

MEETING:	South Area Council
DATE:	Friday, 31 August 2018
TIME:	10.00 am
VENUE:	Meeting Room, Wombwell Library

AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests

Minutes and Notes

- 2 Minutes of the Meeting of South Area Council held on 15th June, 2018
(Sac.31.08.2018/2) *(Pages 3 - 6)*
- 3 Notes of the Ward Alliances (Sac.31.08.2018/3) *(Pages 7 - 12)*
Hoyland Milton and Rockingham – held on 4th July, 2018
Darfield – held on 19th July, 2018

Items for Discussion

- 4 Smoke Free Schools (Sac.31.08.2018/4)
- 5 Fostering Recruitment (Sac.31.08.2018/5)

Performance

- 6 Report on the Use of Ward Alliance Funds (Sac.31.08.2018/6) *(Pages 13 - 14)*
- 7 Performance Report Q1 (Sac.31.08.2018/7) *(Pages 15 - 46)*

Items for Decision

- 8 Procurement and Financial Update (Sac.31.08.2018/8) *(Pages 47 - 54)*

To: Chair and Members of South Area Council:-

Councillors Stowe (Chair), Andrews BEM, Coates, Franklin, Frost, Daniel Griffin, Lamb, Markham, Saunders, Shepherd, Sumner and R. Wraith

Area Council Support Officers:

Diane Lee, South Area Council Senior Management Link Officer
Lisa Lyon, South Area Council Manager
Kate Faulkes, Head of Service, Stronger Communities
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on email governance@barnsley.gov.uk

Wednesday, 22 August 2018

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MEETING:	South Area Council
DATE:	Friday, 15 June 2018
TIME:	10.00 am
VENUE:	Meeting Room, The Hoyland Centre

MINUTES

Present Councillors Stowe (Chair), Franklin, Daniel Griffin, Markham, Shepherd, Sumner and R. Wraith.

1 **Declarations of Pecuniary and Non-Pecuniary Interests**

Councillors Franklin and Shepherd each declared a non-pecuniary interest in items 6 and 7 in relation to their positions as directors of Forge Community Partnership.

2 **Minutes of the Meeting of South Area Council held on 27th April, 2018 (Sac.15.06.2018/2)**

The meeting considered the minutes of South Area Council held on 27th April, 2018.

RESOLVED that the minutes of the South Area Council held on 27th April, 2018 be approved as a true and correct record.

3 **Notes of the Ward Alliances (Sac.15.06.2018/3)**

The meeting received the notes from the following Ward Alliances:- Hoyland Milton and Rockingham held on 9th May, 2018; and Darfield Ward Alliance held on 17th May, 2018.

RESOLVED that the notes from the Ward Alliances be received.

4 **Report on the Use of Ward Alliance Funds (Sac.15.06.2018/4)**

The report was introduced by the Community Development Officer. It was noted that Darfield had an opening balance of £11,225.47 and from this £11,100.47 remained. However it was acknowledged that there were a small number of additional applications currently in the process of being approved.

Hoyland Milton and Rockingham had not made any allocations and therefore the opening budget of £20,086.25 remained.

Wombwell had utilised £400 of its £11,308.04 budget to leave £10,908.04 for allocation.

RESOLVED that the report be received.

5 **Performance Update (Sac.15.06.2018/5)**

The Community Development Officer made Members aware that quarterly monitoring information would be received in July and therefore a report would be submitted to the next meeting of the Area Council.

RESOLVED that the next meeting of the Area Council receives a report detailing performance in quarter 1.

6 Young People's Social Media Project (Sac.15.06.2018/6)

Neil Spencer and John Lang from Forge Community Partnership were welcomed to the meeting. Members were referred to the Youth Aware Focus Group report 2017/18, and reminded how this work followed on from the Youth Mapping Exercise in 2016.

The report and presentation detailed the findings of research into ways of reaching and communicating information to young people in the local area.

