

<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 16 June 2016
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## AGENDA

- 1 Declarations of pecuniary and non-pecuniary interests

### Minutes and notes

- 2 Minutes of the Penistone Area Council meeting held on 14th April, 2016 (PAC.16.06.2016/2) *(Pages 3 - 6)*
- 3 Notes from the Penistone East and West Ward Alliance held on 28th April, 2016 (PAC.16.06.2016/3) *(Pages 7 - 10)*

### Performance

- 4 Report on the use of the Ward Alliance Fund (PAC.16.06.2016/4) *(Pages 11 - 12)*
- 5 Performance report (PAC.16.06.2016/5) *(Pages 13 - 24)*
- 6 DIAL drop-in sessions
- 7 Penistone Market Check and Challenge Exercise

### Items for information

- 8 Procurement and financial update (PAC.16.06.2016/8) *(Pages 25 - 28)*

### Items for decision

- 9 Undergraduate placement (PAC.16.06.2016/9) *(Pages 29 - 30)*

To: Chair and Members of Penistone Area Council:-

Councillors Barnard (Chair), David Griffin, Hand-Davis, Millner, Unsworth and Wilson

Area Council Support Officers:

David Shepherd, Penistone Area Council Senior Management Link Officer  
Lisa Lyon, Area Council Manager  
Joe Micheli, Lead Locality Officer  
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on 01226 773147 or email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 8 June 2016

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<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 14 April 2016
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## MINUTES

**Present** Councillors Barnard (Chair), Hand-Davis, Millner, Unsworth and Wilson.

### 38 Declarations of pecuniary and non-pecuniary interests

No Members declared an interest in any item on the agenda.

### 39 Minutes of the Penistone Area Council meeting held on 11th February, 2016 (PAC.14.04.2016/2)

The Area Council received the minutes of the previous meeting held on 11<sup>th</sup> February, 2016.

It was noted that Councillor Hand Davis did not take up the position as Trustee of DIAL, however it was reported that the drop in session was going well.

Members discussed arrangements regarding the commemoration of the centenary of the Battle of the Somme, noting the desire to avoid clashes wherever possible.

**RESOLVED** that the minutes of the Penistone Area Council meeting held on 14<sup>th</sup> February, 2016 be approved as a true and correct record.

### 40 Minutes from the Penistone East and West Ward Alliance held on 21st January, 2016, and 10th March, 2016 (PAC.14.04.2016/3)

The meeting received the notes from the Penistone East and West Ward Alliance held on 21<sup>st</sup> January and 10<sup>th</sup> March, 2016.

Members discussed issues relating to the advertising of the Round Table events. For many years the bridges on the Trans-Pennine Trail had been used to display banners to advertise events, but more recently officers in highways had raised issue with the practice and banners had been removed.

It was suggested that the practice had not historically caused any issues, and Members sought to reinstate this if possible, restricting it to temporary notices for community use.

A Member asked whether there had been progress with the purchase of a community defibrillator. It was agreed that this question be raised at the next meeting of the Ward Alliance.

A brief update was given on the Working Together Fund. It was noted that significant efforts had been made to promote the fund and now 11 applications had been received.

**RESOLVED:-**

- (i) that the notes from the Penistone East and West Ward Alliance held on 21<sup>st</sup> January and 10<sup>th</sup> March, 2016 be received; and
- (ii) that the Chair discusses the issue of banner advertising on the Trans-Pennine Trail bridges with the Executive Director, Place.

**41 Report on the use of Devolved Ward Budget and Ward Alliance Fund (PAC.14.04.2016/4)**

The item was introduced by the Area Council Manager, who provided up to date figures detailing expenditure from the Devolved Ward Budget, Ward Alliance Fund and from funds allocated from Public Health.

Members noted that at the end of the 2015/16 approximately £540 of Devolved Ward Budget funding remained unallocated.

With regards to the Ward Alliance Fund, £53, 232.61 had been allocated and £9,406.53 remained to be carried forward into the 2016/17 financial year.

