

**BARNSLEY METROPOLITAN  
BOROUGH COUNCIL**



**Dearne Area environment,  
education and volunteering Service  
Specification**

**RETURN DATE:**

**TIME:**

## **SPECIFICATION**

**Wendy Lowder**

**Interim Executive Director, Adults and  
Communities**

**Barnsley MBC**

**Adults and Communities**

**Westgate Plaza One**

**PO Box 609**

# **CONTENTS**

- SECTION 1 - PROJECT OVERVIEW AND SCOPE OF SERVICE**  
Appendix A – Overview of the Dearne Area Council
- SECTION 2 - INSTRUCTIONS FOR TENDERING/TENDER EVALUATION AND TENDER QUALITY QUESTIONNAIRE**
- SECTION 3 - PRICING SCHEDULE, FORM OF TENDER AND APPENDICES**  
Appendix 1 – Supply Chain List  
Appendix 2 – Insurance Details  
Appendix 3 – Anti-Collusion Certificate
- SECTION 4 - FORM OF CONTRACT**

## **SECTION 1**

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

## SECTION 1

### PROJECT OVERVIEW AND SCOPE OF SERVICE

#### 1. INTRODUCTION

- 1.1.1 The Dearne Area Council wishes to commission a Provider to deliver a service that will complement existing environmental service provision, including enforcement and the work currently carried out by local volunteers to improve the overall environmental appearance of the Dearne North and Dearne South

The service will contribute to maintaining a clean, well presented and welcoming physical environment in the two wards of the Dearne area through a reactive and proactive approach to the issues of fly tipping, littering, vegetation, weeding, pruning and maintenance of green areas. The service should involve local people in sustaining their own neighbourhoods and inspire people to **Love Where You Live**. Engaging with local residents, young people, businesses, BMBC services, community groups and volunteers is essential to the success of this initiative.

The involvement of businesses, local people and groups is a key element and this will be expected to be done through volunteering and stakeholder engagement. In addition there are a number of agencies and services working together towards improving the Dearne Area including additional enforcement around littering/dog fouling and housing regeneration and enforcement initiatives as well as work currently carried out by BMBC Neighbourhood Pride service and the Safer Neighbourhood Service.

It is expected that the work of the provider will be designed to **complement and build** upon rather than duplicate the existing provision. With the service having a particular focus on educating young people, volunteers and residents with regards the environmental, economic and health related impact in relation to littering. Therefore elements of the service will focus on the “prevention of littering” and not solely focus on clean-up operations.

In developing and delivering this service, the provider should ensure that it is contributing to the Council's corporate priorities and outcome statements. Sustainability, community support, self-reliance, resilience and reciprocity should therefore be built into the service design and delivery. Also and where possible provide work experience placements, apprentice opportunities and local labour should be used.

Background information about the Dearne Area Council can be found at Appendix A.

#### 2. BACKGROUND AND CONTEXT

- 2.1 The Dearne area sits in the east of the borough of Barnsley and is part of the Dearne Valley link which brings Barnsley together with Doncaster to the north

and Rotherham to the south. The Dearne Area council consists of Highgate, Thurnscoe, Goldthorpe and Bolton.

There area has seen a number of major physical changes over the last 10 years including the development of both commercial and residential properties and new road schemes. The area covers 16 sq. km with a population of 22,387.

Historically the Dearne area has suffered greatly from littering, fly tipping, graffiti etc and the particularly poor state of the disused railway embankment which runs through the centre of Goldthorpe has made adverse local and national news. Gateway routes have also been highlighted as problem areas. One of the aims of this service is to work with other agencies and local people to help create a better image for the Dearne which can be publicly celebrated.

A number of initiatives have taken place in recent times funded by local elected members including a free 'Bulky Rubbish' collection service and provision of free skips in certain areas for clean-up days. This proved expensive and in the end ineffectual without additional enforcement.