Members were made aware of the methodology used, which included the Youth Partnership establishing a focus group to identify the best approach for the study.

The project used a 10 question survey, which was agreed to be circulated through the school in January, 2018.

804 responses were received, which was a remarkable return. Many answered that they communicate using social media, with SnapChat being the most popular form of sharing information, but with YouTube being very popular. Facebook was used, but less so than other mediums

Members discussed the merits of social media and the possibility of establishing a presence led by young people in the area. It was suggested that, due to potential issues such as bullying or harassment via social media, this would need to be overseen by an adult third party.

It was suggested that further work needed to be undertaken in order to develop this as a project further, and that this be discussed at a future meeting of the Area Council.

RESOLVED

- (i) that thanks be given to representatives of Forge Community Partnership;
- (ii) That the detail of a potential Social Media Project be developed for consideration at a future meeting of the Area Council.

7 Procurement and Financial Update (Sac.15.06.2018/7)

The Community Development Worker reminded Members of the workshop recently held to consider the contracts currently held by the Area Council, with a view to discussing the commissioning intentions for 2019/20 and later.

It was noted that the contracts for the Tidy Team, Environmental Enforcement and Private Sector Housing SLA would finish at the end of the financial year, with the Advice Service contract finishing at the end of June, 2019.

Members were given an overview of the current financial situation, noting that £46,434 remained for allocation within the current year, and £381.250 in 2019/20.

Those present noted the outcome of the workshop held on 25th May, 2018. With reference to the Tidy Team, a refocusing on upskilling groups and residents with an increased educational remit was suggested, as was a priority around local employment and apprenticeships.

Members discussed the current service level agreement for the Private Sector Housing service, and it was suggested that this be extended for a further 12 months.

In relation to Environmental Enforcement it was suggested that the service refocuses on parking only, centred around the shopping centres of Wombwell and Hoyland, including in the evening and at weekends.

Members supported recommissioning the advice service, however it was suggested that the new service reflects the need to support the most in need with others encouraged to access telephone and online support.

Members discussed current levels of demand seen by the advice service and were reminded of discussion at the previous meeting. The preferred option to address demand was for a welfare rights worker to deliver an extra service per month in both Hoyland and Wombwell in the evenings in order to assist clients with pre-booked appointments at a cost of £4,572

Members noted the suggested project ideas to be developed which included the following:- youth life skills; youth voice and influence activity, including social media; early help support projects; and the winter wellbeing event. These were in addition to the proposed focus on social isolation discussed previously by the Area Council.

With regards to the organisation of the winter wellbeing event, a proposal was received for the Area Council to allocate up to £2,000 in order to fund winter packs, room hire, promotional materials, food, and transport. Members were made aware of an organisation who had assisted with a sloppy slippers event in Darfield who had been funded for such work, and it was suggested that they be engaged if possible to reduce duplication and costs, to maximise impact.

RESOLVED:-

- (i) That the current financial position of the Area Council for 2018/19 and 2019/20 be noted;
- (ii) That the Private Sector Housing Service SLA be extended for a further year at a cost of £32,580;
- (iii) That £4,572 be allocated to fund a Welfare Rights Worker to address demand for the Advice Service in order to deliver an extra service per month in both Hoyland and Wombwell in the evenings to assist clients with pre-booked appointments;
- (iv) That tender documentation be developed for a refocused Tidy Team and Environmental Enforcement Service be developed for consideration by the Area Council at a future meeting;
- (v) That up to £2,000 be approved to support organisational costs for the Winter Wellbeing Event.
- (vi) That the areas proposed for future project development be supported.