**RESOLVED** that the report detailing the use of Devolved Ward Budget and Ward Alliance Fund be noted.

**42 Presentation from Growforest**

Tom Handley from Growforest was welcomed to the meeting to give a presentation on the Countryside Skills commission, also known as Working Walls and Woods.

The presentation provided a reflection on the commission from its inception in September, 2014 to March, 2016. It focused on many of the 'softer' outcomes, which were more difficult to monitor, such as how the project had reengaged people with nature, changing their lives.

It was noted that the project had created a depot, and had rebuilt 100s of metres of walls in high profile public spaces, and had used 1940ft of string!.

The presentation focused on the individuals the project had engaged with, their backgrounds and the impact the project had on their lives. Though the dropout rate was high, those who engaged more fully in the project learned skills in dry stone walling, hedge laying and woodcraft. In addition many had increased their levels of confidence, taken greater responsibility and adopted a work ethic.

Members expressed their thanks for all the work on the project and the worthwhile impact it had made, surpassing expectations.

**RESOLVED** that Tom Handley be thanked for the presentation and his work on the commission.

#### **43 Social Return On Investment - Countryside Skills Commission (PAC.14.04.2016/6)**

The item was introduced by the Area Council Manager, referring to recent work undertaken to measure the Social Return On Investment of Area Council projects, with one being selected per area.

The methodology used assigned a monetary value to an activity or impact using any of 120 financial proxies, which had been arrived at through a body of research. Also taken into account were other factors such as leakage, attribution and deadweight.

For Penistone Area Council the methodology had been applied to the Countryskills Skills project, which had shown a Social Return On Investment of £7.47 for every £1 invested. This compared favourably with projects nationally averaging £5-6.

Members heard how the consultants involved in calculating the figures had commented on the high quality of data collected, and it was noted that officers were considering how this methodology could be used in future commissions.

#### **RESOLVED that:-**

- (i) The content of the report be noted;
- (ii) That the implications of Social Return On Investment be considered when planning future commissions.

#### **44 A Service to Support Isolated and Vulnerable Older People (PAC.14.04.2016/7)**

The item was introduced by the Area Council Manager, who provided a reminder of the background to the project. In February, 2016, Members had considered data and local intelligence relating to the Economic and Health priorities of the Area Council.

Further discussions took place at a workshop in March, 2016 where it was acknowledged that Penistone Wards had high levels of residents over 60 years of age. Both wards were also rural, with relatively poor transport links, and, in certain areas, few local facilities. It was therefore suggested that a specification be developed regarding a service to address the needs of isolated and vulnerable older people in the Penistone East and West Wards.

Members considered the draft specification of requirements, and noted the detail of the service. The service to be provided would include the provision of neighbourhood inclusion workers, a befriending scheme, the consideration of transport solutions, signposting individuals to available support and also assisting the establishment of new groups to provide support.

It was noted that part of the project would include identifying and supporting volunteers in the delivery of the service.

Members discussed the target group for the project. After some discussion it was agreed that including other vulnerable groups could alter the focus of the project, but that the project should not be age specific with an arbitrary cut off for those under 60.

It was suggested that the tender documentation ought to be more specific about supporting the target group to access the internet as part of the project, linking with

the roll out of superfast broadband in South Yorkshire. This was supported by all Members.

**RESOLVED that:-**

- (i) The specification of requirements be approved and be used to produce a full procurement strategy to procure a service to address the needs of isolated and vulnerable older people in the Penistone East and West area, to a value of £70,000;
- (ii) That the commission be until 31<sup>st</sup> March, 2017, with the option to extend the commission for a further year subject to funding being available, satisfactory performance of the provider, and the agreement that there is still a need for the service to be provided;
- (iii) That a price quality split of 80/20 in favour of quality be applied to the commission; and
- (iv) That authority be given to the Executive Director Communities to complete necessary paperwork to allow the project to proceed to procurement.

**45 Articles for the 2nd Edition of the Community Magazine (PAC.14.04.2016/8)**

The meeting considered the report which detailed the articles to be included in the next edition of 'Penistone Matters'.

Members suggested that further articles on the Parks for People project at Cawthorne Park or the work to improve broadband in the area, be included should further articles be required.

