

BARNSELY METROPOLITAN BOROUGH COUNCIL

**North Area Council Meeting:
3rd February 2014
Agenda Item: 5**

**Report of North Area Council
Manager**

North Area Council update on priorities and commissioning

1. Purpose of Report

- 1.1 To update the North Area Council on the progression of projects suitable for Area Council Commissioning. These projects are based on priorities previously agreed.
- 1.2 This report outlines the role of elected members in the Area Council Commissioning process and updates Members.

2. Recommendation

- 2.1 That the North Area Council approve the outline project specification for Healthy Eating. Enabling the procurement process to commence.
- 2.2 That the North Area Council identify a Ward representative from each ward to help develop the Anti-Poverty, Advice and Guidance Provision project.
- 2.3 Members note the role that they play in the Area Council Commissioning process and the progress made in taking forward the North Area Council priorities as outlined in Appendix 1.
- 2.4 That the North Area Council identify 'Environment' as an Area priority.

3. Background and context

- 3.1 At earlier meetings of the North Area Council and subsequent workshops the North Area Council identified the following priorities and potential areas for investment.

Area Priorities

Health and Wellbeing
Youth Provision
Anti-Poverty
Regeneration & Economic Development

Potential Areas for Investment

Healthy Eating Healthy Lifestyles
Access to Employment
Financial Management & One Stop Shop
Economic and Social Regeneration

- 3.2 This report aims to update the Area Council on the development of the areas being considered for investment.

4. Key Consideration

- 4.1 It is important to note that the spend of the Area Council Devolved Budget is intended to commission services which will address the corporate priorities:

- Growing the economy
- Changing the relationship between the council and the community
- Improving people's potential and achievement

4.2 In order to achieve these priorities 18 outcomes (Appendix 2) have been identified which should help to inform decision making at Area Council level.

4.3 North Area Council Members should also note that a number of the projects being considered for investment by the North Area Council will be subject to a price / quality split in the procurement's evaluation criteria. This is due to the qualitative nature of the projects being considered. Ideally this information should be available when the Area Council is asked to agree a project. In this case should the information not be available at the meeting it is recommended that either the Assistant Chief Executive or the Assistant Director of Neighbourhoods, Access and Support agree the price quality split and quality evaluation in consultation with the Area Chair.

5. Project Specifications – Current Situation and Next Steps

5.1 Youth Provision: The specification of requirements for 'Employability of Under 25s – Summer Holiday Internship' with a contract value anticipated to be in the region of £45,000 was approved at the additional Area Council meeting on the 13th January. Subsequently the remainder of the 'buying pack' has been developed in preparation of advertisement in early February. Below are the indicative timescales for procurement:

<i>(Activity/Action)</i>	<i>(By When)</i>
Place tender advert	w/c 3 rd February 2014
Tender Return	Friday 21 st February, 4pm
Tender Evaluation	w/c 24 th & February & w/c 3 rd March 2014
Tender Report and Approval to Award	w/c 3 rd March 2014
Standstill period and feedback	w/c 10 th & 17 th March 2014 (10 working days)
Issue Letter of Intent / Contract	w/c 24 th March
Provider to determine delivery schedule.	

5.2 Health and Wellbeing: The project's primary focus is on healthy eating but has been expanded to take into consideration other aspects that affect a person's overall wellbeing. The specification has been developed by Public Health, as specialists in this area. A copy of the draft outline specification Appendix 3 was received by the Area Council on the 13th January 2014. This includes a sliding scale of options. A final version of the specification is expected in advance of the Area Council meeting on the 3rd February 2014.

5.3 Anti-poverty: Consideration is being given to a project with incorporates a 'One Stop Shop' provision to address poverty throughout the area. However is acknowledge that there is already some community based provision in the North Area, which the Area Council would not wish to duplicate. It is the intention to provide outreach services to ensure that support and information is easily available across the North Area. A progress meeting to seek further advice has been scheduled for Wednesday 29th January.

5.4 Economic Regeneration

A business start-up grant with additional advice and guidance provision is being considered to meet this priority. However this is in it's exploratory stages and will be presented at a later date.

It is also worth noting that the opportunity to commission additional enforcement services is also being explored to meet this priority.