Chair

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Notes for Hoyland Milton and Rockingham Joint Ward Alliance

Held Wednesday 4 July 2018

Hoyland Centre

Present

Cllr Chris Lamb
Cllr Nicola Sumner
Cllr Robin Franklin
Cllr Tim shepherd

Rockingham Ward (Chair)
Rockingham Ward
Hoyland Milton Ward
Hoyland Milton Ward

Joan Whittaker
Rob Hargreaves
Neil Spencer
Pat Gregory
Janet Cartwright
Dawn Grayton

Federation of Tenants and Residents
Berneslai Homes
Forge Community Partnerships
Walderslade Surgery
Friends of Elsecar Park
BMBC South area Team

Apologies

Cllr Jim Andrews
Cllr Mick Stowe

Rockingham Ward
Hoyland Milton Ward

Christine Cameron
Anne Sanderson
Ian Warhurst
Danielle Gill

Tesco
Neighbourhood Watch
HAG
Tesco

Councillor Chris Lamb chaired the meeting

1. Welcomes and introductions.
2. Notes from the Ward Alliance meeting held on Wednesday 9 May 2018.

The minutes were accepted as a true record of the proceedings.

3. Tidy Team Update

The Tidy Team are currently in the community gala season but still committed to maintaining a level of work. The team are delighted by the praise they have been receiving from the Ward Alliance on a regular basis.

The Tidy Team currently have 3 apprentices whose contracts will expire at the end of June. They are not employing the apprentices on a full time contract because they want to recruit some school leavers and give them some opportunities. The apprentices will leave the Tidy Team having completed a personal development plan and two should leave with a NVQ qualification.

The Tidy Team will be linked into John Lang's Job Club for help with looking for alternative employment opportunities.

During the exceptionally hot weather we are having the team have to be reminded about health and safety issues such as applying sunscreen and hydration.

The Tidy Team contract is out for renewal in the next few months and Forge intend to make a positive application.

Berneslai homes in partnership with Forge are working on a project similar to young wardens.

4. Promotion of Ward Alliance spending – to consider new proposals.

The potential new proposals were explained to the alliance. It was proposed that a taper would apply to projects that are submitted for Ward Alliance Funding year on year.

- In year one the project will receive 100%
- In year two the project will receive 50%
- In year three the project will receive 25%
- In year 4 they will receive nil

There were some concerns about some projects that apply for funding with annual planting costs, however the key distinction is the project not the organisation or group. Groups will be encouraged to look at grant finder and seeking advice from Karen Walke (SYFAB). There was a member of the alliance who would like to train to use grant finder so other community groups can be helped.

The alliance agreed to try the new funding proposals and will review at the end of the financial year.

5. New projects

- Mates of Milton – First aid Training and maintaining a defibrillator. Allowed
- Barnsley Met Band – Replacement BBb Tuba. Disallowed on the grounds that they were replacing a worn out musical instrument and that the two Wards have 2 prominent bands. The alliance does want to support music but need to look at the bands in their own areas.
- Youth Partnership – Youth Action 2018/2019. Allowed
- Hoyland Work Club – Work Club Provision 2018/2019. Allowed
- Hoyland District British Legion – Autumn planting for the Hoyland Cenotaph . Allowed

6. Any Other Business

Stars of Hoyland – It was agreed to host another event. Councillor Tim Shepherd to lead.

7. Date of the next meeting Wednesday 5 September 2018 5pm at the Hoyland Centre

Darfield Ward Alliance
Notes of meeting held Thursday 19th July 2018 @ 4.00pm
At Darfield Community Centre

Present: Cllr Pauline Markham, Cllr Dorothy Coates, Margaret Barlow, Brian Moore, Michael Fenna, David Hildred, Tanya Dickinson (Community Development Officer), Barbara Tindle (Secretary)

1. Introductions and Apologies – Pauline welcomed everyone. Apologies from Cllr Caroline Saunders, Jonah Mulunda, Colin Ward, Nicola Farrar

2. Minutes of last meeting and matters arising

The minutes were agreed. Matters arising – Tanya informed the Alliance that Stephanie Hyner-Jones decided not to be a member of the Ward Alliance. Tanya updated the Alliance on the one-to-one funding advice workshop held by Karen Walke on Thursday 5th July 2018 at Darfield Library. Karen felt it was very productive for all three groups that attended and were given help and advice on exploring other funding schemes. Karen also spoke with Tanya with regards to the Parksprings funding and is planning to promote it more. The Alliance agreed to support this however Dorothy expressed concerns regarding the process and just to make people aware when applying for this funding as it can be very time consuming and labour some.