**RESOLVED** that Members noted the articles to be included in the 2<sup>nd</sup> edition of the community magazine.

**46 Penistone Area Review**

Members noted the Penistone Area Review, which had recently been published. It was acknowledged that printed copies would be made available in prominent community venues, and distributed to relevant officers and partners. It was noted that the document would be made available on the Barnsley Council website and it was suggested that the traffic to this page be monitored.

**RESOLVED** that the review be received and its content noted.

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Chair

**NOTES OF PENISTONE EAST AND WEST WARD ALLIANCE MEETING  
HELD ON THURSDAY 28<sup>th</sup> April 2016 AT PENISTONE TOWN HALL**

**Present:** Cllr R Barnard (Chair), Cllr A Millner, Cllr P Hand-Davis, A Pestell, A James, B Green, J Cutts, R Blyth, and J Kerr.

**In Attendance:** L Lyon, Penistone Area Council Manager and J Openshaw, Community Development Officer.

**1. Apologies,** Cllr J Unsworth, Cllr Griffin, Cllr J Wilson, D Edmondson, R Leech B Meek, S Webber, P Reckless, K Coulton.

**2. The chair opened the meeting with introductions.** The chair introduced Lisa Lyon the new Penistone Area Council manager asking members to introduce themselves to Lisa.

**3. Declarations of Pecuniary and Non-pecuniary Interest**

J Kerr, declared a non-pecuniary interest in the funding application by Hunshelf Parish Council.

R Blyth, declared a non-pecuniary interest in the funding application by Thurgoland Parish Council.

Cllr A Millner, declared a non-pecuniary interest in the funding application by Penistone Scout Group.

**4. Correspondence**

None to report

**5. Review and Agree Priorities**

Members were issued with copies of the Ward Alliance and Area Council Priorities, which are: The Environment, Local Economy. Roads & Transport / Road Safety, Health and Well Being, Activities / Support for Young People. Members felt that the priorities has served the Ward Alliance well and should be retained, this was unanimously agreed.

**6. Ward Alliance Membership**

The Community Development Worker gave an overview on the appointment of Community Representatives to the Ward Alliance and the term of office being one year, as the majority of members represent groups or Parish Councils it was practical that the year should be the municipal year. All members present wished to retain their membership of the Penistone East & West Ward Alliance. Discussions took place on how membership should be strengthened.

**7. Notes of the Meeting Held on 10<sup>th</sup> March 2016**

The notes were accepted as a true record of the meeting.

**8. Matters Arising**

**Community Defibrillators,** members requested an update on the provision of defibrillators in Penistone. The Community Development Officer reported on the proposals to work with groups and organisations to lead initiatives to deliver Community Access Defibrillators across the Penistone East & West area.

## 9. Applications for Financial Assistance

The Community Development Officer reported that in the 2015/16 financial year the Penistone East & West Ward Alliance supported 38 individual projects with the average allocation to projects being £1,369.02.

This year's budget is £31,113.06 made up of £11,113.06 carried forward from last year plus £10,000.00 per ward allocated for 2016/17.

**The following applications for financial assistance were considered:-**

- a. **Penistone Scouts**, Get Penistone Scout Group Scouting 2016. Members recommended an allocation of £2,740.00.
- b. **Thurgoland Parish Council**, Community Notice Board. Members recommended an allocation of £750.00.
- c. **Silkstone United Cricket Club**, request to allocate previous grant to the repair and installation of boundary netting. Members approved request.
- d. **Thurgoland Cricket Club**, Club House Roof Repairs. Members recommended an allocation of £1,330.00.
- e. **Neighbourhood Pride**, Summer Hanging Baskets, In Penistone, Thurgoland, Thurlstone and Millhouse Green. Members recommended an allocation of £2,314.50.
- f. **Silkstone United Junior FC U13**, Football kit. Members recommended an allocation of £757.36.
- g. **Hunshelf Parish Council**, Repairs to Green Moor Play Area. Members recommended an allocation of £600.00 with BMBC's Parks department to manage the repairs.