5.5 Environment

It has become apparent from Ward Alliance Priorities that further consideration is needed by the North Area Council in relation to the Environment and visual amenity of neighbourhoods. This is specifically linked to the need for additional enforcement provision. In response the North Area Council are to receive a presentation from the Head of Community Safety and Enforcement to determine how this priority can be addressed. It will then be necessary to establish the needs of the individual Wards, in order that a bespoke service offer can be designed appropriately.

Appendices:

Appendix 1: Role of elected members in the Area Council Commissioning Process.

Appendix 2: Barnsley's 18 Outcomes

Appendix 3: Draft Healthy Eating Outline Specification - (a final version is expected in advance of the North Area Council meeting on 3rd February 2014).

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Date:
January 2014.

Appendix 1

Determine the challenge to be addressed and the outcomes which are sought (this could include involvement in working groups, workshops etc as well as discussions at formal Area Council meetings).



Approve (at a formal Area Council meeting) a specification against which goods or services can be procured or commissioned - dependent upon value and nature of requirements.

- If the decision is to be made on price and quality, particular consideration of the quality criteria and the weighting is required.
- Where a tender evaluation panel is required Members (without an interest as defined in the Members Code of Conduct) will be invited to put themselves forward for this.



Members who are not part of the tender evaluation panel can then promote the tender opportunities to local businesses/organisations.



Members who are part of the tender evaluation panel will meet with relevant officers to assess the submissions against the pre-agreed quality criteria.

- The outcome of this assessment will then be independently evaluated with the price element (utilising the weighting previously agreed by the Area Council) in order to determine the successful company.



Members will receive a report *for information* to the subsequent Area Council of the outcome of this process. A specific report to Cabinet on the outcome of each decision is not required.



Members will have a monitoring role over the commissioned goods/service in order to evidence whether outcomes are being achieved. This may just involve reports to Area Council meetings but proactive investigation and/or involvement by Members will be encouraged so that the success or otherwise of the commissioned service can be experienced first-hand. Members will also receive a review of the commissioned service as part of formal project close-down.

Appendix 2**Barnsley, a Borough that works to.....**

In order to achieve these priorities we have set out 18 outcome statements. These statements help to explain most of what we do and provide focus on how we will progress and achieve.

Priority	We will work to.....
	1. Create the conditions for economic growth and greater prosperity
	2. Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes
	3. Reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce
	4. Develop a vibrant Town Centre
	5. Prioritise the economic renewal of Goldthorpe and the wider Dearne area
	6. Significantly strengthen our visitor economy by further developing our key cultural assets and events
	7. Improve the quality of learning and leadership in schools to support better educational attainment levels
	8. Ensure high quality partners are engaged in our new relationship with schools
	9. Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed
	10. Prioritise the safeguarding of vulnerable children and adults, and ensure that the risk of them getting harmed is kept to an absolute minimum
	11. Make the improvement of people's health and wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make
	12. Prioritise the reduction of health inequalities between different parts of the Borough and the Borough and the rest of the country
	13. Ensure that the Council plays a strong part in keeping the Borough safe and work with others to improve community safety
	14. Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley
	15. Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering
	16. Ensure customer services and the citizen experience of access is improved – we are a successful customer service organisation and our plans facilitate greater self-help
	17. Engage local communities in helping them shape the decisions and services in their neighbourhood
	18. Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice

Appendix 3**North Area Council Commissioning**

Specification of Requirements for:
Healthy Eating – Cook and Eat

1. Brief Summary of Service

To deliver practical 'Cook and Eat' courses offering basic cooking skills, healthy eating and budget information to community participants on a low income.

2. Background and Context

Smoking is the most common risk factor in the North Area and accounts for 20 % of deaths followed by high blood pressure at 16%, high cholesterol 11% and obesity at 10%. It is believed that these risk factors can be reduced by improving people's diet and encouraging a more active lifestyle.

In the UK, the poorer people are, the worse their diet, and the more diet-related diseases they suffer from. Poor diet is a risk factor for the UK's major killers of cancer, coronary heart disease (CHD) and diabetes. Yet it is only in the past few years that the immense contribution it makes to poor health has been quantified: poor diet is related to 30% of life years lost in early death and disability (World Health Report 2002: Reducing Risks, Promoting Healthy Life). Poor nutrition has been linked to behavioural problems and lack of concentration in children at school (Peplow M 2002. Full of Goodness).