3. Ward Alliance Fund -Balance Sheet and Applications received

Balance sheet - £7,979.00 (+904 ring fenced for health/social isolation projects)

Applications:

- Barnsley Metropolitan Band (£300)
After discussion concerns were raised over new volunteers and also what other Ward Alliances were contributing. It was agreed that a contribution of £212.10 and a suggestion that they look for new volunteers and also commit to at least one performance within the Darfield Ward at minimum cost.
- Hungry Caterpillars (734.77)
After discussion it was agreed to fund the project in full.
- Houghton Main Football Club (420)
Dorothy was asked to leave the room due to declaration of interest. After a brief discussion it was agreed to fund the project in full.

Cllr Coates left the meeting.

- A request from the Yoga/Posture class for further support with room hire for the summer period of £240 was raised. After discussion it was decided to fund additional room hire for the Posture class only as the

Yoga classes had already received this extra support. Due to the meeting no longer being quorate, Tanya to email Cllr Coates and Cllr Saunders to ask if they are in favour of supporting this proposal.

4. Ward Alliance Projects

- Sloppy Slippers – Tanya informed the Alliance that the slippers were on order and venues, dates and times had all been put in place.

Posters need to be finalised and then distributed.

Billingley	24 th August	10:30am – 12:00pm
Low Valley Wesley Chapel	28 th August	10am – 11.30am
Houghton Main Social Club	6 th September	1.30pm – 3pm
Woodhall Flats	12 th September	10.30am – 12 noon
All Saints Church Hall	20 th September	1.30am – 3pm

Refreshments available at all events.

- Summer Gala – The Gala will be held on Wednesday 1st August 2018 11am – 2 pm. Volunteers needed to help set up and tidy away. We also need 2 first aiders if anyone knows of anyone who would like to volunteer on the day please let Tanya know. Tanya has had an email from the people coming with the Donkeys and unfortunately, they are now unable to attend. If anyone knows of any contacts regarding hiring some for the day that would be appreciated. Also, a new ruling from Barnsley Council regarding any organisation hiring inflatables then the company must now have a CHAS certificate. Tanya trying to sort this out a.s.a.p. Berneslai Homes are funding 2 inflatables and to date we have 14 stalls, a D.J. and Lincs FM (part of Dearne FM) will be promoting the event via radio plus there will be a representative there on the day.

Action: Pauline, Jonah, Barbara, Tanya

- Cenotaph – Smart Door Solutions have kindly donated £50 towards flowers and plants for Y6 children from All Saints to plant. The 106 monies have been allocated and work is in progress on cleaning up the monument as well as the boundary edging.
- Darfield Ring – After discussion the Alliance members feel that a long-term solution with minimal maintenance was needed to keep the ring looking clean and tidy for residents and visitors to Darfield. Tanya to get the exact figure from Principle Towns that has been allocated and a timeframe and all members are asked to think of suggestions ahead of the September meeting.

5. Ward Alliance Promotional Message for Dearne FM

Tanya informed the Alliance that Dearne FM will be promoting our Gala this year and would like members to put forward suggestion that can go towards the message we would like them to promote. Suggestions of Be inspired, be supportive. Community Spirit and Great 'stuff' in Darfield to paint were a few suggestions. If anyone can think of anything else please let Tanya know.

6. Darfield Ward Alliance Bank Account

Changes need to be made to the Darfield Community Board bank account to reflect the changes in membership of the ward alliance. Due to the change in treasurer roles we need to arrange for Geoff Hutchinson to be removed from the account and Nicola Farrar to be added. This will also involve changing the address for correspondence. Due to Brian Key's passing, we also need to arrange for his name to be removed. The ward alliance agreed that Margaret Barlow become the 4th signatory. This gives us the following signatories on the bank account:

- Cllr Pauline Markham (Chairperson)
- David Hildred (Member)
- Nicola Farrar (Treasurer / Correspondence address)
- Margaret Barlow (Member)

Tanya to make arrangements with the bank.

