

BARNSELY METROPOLITAN BOROUGH COUNCIL

**South Area Council Meeting:
7th April 2014**

Agenda Item: 3b

**Report of South Area Council
Manager**

**Environmental Priority – Community Enabling Project ('Tidy Team')
To agree an amended tender specification**

1. Purpose of Report

- 1.1 To explain why a revised 'Tidy Team' tender specification has been produced for the Hoyland Milton and Rockingham wards only, to replace the draft tender specification agreed for the two wards at the South Area Council meeting on 28th February 2014
- 1.2 To seek agreement for the revised 'Tidy Team' tender specification for the wards of Hoyland Milton and Rockingham only. It should be noted that the 'Tidy Team' specification for Darfield and Wombwell wards agreed at the South Area Council meeting on 28th February remains unchanged.

2. Recommendation

- 2.1 That the South Area Council approves the revised 'Tidy Team' tender specification attached at Appendix A for the Hoyland Milton and Rockingham wards only, at a cost of £75,000 per year
- 2.2 Due to timescales, that the final approval of the Procurement Strategy with an agreed Price/Quality split is delegated to the Assistant Director Neighbourhoods, Access and Support, following consultation with members, including the Area Chair.

3. Community Enabling project ('Tidy Team') – progress to date

- 3.1 Although the South Area Council had not initially agreed to tackle environmental issues as one of its priorities, it became clear through a series of meetings and workshops held in autumn/winter 2013 and early 2014 that the Environment would need to become an additional priority which would require commissioned work.
- 3.2 This was prompted by a range of issues, including the heavy emphasis put on environmental issues by all the Ward Alliances, the heavy emergence of environmental issues as a priority from community consultations and briefings received from Neighbourhood Services about cuts to existing services through the KLOE process.
- 3.3 As a result, the South Area Council formally adopted the Environment as one of its key priorities at its meeting on 28th February 2014.
- 3.4 The South Area Council also approved a draft tender specification for a Community Enabling Team (later renamed the 'Tidy Team') to provide a range of small scale environmental work and projects at a cost of £150,000 per year to cover the four wards within the South Area.
- 3.5 To encourage smaller and more local organisations to apply, the tender was approved as two contracts – one at £75,000 per year for the Hoyland Milton & Rockingham wards and the second at £75,000 per year for the Darfield and Wombwell wards. Each tender would provide 2 staff + 1 apprentice and a vehicle to be used for a range of environmental tasks.

- 3.6 As a result of the briefings received from Neighbourhood Services about how services will change as a result of budgetary reductions, the Hoyland Milton and Rockingham members decided that they wished to revisit their 'Tidy Team' specification, as they felt it was not fit for purpose in the light of the information from Neighbourhood Services. Members particularly felt that the original tender did not provide opportunity for the Tidy Team to be proactive and to get involved in local environmental projects and activities.
- 3.7 On 28th March 2014, a workshop was held for the Hoyland Milton and Rockingham members to work alongside officers from Neighbourhood Services and Berneslai Homes to consider their new tender specification in more detail. The results of the workshop have been drafted into a new Tidy Team tender specification which is attached at Appendix A.

Appendices

Appendix A - Tidy Team Specification

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Date:

31st March 2014.

Appendix A

SOUTH AREA COUNCIL

Specification of Requirements for providing a 'Tidy Team' to carry out local environmental work & support local environmental projects.

1. Brief Summary of the Service

The South Area Council wants to commission a Provider to deliver a service that will complement existing service provision to improve the overall environmental appearance of the Hoyland Milton and Rockingham wards.

The service will contribute to maintaining a clean, well presented and welcoming physical environment in these two wards, through both a reactive and proactive approach to the issues of littering, dog fouling, shrub bed maintenance, cutting back etc.

Wherever possible the service should involve local people in sustaining their own neighbourhoods and inspire people to ***Love Where You Live***. Engaging with local residents, community groups and volunteers will therefore be an integral part of this service.

Background information about the South Area (of which Hoyland Milton and Rockingham wards are a part) and the South Area Council which serves it can be found at Appendix 1.