There are also several initiatives being delivered currently by local groups including the 'Goldthorpe Tidy Streets' project delivered by the Goldthorpe Development Group. Other groups such as the Bolton on Dearne voluntary action, friends of Broadwater and Highgate community group have also taken on responsibility for keeping their local area clean and tidy. The Dearne Area Team are also leading an initiative with Network Rail, local groups, services and residents to address the problems around the disused railway and the vast amount of fly tipping which takes place in the area.

Additional Housing and General Enforcement has been commissioned recently through the Area Council. All of the initiatives with the involvement of local people through various groups and services are starting to have an improved impact but the issues are too big for local people alone. It is hoped that the provision of a commissioned environment, education and volunteering service, funded by the Area Council will make the big difference to the area and in turn create a better, cleaner environmental image to the outside world and a more welcoming place for visitors and residents.

Improving the Environment is a priority of the Dearne Area Plan which was produced after research was carried out with residents during 2012/2013 and is used for the allocation of Dearne Area Council funds through commissions which must relate to the priorities highlighted with in it. A copy of the Dearne Area Plan is enclosed as Appendix 1 with this document.

### 3. STRATEGIC VISION AND VALUES

#### 3.1 Barnsley MBC's Vision is to '**Work together for a brighter future, a better Barnsley**'

**Our Values** include:

**Working Together**

- We work as “One Council” to do the best that we can for our customers
- We build partnerships and work with others to achieve the best for Barnsley
- We are understanding and supportive of others, respecting and valuing differences
- We are open and honest about what we are able to achieve, the decisions we make and how well we are doing
- We are true to our word, reliable and fair
- We are responsible and accountable for our actions

**Honest**

- We are open
- We are honest
- We are true to our word
- We are fair

**Excellence**

- We are committed to quality and value for money
- We learn from our successes and mistakes
- We are flexible, adaptable and respond positively to change

**Pride**

- We are proud of the work we do and services we deliver
- We are proud to support our communities to make Barnsley a better place
- We are proud of our achievements

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:

<p>Thriving and vibrant economy</p>	<p>Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes.</p> <p>Reduce worklessness amongst those currently unemployed and increase the skill levels of our current and future workforce.</p> <p>Contribute towards making the wards of Dearne North and Dearne South a more inviting place to live and work. Use volunteering schemes in order for the residents to gain new skills and experience. Encouraging new businesses into a more attractive, vibrant and clean village.</p> <p>Encourage people who live and work in the two wards of Dearne North and Dearne South To “love where they live” and take pride in their local environment.</p>
<p>Supporting strong resilient communities</p>	<p>Ensure people of all ages have a much greater involvement in the designing, delivery and evaluation of services in order to actively participate in improving their lives and Barnsley</p> <p>Ensure customer services and the citizen experience of access is improved, and facilitate greater self-help</p> <p>Use the knowledge, capacity and experience which exists at community level to create a more resilient and self-reliant community.</p>
<p>Citizens achieving their potential</p>	<p>Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed</p> <p>Prioritise the safeguarding of vulnerable children and adults, and ensure that the risk of them getting harmed is kept to an absolute minimum</p> <p>Make the improvement of people's health and</p>

	<p>wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make</p> <p>Ensure that the Council plays a strong part in keeping the Borough safe, and work with others to improve community safety</p>
--	--

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

5.1

- To improve the physical appearance of the Dearne Area Council area and where appropriate work in partnership with local residents and/or local community groups/organisations
- Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the provision of both proactive and reactive work as agreed with Ward Alliances/ Area team and Council
- Inspire local people and encourage sustainability through engagement and education with volunteers, residents, local community groups and other organisations
- Encourage and support community responsibility for existing green areas/ shrub beds/planters
- Reduce the amount of littering, dog fouling in the area through education in schools and within local communities
- Liaison with environmental and housing enforcement services in hot spot areas
- Liaison with BMBC environmental services in order to enhance the Dearne offer

Under this contract the successful 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 Section 3, and include:-

5.2

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents including young people and community groups to initiate social action
- Local spend
- Use of local supply chains
  
- All persons employed by the provider to deliver this project must be paid the current UK living wage.