## 10. Clean and Tidy Service

The Community Development Officer gave an update on the project. The team have undertaken projects in Cawthorne, Green Moor, Ingbirchworth, Oxspring, and Penistone.

**Cawthorne** the team cleaned ivy from the Jubilee Museum wall.

**Green Moor** working with volunteers the team removed trees from heather and a RIGGS, (Regionally Important Geological and Geomorphological Site), site to create habitat sites.

**Ingbirchworth** the team working with volunteers, at the request of the parish council undertook work at Annat Royd Nature Reserve.

**Oxspring**, the team have been working on the Trans Pennine Trail through Oxspring clearing saplings and dead hedging, thinning out and removing beech trees from sections of heather.

**Thurgoland**, a group which included BMBC staff together with volunteers from Voluntary Action Barnsley and Penistone Countryside Volunteers and TPT volunteer Rangers undertook a number of tasks along the TPT.

**Penistone**, a group of volunteers held their first conservation day to create a new wildlife grassland nature reserve on the disused railway track bed and platform at Penistone Railway Station.

## 8. Any Other Business

- a. **Best of Barnsley Awards**, the Chair asked members if they would like to nominate someone from Barnsley Borough who has received



acknowledgement and recognition beyond Barnsley at national or international level, whom they would like to nominate for a Best of Barnsley Award?

Following discussions members put forward Steve Lavender of Lavender International and Bruce Meek of Penistone Scout Group as the nominations to the Best of Barnsley awards from the Penistone East & West Ward Alliance.

**b. Highways Issues**, members highlighted the recent fatalities at Hazelhead Crossroads and the incident in Penistone Town Centre. It was agreed that the chair would raise these issues together with a number of other highways issues with the head of Transport and Highways.

**9. Date and time of next meeting –**

Members agreed that the next meeting would be held on the 2<sup>nd</sup> June 2016, 7pm at Penistone Town Hall.

**The meeting closed at 8:15pm**

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## 2016/17 WARD FUNDING ALLOCATIONS

For 2016/17 each Ward will have an allocation of £10,000 Ward Alliance Fund.

50% of the funding requires a match-funding element of volunteer time that directly relates to the project in question, or other match funding resources (such as free room hire or donations of goods and equipment). This reflects the fact that the fund is intended to support volunteering and social action in our communities.

50% can be used for initiatives that have no volunteer element – such as the purchase and installation of benches, hanging baskets or other street furniture.

Area Councils have the option to allocate up to £20,000 from the Area Council budget to their Ward Alliance. This is discretionary to each Area Council, and Area Council's may also choose not to allocate any funding to ward level.

The carry-forward of remaining balances of the 2015/16 Ward Alliance Fund will be combined and added to the 2016/17 Allocation, to be managed as a single budget with the above conditions.

All decisions on the use of this funding need to be considered and recommended for approval by the Ward Alliance.

## PENISTONE WARD ALLIANCE

For the 2016/17 financial year the Ward Alliance has the following available budget.

£20,000	base allocation
£11,000	carried forward from 2015/16
£TBC	devolved from Area Council
<b>£31,000</b>	<b>total available funding</b>

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £31,000
			<b>£15,500</b>	
Penistone Scout Group - Get Penistone Scout group camping 2016	£2,740.00	£2,740.00	£15,500.00	£28,260.00
Community Noticeboard	£750.00	£750.00	£15,500.00	£27,510.00

<b>Project</b>	<b>Allocation</b>	<b>Match funding element of allocation</b>	<b>Non Match funding allocation remaining</b>	<b>Allocation Remaining</b>
			<b>£15,500</b>	<b>£31,000</b>
Thurgoland Cricket Club - Repair/Replace elevation of clubhouse roof	£1,330.00	£1,330.00	£15,500.00	£26,180.00
Neighbourhood Pride - Summer Hanging Baskets	£2,314.50		£13,185.50	£23,865.50
Silkstone United JFC - Football Kit	£757.36	£757.36	£13,185.50	£23,108.14
Hunshelf Parish Council - Green Moor Play Area	£600.00		<b>£12,585.50</b>	<b>£22,508.14</b>

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**PENISTONE AREA COUNCIL 16<sup>th</sup> June 2016**

**Report of the  
Penistone Area Council Manager**

**Penistone Area Council Performance of Commissioned Services and projects**

**1.0 Purpose of Report**

- 1.1 This report provides Members with an update on the delivery of the Penistone Area Council commissions, services and projects.