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, work experience placements, apprentice opportunities and local labour should be used.

We are keen to see the involvement of local people, groups and businesses in this service, not only through volunteering and stakeholder engagement, but also via formal sub contracting arrangements at a local level, where appropriate.

2. Background and Context

The South Council area is a diverse area that is made up of four wards; Darfield, Hoyland Milton, Rockingham and Wombwell. The population of the area is approximately 45,000, living in a wide variety of settings, ranging from high density urban environments through to quiet country villages.

The local environment has been highlighted as a cause for concern by local residents across the area through its three Ward Alliances and this view is supported

by extensive community consultation around ward priorities, which has seen environmental issues emerging as the top priority across all of the four wards.

This tender specification covers the Hoyland Milton and Rockingham wards only. The total population of these wards is approximately 23,000, living in an area of around 17 square kilometres.

The two wards include a number of high density urban areas with a mix of social and owner occupier housing. It also includes a number of green areas, small parks, a borough park, heritage/conservation areas, distinct villages, town/village centres and countryside parks. The Trans Pennine trail also runs through parts of the two wards.

An existing and ongoing service that includes litter picking, dog fouling, fly tipping, weed killing, grass cutting, hedge cutting etc. has been delivered by the Council's Neighbourhood Services team for a number of years.

The service to be procured should therefore complement the continuing provision offered by Neighbourhood Services and proactively engage the local community in keeping their neighbourhoods clean and tidy. The service to be procured should also work with the large number of existing individuals and/or community groups already involved in a wide variety of environmental projects, ranging from litter picking to community growing schemes.

The service to be commissioned will also be complemented by an enforcement service which is currently being procured by the South Council, which will focus primarily on serving Fixed Penalty Notices for dog fouling, littering and parking offences.

3.Strategic Vision, Values, Aims and Priorities

3a. Barnsley Council's Vision and Values

Vision:

Working together for a brighter future, a better Barnsley

Values:

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

Honesty

- 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

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

3b. BMBC Corporate Priorities and Outcome Statements

In developing and delivering this service, the provider should ensure that it is contributing to the Council's Corporate priorities and outcome statements as outlined below.

Thriving and vibrant communities	-Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes to reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce.
Supporting resilient communities	<p>-Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley</p> <p>-Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering</p> <p>-Ensure customer services and the citizen experience of access is improved-facilitate greater self-help</p> <p>-Engage local communities in helping them shape decisions and services in their neighbourhood</p>
Citizens achieving their potential	<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 wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make</p> <p>-Prioritise the reduction in health inequalities between different parts of the Borough</p> <p>-Ensure that the Council plays a strong</p>

	part in keeping the Borough safe, and work with others to improve community safety
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4. Specific Aims and Objectives of the Service

- To improve the physical appearance of the Hoyland Milton and Rockingham wards 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 through a local multi agency steering group
- Inspire local people and encourage sustainability through engagement with volunteers, residents, local community groups and organisations
- Encourage residents, community groups, schools and local businesses to take greater responsibility for their own immediate environments

- Reduce the amount of littering, dog fouling in the area through work with schools and within local communities
- Liaison with environmental enforcement service in hot spot areas

5. Social Value Objectives of the Service

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:-

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Use of local Voluntary Community Organisations and community groups
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents to initiate social action
- Working with existing "friends of" groups and community groups to encourage local action
- Local spend
- Use of local supply chains and local sub- contractors

6. The Service/Activities to be Delivered

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. The needs in each ward will be identified and tasked through a local multi agency steering group.

The interventions/activities to be delivered may include the following:

NB: This list is not exhaustive and other environmental tasks may be identified through the steering group at local level.

