

BARNSELY METROPOLITAN BOROUGH COUNCIL

**Penistone Area Council
21st July 2016**

**Report of the
Penistone Area Council Manager**

Penistone Area Council Procurement and Financial update report

1.0 Purpose of Report

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

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

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

2.0 Recommendations

2.2 That members receive the update on commissioned projects

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

3.0 Isolated and Vulnerable Older people Service

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

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

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

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

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

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

4.0 **Penistone Area Council Working Together Fund**

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

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

4.3 The panel recommended the following applications:

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

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

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

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

5.0 **Clean and Tidy Service**

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

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

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

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

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

6.0 **Finance Update**

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

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

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

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