## 6. THE SERVICE/ACTIVITIES TO BE DELIVERED

- 6.1 The appointed provider will develop and deliver a service that: complements existing provision; addresses the needs of each ward in the area, meets the specified objectives; and delivers the outcomes outlined in this document.

Development of a strong collaborative working relationship with the Ward Alliance members in each of the wards will be key to the success of this project. The provider will be expected to adopt a community development role. They will be capable of interpreting community environmental improvement aspirations. **Crucially they will possess the ability to realise the projects through project design, recruitment, leadership and motivation of volunteers.** The provider will be expected to lead by example.

Dearne North and Dearne South service delivery plans that meet the needs in each ward and address hot spot areas should be developed in liaison with both Ward Alliances and delivered accordingly.

The interventions/activities to be delivered for each Ward as part of the plan may include delivering the following activities some of which will be in partnership with the community:

- Grass cutting
- Shrub bed maintenance/removal
- Tree planting
- Pruning vegetation
- Snow removal
- Hedge strimming
- Litter picking (Inc. Public Rights of Way)
- Remove fallen leaves- hot spot areas
- Dog fouling removal
- Removal of green waste
- Public area fence fixing
- Remove graffiti which is not racist or homophobic
- Removal of fly posters
- Weed control

In addition, and in liaison with the Dearne Area Team, the provider will be expected to:

- Deliver the clean and tidy plan as specified by the Ward Alliance members
- Support the various groups in their clean-up operations
- Work alongside the Safer Neighborhood team
- Work in partnership with local businesses

- Facilitate a environmental steering group  
Promote and encourage engagement through various mechanisms such as social media
- Educate the community of the issues associated with fly tipping etc.
- Support community grow projects e.g. community allotment plots
- Organise / assist / lead with community clean ups
- Promote street pride  
Support the delivery of restorative justice litter picks for juvenile offenders in partnership with Kingdom

The above is not an exhaustive list and there may be other activities you wish to include.

The provider will be expected to tailor their work to suit seasonal variations in demand and support for community events and/or community clean ups will be an integral part of the work.

The provider will be expected to act as the “eyes and the ears” in the community and be responsible for reporting other matters not necessarily within their scope of responsibility so that this can be actioned by the respective Council service.

This would include reporting:

- Discarded needles
- Graffiti
- Fly Tipping
- Problems with trees
- Housing and environmental enforcement issues

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

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

The provider will be responsible for disposing of the waste generated by them, and recycling carried out wherever possible. Any waste generated by the provider as part of community activities or projects 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.

Provide information for the Area Council and BMBC Communications Department Work to highlight the work taking place, the improvements being made in order promote the good work happening in the area. This should encourage more witness reports to come forward from the community.

It will be very important that this service is delivered in close liaison with Neighbourhood Services and existing community groups to ensure that overall

service delivery is co-ordinated and complementary. The provider is also expected to work closely with housing and environmental enforcement services.

The service must be flexible and reactive as well as proactive. The service is expected to deliver to 'hot spot' areas as identified by elected members/Ward Alliances, to improve the environment in a way which is sustainable. Both of the wards plans will include an equal number of working hours but with the flexibility to deliver on the key requirements of each area, each having different needs.

In times of austerity, sustainability is key. The provider will be expected to give consideration to the whole lifespan of the project. This should include a well-planned exit strategy to ensure that the additional capacity within the community continues to benefit the Dearne Area even after the contract has concluded.

7. TARGET GROUPS AND/OR AREAS

7.1 The Service should be delivered proportionately across each of the two wards of the Dearne Council area. Hot spot areas in each of the wards should however be prioritised through the Ward Alliances.