7. Any other business

Tanya asked the Alliance to think about inviting someone from one of the WAF projects to the next Alliance meeting for an update.

Tanya has been contacted with regards to the fostering team to come along and talk about their services. The Alliance thought that it was not relevant to the Alliance. Tanya informed the group that they have a stall at the Gala.

9. Date of next meeting - Thursday 20th September 2018 at 4pm.

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2018/19 WARD FUNDING ALLOCATIONS

For 2018/19 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 each of their Ward Alliances. 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 any remaining balances of the 2017/18 Ward Alliance Fund will be combined and added to the 2018/19 Allocation, to be managed as a single budget with the above conditions.

All decisions on the use of this funding need to be approved through the Ward Alliance.

DARFIELD WARD ALLIANCE

For the 2018/19 financial year the Ward Alliance have the following available budget.

£10,000	base allocation
£975	carried forward from 2017/18
£0	devolved from Area Council
£10,975	total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £10,975
			£5,487.50	
Secretary Expenses	£125.00	£125.00	£5,487.50	£10,850.00
Darfield Library Children's out of School activities	£425.00	£10,850.00	£5,487.50	£10,425.00
Qtr 1 Secretary expenses	£125.00	£10,425.00	£5,487.50	£10,300.00
DWA - Pop up Sloppy Slipper events	£1,650.00	£10,300.00	£5,487.50	£8,650.00

HOYLAND MILTON/ROCKINGHAM WARD ALLIANCE

For the 2018/19 financial year the Ward Alliance have the following available budget.

£20,000	base allocation
£86.25	carried forward from 2017/18
£0	devolved from Area Council
£20,086.25	total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £20,086.25
			£10,043	
IDAS - Staying Safe - Staying Put	£800.00	£800.00	£10,043	£19,286.25
Phoenix Ladies - Social activities & Educational talks	£960.00	£960.00	£10,043	£18,326.25

WOMBWELL WARD ALLIANCE

For the 2018/19 financial year the Ward Alliance have the following available budget.

£10,000	base allocation
£1,308.04	carried forward from 2017/18
£0	devolved from Area Council
£11,308.04	total available funding

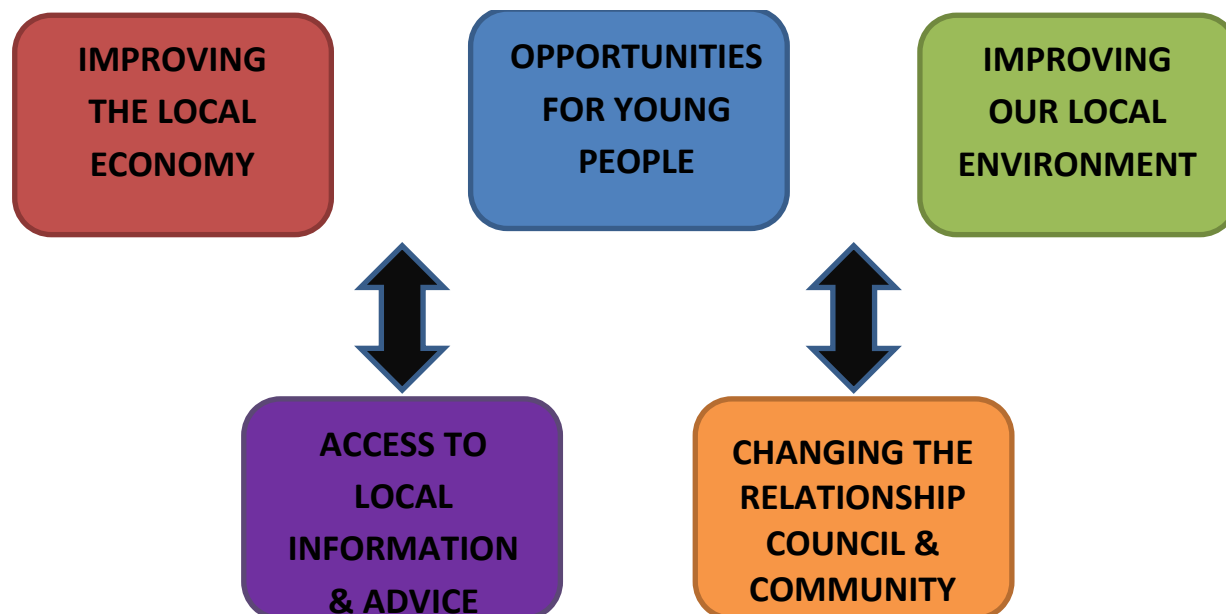
Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £11,308.04
			£5,654.02	
IDAS - Staying safe-staying put	£400.00	£400.00	£5,654.01	£10,908.04
WWA – Schools out for Summer	£460.00	£460.00	£5,654.01	£10,448.04