Inequalities in people's diets can result in inequalities in people's health. Those on low incomes suffer from poor diets, as evidenced by lower fruit and vegetable intakes, and a higher prevalence of dental caries among children. They are also disproportionately affected by the major killer diseases. One of the more startling statistics is that diabetes, which is a diet related disease, is one and a half times more likely to develop in people in the most deprived 20% of the population, compared with the average (Department of Health 2002. National Service Framework for Diabetes).

Significant health benefits can be achieved at both the population and individual level by enabling a shift towards the recommended balanced diet. Eating healthily is a major contributory factor to a person's overall health and wellbeing and can have a profound impact on a person's life expectancy.

"Diet is about what is available, what is accessible, what knowledge people have, what skills they have in shopping and cooking and about how these things have settled into the family and community tradition." The North Area Council hope to educate local people that not only is eating healthily good for your health and wellbeing it can also be cheaper (Rooney B (2008) The Food Report).

3. Strategic Aims and Priorities**BMBC Priorities**

Changing the relationship between Council and the Community	
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Area Council Priorities	
Health and Wellbeing – Healthy Eating	
Anti-Poverty	

4. Specific Aims and Objectives of the Service / Project

Access to affordable healthy foods is made difficult by poor transport and housing, deprived neighbourhoods and limited opportunities to obtain practical cooking skills. (Nutrition + food poverty - A Toolkit 2004).

The aim of this project is to deliver a community based nutrition education programme ('Cook & Eat') that supports people who want to develop their cooking skills, and who have an interest in healthier eating, particularly where cost is a consideration. The programme should offer hands-on practical experience of preparing and cooking food. The participants should complete the programme with increased knowledge and confidence about preparing well balanced meals from inexpensive ingredients. Providing them with a solid foundation to prepare nutritious meals for their family.

This piece of work should compliment the provision already available in children's centres and the local community, but more importantly it should help to prevent families from reaching a situation or period in which things are very difficult and uncertain. Signposting to support services in order to prevent complete breakdown and a dependency on crisis intervention services such as the Foodbanks which in turn should help reduce pressure on the limited available resources.

5. The Service/Activities to be Delivered

The 'cook and eat' courses should run for a period of 6 – 8 weeks depending on the course content and the demand. The course must be tailored to meet the individual needs of the client group (s).

Although the course is intended to be practical and provide the participants with new skills, it is also vital that the participants are educated in all aspects of a healthy diet. The course content should include: food hygiene, food preparation, nutrition and a healthy plate, food labelling, the five main food groups, but also educate people about which foods and drinks are higher in sugar and the importance of moderation. The course should follow the recommendations in "The Balance of Good Health" and should include an awareness of budgeting and participants should be able to prepare a balanced meal at a cost which reduces the temptation for them to rely on convenience foods and takeaways.

Information should be made available for all participants in relation to support services that area available should they be needed.

Please complete questions 6 or 7 as appropriate

6. Target Groups and Accessibility

It will be the responsibility of the provider to work with local referrers to fill the courses. Referrals for this project should come from the following organisations, but self referrals should be accepted on the basis of need

Childrens Centres
Local schools
Food banks
Local Welfare Assistance
Health Trainers

All participants should be residents of the four North Area Council Wards: Darton East, Darton West, Old Town and St Helens.

7. Location and Area

The project is to be made available in each of the four wards within the North Area Council. Darton East, Darton West, Old Town and St. Helen's

There are a number of community and school venues that could be utilised within The North Area for this programme ensuring that the Area Council supports local facilities via the project it commissions.

8. How will this work help to improve the local area

By improving people's knowledge and skills around cooking, budgeting and growing it will improve the health and wellbeing of the participants, and reduce the health inequalities which exist in Barnsley. Improving people's health and wellbeing should help to reduce the demand on the local health / medical provision and services.

It should also enable local residents to meet other people from within their local community, give them the chance to work together to achieve shared goals. This will build capacity locally and improve community cohesion.