- Shrub bed maintenance/removal, particularly focusing on town centre areas and other priority areas as identified
- Pruning vegetation, hedge strimming & weed control, particularly around footpaths and ginnels not covered by Neighbourhood Services
- Reactive litter picking and dog fouling removal at identified hotspots
- Support to community based litter picks with local people/groups, including the Hoyland Milton and Rockingham Ward Alliance
- Manual sweeping of footpaths and pavements to complement existing Neighbourhood Services schedule and for identified hotspots
- Small outdoor maintenance jobs – for example, painting benches
- Provide a basic garden maintenance service for elderly or disabled residents living within the 2 wards
- Support existing community environmental projects and groups – for example, community growing projects, Resident Action Groups, Friends of groups
- Support & training of volunteers/community groups around environmental skills, including the use of power tools
- Work with primary and secondary schools to get them involved in environmental projects which encourage personal responsibility for the environment
- Develop relationships with local businesses to encourage greater involvement in local environmental projects and greater personal responsibility for their own environments
- Work with Community Payback and other Restorative Justice environmental activities within the area
- Support the development of ‘Adopt a Verge’ type schemes where developed
- Liaison with Environmental Enforcement Officers to highlight hotspot areas and to develop joint campaigns
- Seasonal activities – for example, snow and leaf clearance
- Erection, maintenance and dismantling of public Xmas trees and decorations

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
- Asbestos

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 and kept in a secure place.

The provider will be responsible for disposing of the waste generated by them, and recycling will be carried out wherever possible. The Service 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.

Work with local media and through social media channels should take place to highlight the work taking place, the improvements being made and to change the relationship between community and council. 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 to ensure that overall service delivery is co-ordinated and complementary. The provider is also expected to work closely with 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 the multi -agency steering group to improve the environment in a way which is sustainable.

7.Target Groups and / or Areas

The Service should be delivered proportionately across the Hoyland Milton and Rockingham wards of the South Council area. Hot spot areas in each of the wards should however be prioritised through the multi-agency steering group, using local intelligence from a range of sources, including the Hoyland Milton and Rockingham Ward Alliance.

8. Equality Impacts

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.

9. Performance Measures

9a. Outcomes

The following are the outcomes that the provider is expected to achieve as a result of the service being delivered.

Specific outcome measures, targets and methodology for measuring to be proposed by provider .

Targets will be agreed prior to commencement of contract.

<i>Outcomes</i>	INDICATIVE Outcome Indicators	<i>(Evaluation Methodology)</i>
Creating a well maintained, clean, safe, well presented and welcoming physical environment	Reduction in complaints/ requests for service	
Local communities involved in ensuring areas are kept clean and litter free	Residents taking part in volunteering activities	
Reduction in levels of littering and dog fouling.		
Residents/community groups taking responsibility for green areas/ shrub beds/ planters etc.	Increase in number of community groups established	
Increase skills and work experience at local level		
Increase the number of people engaged in volunteering activities in the community		

9b. Outputs.

Easy to measure actions, units, events that tell us how much, how many or how often.

Exact measurements and targets to be determined when the final interventions are agreed

9c. Milestones		
<i>(Activity/Action)</i>	<i>(When)</i>	
Tender Return	Early May 2014	
Tender Evaluation	Late May 2014	
Provider Interviews	Late May 2014	
Tender Report and Approval to Award	Late May 2014	
Standstill Period and Feedback	Early June 2015	
Contract commences	Mid June 2014	
Develop and agree SLA's for each of the 5 ward areas	Mid July 2014	
Year 1 Quarter 1 report submitted	End of September 2014	
Y1 Quarter 2 report submitted	Early January 2015	
Y1 Quarter 3 report submitted	Early April 2015	
Y1 Quarter 4 and end of year 1 report submitted	Early July 2015	
Y2 Quarter 1		
10. Location/Availability/Accessibility of the Service		
Service to be delivered within the boundaries of the Hoyland Milton & Rockingham wards.		
11.Contract Value		
<ul style="list-style-type: none"> • The estimated cost of the Service is £75,000 for a service to cover the 2 wards of Hoyland Milton and Rockingham • The contract will initially be for one year, with potential for extending by a further one year subject to satisfactory contract performance and future funding being available. 		
12. Contract Terms and Conditions		
Please see contract.		

13. Monitoring and Recording Arrangements

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:

- Provide a quarterly report to the Contract Manager against the priorities identified by the steering group
- 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 (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.
- 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 South Area Council and may reasonably ask for additional information at anytime.

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.

- 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

15. Commissioning/Procurement Officer Details

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