8. EQUALITY IMPACTS

8.1 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, culture, lifestyle 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.

Please also refer to Section 4 - Form of Contract.

9. PERFORMANCE MEASURES/OUTPUTS

9.1 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/measuring. Final measures and targets will be agreed prior to contract commencement. Please refer to Section 2 – Tender Quality Questionnaire.

9.2 Table 1

<i>Outcomes</i>	<b>INDICATIVE</b>	<i>(Evaluation Methodology – provider to make</i>
-----------------	-------------------	---

	<b>Outcome Indicators</b>	<i>recommendations in their tender return)</i>
Create a well maintained, clean, safe, well presented and welcoming physical environment	Reduction in complaints	
Local communities involved in ensuring areas are kept clean and litter free	Increase the number of residents engaged in volunteering activities in the community  Reduction in complaints	
Residents/community groups taking responsibility for existing green areas/ shrub beds/planters etc.	Increase in support for local community groups  Increase in new volunteers/groups	
Identify opportunities to build skills and work experience at local level	Increase in people accessing opportunities	
Educate residents on the environmental issues surrounding fly tipping and littering	Reduction in littering and complaints	

#### 10. PROCUREMENT PROGRAMME

Tenders issues via Yortender	7 <sup>TH</sup> October 2106
Deadline for Tender Queries	24th October 2016
Tender Return	31 <sup>st</sup> October 2016
Tender Evaluation	1 <sup>st</sup> November 2016 – 25 <sup>th</sup> November 2016
Tender Presentations	w/c 18th November 2016
Tender Report and Approval to Award	w/c 18 <sup>th</sup> November 2016
Standstill Period and Feedback	25 <sup>th</sup> November 2016
Issue of Letter Intent and Contract	5 <sup>th</sup> December 2016

Contract Lead in Period	January 2017 – March 2017
Contract Start Date	1 <sup>st</sup> April 2017

11. CONTRACT VALUE AND CONTRACT DURATION

11.1 The estimated annual cost of this procurement is £75.000 in total, over a 1 year period with the option to extend for a further year finance and performance permitting.

12. CONTRACT TERMS AND CONDITIONS

12.1 See Section 4 – Form of Contract.

### 13. CONTRACT MONITORING AND RECORDING REQUIREMENTS

13.1 The Provider will need to be able to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and outputs. There is a key requirement of the provider to:

- Meet the Contract Manager for a monthly operational meeting for the first three months of the contract.
- Thereafter provide a quarterly report to the Contract Manager against each of the ward plans. This information will be shared with the area council.
- Collect, collate and report on a range of agreed indicators on a quarterly basis (see milestones) as part of a quarterly report. This should also include the submission of 2 case studies per ward (group, individual or illustrating good practice/ innovative work) together with supporting photographs.
- Attend quarterly meetings with the contract manager to discuss the quarterly report and request any additional information/provide clarification, if required.
- Establish an environmental steering group with members of both ward alliances
- Attend the Area Council Meeting as requested.
- An end of year report to be submitted (see milestones)
- An end of Project report and lessons learned to be submitted 3 months before the contract end date.

The Area Council Manager will review performance in liaison with the Dearne Area Council and may reasonably ask for additional information at any time.

Service provision will be subject to annual review

### 14. QUALITY STANDARDS

The provider will have all relevant policies and procedures in place.

The provider of this service will be required to adhere to the Health and Safety at Work Act 1974 at all times and any other relevant guidance and directives in force or subsequently issued. In addition the provider is required to achieve accreditation under one of the Safety Schemes in Procurement.

The Service Provider will ensure that:

- 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
- All staff are equipped with appropriate training, (including needle search training) staff development and supervision.
- 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

- It holds a valid Waste Carriers Licence
- 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.

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery.
- The Service Provider will submit reports summarising any complaints, investigations and remedial actions

Please also refer to Section 4 – Form of Contract