9. Performance Measures		
9a. Outcomes <i>(What good, benefit, change are you expecting to achieve as a result of the service or activity being delivered?)</i>		
<i>(state outcome)</i>	<i>(evidence)</i>	<i>(Evaluation Methodology)</i>
5 a day Campaign to inform local residents in each of the four Wards of the importance of eating more fruit and vegetables	Number of leaflets given out Pre and Post questionnaires for participants	Quantitative survey Qualitative survey
Improved knowledge about eating healthily on a budget.	Pre and post activity questionnaires Course Content Case Studies	Qualitative survey
Increased Food preparation and Cooking Skills	Course Content Course Diary Photographs Pre and post questionnaires Case Studies	Quantitative and Qualitative Surveys
Increase in number of local people volunteering	Signing in Sheets Activity Diaries Training Courses Completed Case Studies	Quantitative survey
9b. Outputs (collectables) <i>(Easy to measure actions, units, events that tell us how much, how many or how often)</i>		
<i>(Output)</i>	<i>(Target Number)</i>	<i>(Supporting Evidence)</i>
Participants completing the course	2 Courses per Area with 8 participants (64 participants in total)	Signing in Sheets, Pre and Post Activity Questionnaires, Case Studies
Number of local people trained to delivery Cook & Eat within each Area	16 local people trained to deliver Cook & Eat	Signing in Sheets, Pre and Post Activity Questionnaires, Case Studies
9c. Milestones for delivery		
<i>(Activity/Action)</i>	<i>(By When)</i>	<i>(Supporting Evidence)</i>
Set up and develop a local Food Network to act as a Steering group to co-ordinate activity and prevent duplication	1st Meeting to be set up by mid April 2014	Signing in Sheets, Terms of Reference, Minutes of Meetings
2 x 6 Week Cook and Eat	Beginning of May 2014	Course Diaries, Pre and Post

Courses set up in Darton East, Darton West, Old Town, St. Helen's	Beginning of September 2014	questionnaires, Photographic Evidence, Case Studies
Local community members to be trained to deliver similar courses in their area to encourage sustainability	4 people to be trained per Area	Learning Diary, Signing in Sheets, Certificate of competence/completion/ Attendance

9c. Milestones for commissioning

Place tender advert		
Tender Return		
Tender Evaluation		
Tender Report and Approval to Award		
Standstill period and feedback		
Issue Letter of Intent / Contract		
Provider to determine delivery schedule.		

10. Contract Value

In order to ensure sustainability it is important that this project is more than "Cook & Eat" . The local community must be engaged in improving nutrition and health. Isolated action will only have a limited impact and a partnership approach is necessary.

Working with local schools, children's centres, allotments and growing projects will give this project a higher profile and more chance of improving the health and wellbeing of individuals and families.

I have included two more options below for consideration and outputs and outcomes above would be altered accordingly if successful.

(N.B. Further advice needed from Public Health on who would be best to deliver this project – Adult Education is suggested. Do they have capacity to oversee the project / management fee? Do they have capacity to oversee the development of Options 2 & 3?)

Option One:

To deliver 2 Cook & Eat type courses in each of the 4 Wards in 2014

Cost of delivery by Adult Education per course each with 8 participants	£800
Cost of providing ingredients to each participant per course	£40
Cost of Room Hire - varies depending which venue is used	£120 - £350 per course
Cost of Setting up each monthly Local Food Network to include room hire and refreshments	£100

TOTAL: £1060 to £1290 per course depending on venue costs

12. Monitoring and Recording Arrangements

(i.e. regular meetings, progress reports from suppliers etc.)

The provider will be required to meet with the Area Council Manager, Area Council Chair and Area Public Health Link during the planning stage, once during the delivery stage and after delivery but prior to evaluation.

On completion of the programme the provider will deliver an evaluation presentation to the Area council meeting.

The Area Council would welcome suggestions of how Elected Members of the North Area Council may be engaged in the Monitoring and Evaluation Process.

13. Quality Standards

The provider will be required to comply fully with the Provider's own and BMBC's procedures and policies relating to safeguarding.

All staff employed or engaged by the Provider will be subject to a DBS check.

Experience/Referees :

The provider will be expected to provide CVs for all staff responsible for the delivery of the programme.

Please provide contact details for suitable referees that we can contact and that can endorse your track record of successful delivery of similar events.

14. Commissioning/Procurement Officer Details

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