SOUTH AREA COUNCIL
Performance Management Report

August 2018

INTRODUCTION

South Area Council Priorities



	Service	Provider	Contract Value/length	Contract start date	Recommissioning date if applicable
Improving the Local Economy	Business survey & courses for local businesses	Northern College, BBIC & Emergency Response training	£4,000 for survey £20,000 max for courses	Sept 2014 for survey Summer 2015 for courses	Project not recommissioned due to poor take-up on courses
Improving our Local Environment	Tidy Team to work alongside community on environmental projects	Forge Community Partnership/Anvil Community Interest Company	£195,750 per annum until March 2017 with a further 1 year + 1 year if funding available	4 th August 2014 for 2 years Contract 2 started 1 st August 2016 for 2 years	Tidy Team 2 contract (including Apprenticeship costs) with Forge C/Partnership started 1 st August 2016
Improving our Local Environment	Environmental enforcement for littering, dog fouling & parking enforcement	Kingdom Security	£ 132,000 1 year & further extension to 31/03/16	4 th August 2014 Contract 2 started 1 st April 2016	Contract 2 now running from April 2016 with funding agreed to run to March 2018
Access to Local Information & Advice	Provide community based welfare rights & citizens' advice session	Barnsley Citizens' Advice Bureau & BMBC Welfare Rights Service	£150,000 2 years @ £75,000 per year	2 nd June 2014 Contract 2 started 1 st June 2017	Contract 2 started 1 st June 2017 for 2 years
Opportunities for Young People	Summer Internship Programme	C&K Careers	£45,000 20 months (includes follow up time)	9 th March 2015 Contract 2 started 1 st March 2016	Contract 2 for 2016 cohort s runs March 2016 – Nov 2017 Contract 1 ended November 2016

	Service	Provider	Contract Value/length	Contract start date	Recommissioning date if applicable
Improving our Local Environment	Provision of signs for cleaned up sites 'Maintained by Volunteers'	Taylor made Signs	£375.00	100 Signs delivered 1 st April 2016 & put up by Tidy Team at sites identified by Steering Group	Currently being put up by Tidy Team across the 4 wards in a variety of settings decided by Tidy Team Steering Group
Opportunities for Young People	Provision of 2 week Achieving Respect & Confidence (ARC) courses for 14 young people at risk of offending	South Yorkshire Fire & Rescue Service	£10,000	Course 1 delivered week of 13 th June 2016 Course 2 delivered October 2016	Not applicable – no current plans to recommission
Opportunities for Young People	Youth Asset Mapping project & survey	Forge Community Partnership	£5,000	Completed survey presented to South Area Council in June 2016	Not applicable – one off piece of work to inform future work to support young people
Opportunities for Young People	Lifeskills course for young people	Berneslai Homes & BMBC Integrated Youth Support	£2,000 (there will be an underspend on this project)	Courses ran during summer holidays 2016	Not applicable – low attendance during pilot phase means will not run again in current form but may be adapted for future use
Cross cutting across all themes	Health & Wellbeing Asset Mapping Conference	In house by South Area Team	£1,000	Held on 14 th June 2016	3 follow up groups set up: Universal Advice Love Your Street Better Community Networks