**Recommendations**

That Penistone Members note the progress of the Penistone Area Council commissions, services and projects.

**Performance Management Report (attached at Appendix 1)**

**Part A** of the Penistone Area Council Performance report provides Penistone Area Council Members with an overview of how the commissions and projects are assisting in meeting future council and Penistone Area Council priorities.

**Part B** provides Members with a summary performance management report for each of the commissions and projects. The report provides RAG ratings plus updated information from commissioned services following submission of their quarterly reports and subsequent quarterly contract monitoring/management meetings. In addition to the information provided in the summary reports, more detailed information is available on request, including case studies with photographs.

**In future reports Part B** will provide the Penistone Area Council with a progress update of the services/groups awarded funding through the Penistone Working Together Fund and DIAL Drop in service.

**Appendices**

Appendix One: Performance report

**Officer:**

Lisa Lyon

Penistone Area Council Manager

**Tel:**

01226 775382

**Date:**

6<sup>th</sup> June, 2016

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# **PENISTONE AREA COUNCIL Performance Report**

**January – May 2016**



# Introduction

## Penistone Area Council Priorities



Table 1 below shows the providers that have been appointed to deliver services that address the priorities and deliver the outcomes and social value objectives for the Penistone Area Council.

In addition to the following contracts the performance report will in future report on any outcomes achieved through future Working Together Fund applications and the DIAL drop in sessions.

	Service	Provider	Contract Value	Contract start date
<b>The Local Economy including tourism Environment</b>	Countryside Skills & Training	Growforest	£100,00 + £54,600	October 2014 + Sept 2015 Contract now ended
<b>Environment</b>	Clean and Tidy Team	Environmental Services, BMBC	£160,000 18months	1 <sup>st</sup> November 2015
<b>Health and Well Being</b>	DIAL Drop in Service	DIAL	£5570	2015/16
<b>Activities for Young People Health and Well Being Environment</b>	Working Together Fund	Penistone Scouts Penistone Round Table TPT Volunteers	£8050 £11,660 £6630	TBC



# PART A - OVERVIEW OF PERFORMANCE

The Penistone Area Council commissions and funds contribute to the Councils overall priorities of thriving vibrant economy, stronger resilient communities and citizens achieving their potential. The achievement of the combined outcomes are listed in table's below:

## Thriving and Vibrant Economy

Outcome Indicators / target	Achieved to date
No. of FTE jobs created and recruited to	2
No. of apprentice and placement created and recruited to	1
No of clean & tidy activities which involve businesses	5
Local spend (average across all contracts)	80%

## Strong & resilient communities







Outcome Indicators Target	Achieved to date
No. of adult volunteers engaged	
No. of young people engaged in volunteering	14
No. of new volunteers	19
No. of community groups supported	18
No. of new community groups supported	
Volunteer hours contributed (£ value)	
No. of volunteer opportunities created	8

## Citizens achieving their potential

Outcome Indicators Target	Achieved to date
No. people achieving a qualification	29
No. of residents receiving advice and support	
No. of residents referred to health advice	
No. of young people making a positive contribution to the design/ maintenance of their local environment	10

# PART B - SUMMARY PERFORMANCE MANAGEMENT REPORT FOR EACH SERVICE/ PROJECT

## Countryside Skills and training







<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report and contract management meeting.	
<b>Environment</b>	Milestones achieved	
	Outcome indicator targets met	
	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

