can reasonably be expected of a grounds maintenance Service Provider.
- The Service Provider is to allow for the separation of recyclable and non-recyclable material so that the Council is limiting the amount of spoil going to landfill.

## **9. TARGET GROUPS IN THE NORTH EAST AREA COUNCIL AREA**

- 9.1 People who live, visit, or work, in the North East Area Council area.

## **10. EQUALITY IMPACTS**

- 10.1 The successful Service Provider will be required to ensure that the service is free from bias and acknowledges and respects gender, sexual orientation, age, race, religion and culture, lifestyles 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.

## 11. PERFORMANCE MEASURES AND OUTPUTS

### 11.1 Service Outcomes and Measures

Table 1 below details the outcomes or results that the Service Provider is required to achieve as a consequence of the service being delivered. A list of possible outcome measures is also provided. This is indicative only and Tenderers are required, as part of their tender return, to propose their own list of outcome measures, along with realistic targets, baselines and methodology for gathering the data collection and measuring. Final measures and targets will be agreed prior to contract commencement. Please refer to Section 2 – Tender Quality Questionnaire.

11.2 Table 1

<b>Performance Measures</b>		
<b>Outcome</b>	<i>Indicative Outcome/Measure/Targets</i>	<i>Indicative Methodology</i>
<b>A Thriving and Vibrant Economy</b>  <b>Thriving and Performing</b>	<i>Number of new local jobs created</i>  <i>Number of local apprentice starts created</i>  <i>Number of short term placements created</i>  <i>Number of training opportunities created</i>	<i>Recorded through narrative Performance Reports and Case Studies</i> <i>A total of 12 Case studies will be required per annum.</i>
<b>People Achieving their Potential</b>	<i>Number of people supported from disadvantaged backgrounds</i>  <i>Number of people with a learning disability achieving employment</i>  <i>Number of people who are Not in Education, Employment or Training supported</i>  <i>Number of qualifications realised</i>	<i>Recorded through narrative Performance Reports and Case Studies</i> <i>A total of 12 Case Studies will be required per annum.</i>

<b>Encouraging people to Volunteer</b>	<i>Number of Volunteering opportunities supported Number of Social Action projects supported</i>	
<b>Strong and Resilient Communities</b>	<i>Increase the number of people engaged in voluntary activities in the community. Target: support 50 New Volunteers per Ward per annum</i>	<i>Number of existing, and new, Volunteers recorded. Photographs</i>
<b>Focusing on achieving outcomes for Communities</b>		
<b>Empowered and informed citizens</b>	<i>Increase the number of people involved in local governance Target: support 2 New Groups per Ward per annum</i>	<i>Record of Reports into Ward Alliances</i>
	<i>Number of local supply chains supported and amount of local spend realised.</i>	<i>Recorded through narrative Performance Reports and Case Studies</i>
<b>Improve the Local Environment, making the North East Area Council area a more inviting place to live and work</b>	<i>Keep the streets clean and well maintained. Percentage of streets below the acceptable standard for litter. Target 4%</i>	<i>This is a visual inspection carried out to measure the cleanliness of the area. There are 3 inspections per year covering the Zone 1 and 2 areas in each Ward. The results show the % of land inspected that falls below a defined standard for Litter, therefore, the lower the %, the cleaner the area. This low indicator is reflective of Good Performance</i>
	<i>Responsive jobs to be satisfactorily completed within 1-3 calendar days. Target level 100%</i>	<i>Service Provider completed job tickets/records</i>

	<i>Number of compliments or complaints received</i>	<i>Recorded through narrative Performance Reports and Case Studies - a total of 12 Case Studies will be required per annum.</i>
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### **13. CONTRACT VALUE AND CONTRACT DURATION**

- 13.1 The contract will be for 10 months, plus 1 year, plus 1 year, plus 1 year, subject to satisfactory contract performance and funding being available.

**The Contract price shall not £245,000**

### **14. CONTRACT MONITORING AND RECORDING REQUIREMENTS**

- 14.1 The Service will be formally monitored through monthly contract monitoring meetings with the Area Council Manager, and the North East Area Team. Partners will be invited to this meeting as appropriate.
- 14.2 The Service will be informally monitored on a regular basis by the Local Councillors in their role as Community Champions through the Area Council performance reports.
- 14.3 The Service Provider will need to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and targets. There is a key requirement of the Service Provider to:
- Attend and provide the Contract Monitoring meetings with four weekly updates on performance against targets, details of expenditure against the contract sum profile, results of Ward inspections, complaints and compliments received and status, number of responsive jobs received and status, recent case studies. A report from the Contract Management meeting will then be presented to the North East Area Council meeting.
  - Attend a 'lessons learned' meeting 3 months before the end of year 1 and submit an end of project report before the contract end date.
- 14.4 The Service will be formally reviewed by all the respective Ward Councillors, initially after 6 months and then after 12 months, at the North East Area Council meeting.

### **15. QUALITY STANDARDS**

- 15.1 Robust policies and procedures are to be put in place to ensure safeguarding of all adults and children and, in particular, adequate measures/systems to ensure robust data protection and information governance.
- 15.2 Where an appropriate British Standards Specification or British Standard of Code of Practice is issued by the British Standards Institution is current at the date of the tender, all goods and materials used or supplied and all workmanship shall be in accordance with that standard.

**16** The Service Provider will ensure that:

- All staff are equipped with appropriate training, including health and safety, needle search training, staff development and supervision.
- All staff employed or engaged by the Service Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- The adherence of the Service Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
- All staff employed or engaged by the Service Provider have been subject to a DBS clearance, where required, and an acceptable outcome determined.
- For the avoidance of doubt, nothing in this Specification is intended to prevent the Service Provider from setting higher quality standards than those laid down in the Contract. It holds a valid Waste Carriers Licence.
- All materials used in carrying out the service comply with the Control of Substances Hazardous to Health Regulations.
- All materials and equipment are stored in a safe and proper manner.
- Environmentally friendly materials are used whenever possible.

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery.

Please also refer to Section 4 – Form of Contract





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