PART A - OVERVIEW OF PERFORMANCE

The information which follows is a summary of the information provided to the South Area Council Manager at quarterly contract management review meetings. This includes both quantitative figures appended in the tables below and more qualitative information which is outlined in the short narrative report included for each project. There are occasions when the quarterly review dates do not mesh with Area Council reporting dates, which means that the 'achieved to date' figures may not have changed from the previous report, as the new quarterly data is not yet due at time of writing.

Improving our Local Environment

Outcome Indicators	Achieved to date	Previous
Number of small environmental projects completed	1143	(1029)
Number of large environmental projects completed	95	(84)
Number of litter picks completed	2353	(2192)
Number of fly tipping incidents dealt with	143	(128)
Number of Xmas projects completed	13	(13)
Number of Fixed Penalty Notices issued – littering	2408	(2298)
Number of Fixed Penalty Notices issued – dog fouling	150	(146)
Number of Parking PCNs issued	928	(717)
Number of targeted dog fouling & littering operations completed	409	(383)
Number of initial contacts made with private sector tenants *	432	(349)
Number of vulnerable households identified *	87	(74)
Number of property inspections done *	186	(172)
Number of individuals identified as having support needs *	48	(35)
Number of properties improved because of intervention *	135	(110)
Number of households making improvements after first contact *	79	(71)
Number of informal requests for action made to landlords *	89	(75)
Number of formal notices made to landlords *	5	(1)
Number of individuals signposted to other services *	61	(53)
Number of legal prosecutions made *	0	(0)
Number of Anti Social Behaviour contacts made *	6	(1)
Number of Anti Social Behaviour letters sent *	2	(0)

Access to Local Information & Advice

Outcome Indicators	Achieved to date	Previous
Number of clients seen & in receipt of information & advice	3589	(3319)
£ of benefits gained as a result of the advice received	£2,849,547	(£2,557,788)
£ of unmanageable debt handled through financial settleme	£2,562,719	(£2,370,083)
Number of cases where homelessness was averted	109	(72)
Number of clients referred to other specialist help	1331	(1182)
Number referred to Credit Union or other money management help	400	(376)
Number of community groups visited to promote advice services	139	(137)
Number of vulnerable clients unable to self-help seen *	886	(783)

*New target set from 1st June 2016

Improving the Local Economy

Outcome Indicators	Achieved to date	Previous
Number of local businesses approached to complete survey	238 (completed)	238
Number of local businesses completing survey	88 (completed)	88
Number of quotations sourced for local business courses	56 (completed)	56
Number of business courses commissioned	16 (completed)	16
Students hours commissioned on business courses	1493 (completed)	1493
Number of students attending business courses to date	45 (completed)	38
Number of student hours completed to date	243.5 (completed)	243.5
Number of student places booked onto future courses	84 (completed)	84

Business courses are now completed, so figures will not change.

Changing the relationship between the Council and & the community

Outcome Indicators	Achieved to date	
		Previous
Number of adult volunteers engaged (105 new)	1244	(944)
Number of young people engaged in volunteering	854	(616)
Number of new community groups established	10	(9)
Number of community groups supported (including schools)	202	(184)
Number of jobs created locally	14	(14)
Number of apprenticeship opportunities created locally	20	(20)
Number of local businesses encouraged to maintain own environment	177	(171)
Number of young people referred to restorative justice provision	32	(30)
Income received from enforcement activity to Area Council in £	£111,496 *	(£106,386)
% of local spend achieved by projects	92%	90%