A final monitoring meeting was held between Elaine Slater, the Penistone Area Council Manager and Tom Handley of Growforest. The projects achievements, successes and struggles were discussed in detail as was the projects exit strategy. It was agreed that the project, although not achieving what it set out to do initially, which was to give practical skills in stone walling and hedge laying to 16 – 24 year olds from the Penistone area, has achieved much more by opening up the green environment and offering skills training to people from the wider Barnsley area and from a wider age group. Clients recovering from substance misuse, struggling to succeed in the academic and employment environment, or suffering from stress disorders after having served in the armed forces have benefitted from the project. A social return on investment analysis was completed for this project. The overall value of the social impacts delivered by the programme comes out at: £746,311 This gives a Social Return on Investment of: £747,744/£100,000 = £7.47 for every £1.00 invested

Milestones and targets below:

<b>Milestone/Target/Output</b>	<b>Target</b>	<b>Achieved</b>	<b>Comments</b>
Learners Recruited	24	32	Not all stayed the full cohort.
Learners Achieving Stage 1 Qualification in Dry Stone Walling	24	19	
No of Learning Hours Delivered	230	182	
No of Learners Achieving 85% or higher attendance	24	19	
People perceiving traditional countryside skills as a viable enterprise	24	3	Only 3 expressed a wish,
People being happier and healthier by being connected to the natural environment.	24	24	Case studies used

# The Clean & Tidy team

<b>The Local Economy including tourism</b>		<b>RAG</b>
	Satisfactory quarterly monitoring report and contract management meeting.	
<b>Environment</b>	Milestones achieved	
	Outcome indicator targets met	
<b>Environment</b>	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

The quarter 2 performance management meeting has been rescheduled and will take place in June 2016. As such the RAG rating is red to reflect this has not been completed.

## **(Q2) – Case studies submitted by Clean and Tidy team**

### **1. Annat Royd Nature Reserve (Ingbirchworth)**

A small but wonderfully varied area of former quarry owned by the Parish Council and a designated Local Nature Reserve. But the Council Biodiversity officer had identified the site to be at risk in terms of the heather vegetation covering the site being overrun with scrub and bracken with a negative impact on all the biodiversity that lives in the area.

Discussions with the Parish Council in December confirmed their small team who used to look after the site and still occasionally litter pick it are getting older and find it more difficult. So work was agreed and a volunteer date set for 21 March.

**Works requested by** Gunthwaite & Ingbirchworth Parish Council, Trevor Mayne, BMBC Biodiversity Officer.

### **Task outline**

The plan was to clear some of the scrub growing in the Nature Reserve to encourage heather regeneration and coverage, and tidy up the place, with volunteers and Penistone Clean and Tidy team. This was supported by the Countryside Ranger Team with tea and coffee facilities and chainsaw qualified for larger trees

4 volunteers, Penistone Clean and Tidy Team, 1 countryside Ranger and 1 PROW officer made a start on improving this site, including litter picking, removing bracken, dead hedging with removed scrub.



One of the recent but now regular volunteers David M passed on his knowledge of repairing dry stone walls, to repair 5 year old damage to the boundary wall from an old car accident leaving access gap for walkers and wildlife.



Diane and a different David put into practice their recent training in dead hedging - creating food source and hiding place habitats

They are TPT volunteer rangers.



Richard, John and Adam C create a slightly bigger dead hedge deeper into the site, overlooked by the windmills.

Three things our volunteers taught us:

- Newly quarried stone rings when tapped, old stone doesn't (& can fall apart when tapped too hard)
- One of the site ponds is known locally as the Blue Lagoon (it isn't either at the minute)
- Luxury habitat piles and dead hedging takes time to create but is well worth the effort.

Volunteer feedback forms:

They picked this event to attend because:

- love being in the outdoors, will benefit first hand from work carried out as live locally, today's tasks looked interesting

Things they most enjoyed about the day:

- the hot drinks and homemade cake, relaxed and social atmosphere, spent time in a lovely locations, learnt new skills

## Future Projects.

The day raised a series of questions and possible future projects for C&T team and volunteers. With the Parish Council's consent further works are planned,

- repair at least two other damaged sections of the dry stone wall boundary and finish main section
- clearing out vegetation growth from 1 (possibly 2) of the 3 ponds on site at an appropriate time of year
- clearing bramble and bracken from site
- managing some of the woody heather and grassland to create new heather growth

## 2. Cawthorne Museum,

After discussions with the partnership of tourism related businesses in the Penistone Area, Cawthorne Museum requested the team's help to improve the frontage of their site.

The historical attractive stone wall was being overrun with ivy, but the less mobile managers were unable to carry out the work and removal would have multiple benefits.

- visual improvement for local residents and visitors passing by,
- open up the views of the museum and war memorial, encouraging more visitors
- uncover the footway making it safe for users to access the site and through the village.



It was important to take the utmost care to cut all the stems before removing the ivy, to ensure the supporting historical wall was protected. This was a substantial job with ivy growth approaching 2 feet thick in places. Careful parking of the vehicle to protect the team, coning off some of the road width and wearing Hi vis vests were a must on this reactive task. Good Practice when working with old structures adjacent to a road.



As the photo shows, the difference is amazing.

A thank you email was received from the parish clerk.

Fewer requests than expected have been coming from the parish councils and community groups despite regular reminders. A large number of those reactive requests are restricted to certain times of year – e.g. additional cutting of public open space, wildflower meadow management cutting, pond clearance, tree planting etc. so these have been scheduled in for the appropriate time of year and will be recorded in those quarters even through requested in Q4 or earlier.

As a result the team have carried out more proactive tasks in terms of litter picking, and removing detritus that make a big difference in the area. Rather than identifying each individual road/layby that is done, they have been counted simply as villages or road number (e.g. A616) so raw figures look lower.

Need to engage with more groups and run/co-ordinate more community events to increase activity hours, winter is never a great time to encourage groups/volunteers to get out and about, but there are twice as many events scheduled in for Q1 already. Several young people targeted projects are planned for holidays and summer period. Businesses are also proving more difficult to engage as many are small scale with limited resources to get involved.

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**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
16<sup>th</sup> June 2016**

**Report of the  
Penistone Area Council Manager**

**Agenda Item:**

**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 recommend a one year contract period from start date for the Isolated and Vulnerable Older People Service which would allow the contract to be delivered into the 2017/ 18 financial year.**

**2.4 Members are being asked to consider the membership of the evaluation panel for the Isolated and Vulnerable Older People Service and provide suggestions.**

**2.5 Members are requested to consider the following options regarding the remaining funding currently allocated to the Penistone Working Together Fund:**

- a. Leave the £78,033 allocation and continue to promote the fund.
- b. Move the £78,033 back into the Area Council commissioning fund.
- c. Other

**2.6 That members note the current financial position of the Area Council Commissioning Budget for 2016/17 and make recommendations to be worked up into more detail by the Penistone Area Council Manager**

**3.0 Isolated and Vulnerable Older people Service**

3.1 At the Penistone Area Council meeting held on the 14<sup>th</sup> 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:

Procurement Programme (non OJEU):

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

3.4 Area Council Managers have received guidance from BMBC Finance that any projects developed this year and their associated spend **can be carried forward into the 2017/18 financial year.**

3.5 Members previously agreed a value of £70,000 for the commission to 31 March 2017 with the option to extend the project for a further year. However, given the timescale outlined above this would only allow the provider a delivery period of 6 months. Given the guidance from BMBC Finance, it is therefore recommended that the contract period be extended to a year from the contract start date which would take the contract into the 2017/ 18 financial year and allow the provider sufficient time for delivery and evaluation.

3.6 The tender evaluation process will involve a panel responsible for the evaluation and scoring of submissions and presentations and will include the Area Council Manager and an officer providing technical / commissioning support. Previously the Clean and Tidy evaluation panel involved two Parish Council representatives. Members on the panel could include Ward Alliance members, community representatives, Elected Members and /or service users.

3.7 Members are being asked to consider the membership of the evaluation panel and provide suggestions.

#### 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 Members considered and agreed the Terms of Reference, general guidance, expression of interest and application forms and the grants panel and full grant process.
- 4.3 At the Area Council meeting in February 2016 the Penistone Area Council reviewed the Working Together Fund allocation as at that point only two applications had been received. It was agreed that the fund would be actively promoted to encourage more groups to apply.
- 4.4 12 groups/ organisations applied to the fund and were considered at the Working Together Fund Panel meetings on the 17<sup>th</sup> May 2016 and 24<sup>th</sup> May 2016. The panel consisted of Robert Blythe, Councillor Hand-Davis, Councillor Unsworth and Lisa Lyon, Area Manager.
- 4.5 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)
- 4.6 A number of the applications were not considered to be cohesive projects but scaled up Ward Alliance applications for individual items. As such the recommendation by the panel was for the Community Development Officer to contact the applicants with a view to submitting a Ward Alliance application. Other applications:
- Penistone FM: agreed following first panel meeting, £15,627
  - Wortley Rugby Club – funding secured elsewhere
  - Woodhouse Mountain rescue team – not recommended
  - Penistone Community Arts – Referred to Ward Alliance
  - Quest Taekwondo - Referred to Ward Alliance
  - Barnsley Community Foundation – Will be informed of Vulnerable and Older People commission
  - Springvale Community Garden – Still in early stage of project
  - Penistone Peak & Pennine Tourism Group – Not worked up into a full project, suggested that this is an item for a future Area Council meeting and considered for funding at a later date
  - Springvale Methodist Church – No volunteer or social action element.
  - Sporting Penistone - Referred to Ward Alliance
- 4.7 Total Applications recommended = £41,967, this leaves a remaining budget of £78,033 from the total allocation of £120,000. Members therefore are requested

to consider the following options regarding the remaining funding currently allocated to the Penistone Working Together Fund:

- d. Leave the £78,033 allocation and continue to promote the fund.
- e. Move the £78,033 back into the Area Council commissioning fund.
- f. Other

## 5.0 Clean and Tidy Service

- 5.1 The second quarterly monitoring meeting for this commission took place on Thursday 26<sup>th</sup> May 2016. All parties agreed to reconvene the meeting at a later date in order for the Clean and Tidy team to collate the necessary information regarding milestones, activity intervention targets, outcome indicators and social value objectives
- 5.2 Case studies for the quarter have been submitted and form part of a separate performance management report.

## 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
  - A commission to address the Area Council Economy priority
  - Strengthening the Penistone Market
  - Visitor Economy / Volunteering hub project

	<b>2014/15</b> <b>£200,000</b>	<b>2015/16</b> <b>£200,000</b>	<b>2016/17</b> <b>£200,000</b>	<b>Total</b> <b>£600,000</b>
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
<b>Total spend allocation</b>				<b>£544,600</b>
<b>Remaining allocation</b>				<b>£55,400</b>

**Contact Officer:**  
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**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Penistone Area Council  
16<sup>th</sup> June 2016**

**Report of the  
Penistone Area Council Manager**

**Undergraduate Placement**

**1.0 Purpose of Report**

1.1 This report provides members with details of a graduate/ undergraduate placement opportunity within the Penistone Area Team. An outline of the potential role and costings is provided for consideration. The proposal requires further development including appropriate financial, HR and Trade Union agreement, therefore an in principle decision is being sought at this stage.

**2.0 Background**

2.1 Through Sheffield Hallam university an opportunity has arisen to host a graduate / undergraduate year long placement linked to the work of the Penistone Area Council and Community Development Officer role.

2.2 The post would be on the BMBC structure at a grade 2 pay scale with an indicative cost of £14,000. Discussions are on-going and actual costs would need to be confirmed.

2.3 The role would be an opportunity for a graduate or undergraduate wanting to gain practical and relevant work experience within Local Government related to their area of study or interest. The post would sit within the Penistone Area team. Below are some examples of the type of work the post could be involved in:

- Assisting with project development
- Helping to prepare data and issue based research around Area Council priorities
- Supporting the teams use of social media, communication and marketing tools
- Evaluating and reporting on Ward Alliance and Area Council projects/ commissions

**3.0 Recommendations**

**3.1 That members note the content of the report.**

**3.2 That members agree in principle to the graduate / undergraduate placement and request that the Penistone Area Council Manager start the process for the placement. This would be subject to appropriate Financial, HR and Trade Union agreement.**

**3.3 That members agree an indicative allocation of £14,000 for the placement.**

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