Opportunities for Young People

	Achieved to date
Number of Summer Internship places filled 2015	41(completed)
Number of Summer Internship places filled 2016	25(completed)
Number of students completing Summer Internship 2015	37(completed)
Number of students completing Summer Internship 2016	20(completed)
Number of 5 Year Plans tailored to student needs developed 2015	33(completed)
Number of 5 Year Plans tailored to student needs developed 2016	25 (completed)
% of students reporting an increase in motivation about the future 2015	80%(completed)
% of students reporting an increase in motivation about the future 2016	84%(completed)
% of students reporting increased confidence about future plans 2015	88%(completed)
% of students reporting increased confidence about future plans 2016	74%(completed)
% of students reporting increased knowledge about opportunities 2015	72%(completed)
% of students reporting increased knowledge about opportunities 2016	85%(completed)
% of students reporting increased awareness of own skills 2015	72%(completed)
% of students reporting improved decision making skills 2016	57%(completed)

Internship programme has now completed for 2016, so figures will not change

PART B - SUMMARY PERFORMANCE MANAGEMENT REPORT FOR EACH SERVICE

One Stop Shop Advice sessions – CAB & Welfare Rights

<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 5px;">Local Economy</div> <div style="background-color: #663399; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 5px;">Access to Local Advice</div> <div style="background-color: #ff9933; color: white; padding: 5px; text-align: center; border-radius: 10px;">Changing Relationship</div>		RAG
	Satisfactory quarterly monitoring report and contract management meeting.	
	Milestones achieved	
	Outcome indicator targets met	N/A
	Social value targets met	
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

THIS CONTRACT HAS NOW ENDED

Comprehensive Quarter 12 (March - May 2017) monitoring reports were completed by Barnsley Citizens' Advice Bureau and BMBC Welfare Rights and a Quarter 12 contract review meeting was held on 9th June 2017.

This marked the end of the first highly successful three year contract, which operated jointly with Barnsley CAB and BMBC Welfare Rights.

During this period, over 2500 individual clients were seen and helped to claim over £2million of (mostly in-work and disability related) benefits and pensions they were entitled to but would otherwise not have claimed. In addition, over £2million of previously unmanageable debt was managed through the successful negotiation of formal financial settlements with creditors. Over half of clients were referred or signposted to other specialist help, including Credit Union memberships and money management training, in order to prevent a recurrence of future debt. 47 people were also helped to avoid homelessness, often at the very last minute when eviction was imminent.

Because the new contract will be delivered solely by Barnsley CAB (BMBC Welfare Rights decided not to jointly tender this time) the previous Welfare Rights Adviser, Phil Beer, has returned to his substantive Council post. A formal letter of thanks to Phil from the Chair of the South Area Council was sent after the last Area Council meeting.

The new Welfare Rights Adviser (who is employed by CAB) is Nigel Cole, a highly experienced adviser previously employed by CAB to deliver other community based advice

work. He started in post at the beginning of the new Advice Services contract on 1st June 2017, and will work alongside Zoe to deliver the same sessions previously done by Phil.

Community Outreach One Stop Shop Advice sessions – Barnsley Citizens Advice Bureau



	RAG
Satisfactory quarterly monitoring report and contract management meeting.	●
Milestones achieved	●
Outcome indicator targets met	N/A
Social value targets met	●
Satisfactory spend and financial information	●
Overall satisfaction with delivery against contract	●

Barnsley Citizens Advice Bureau South Area Council Community Outreach Project

A quarterly contract meeting and steering group took place on the 23rd July 18. Barnsley CAB is continuing to exceed its targets across all contracted outcomes. Sessions in Wombwell, Hoyland and Rockingham are at full capacity. The sessions at Darfield have capacity to see more people.

Measures are in place to manage numbers presenting at the Wombwell, Hoyland and Rockingham sessions as not all attending can be seen in the session time. A card system is being used and is now working well as people who are issued with a card are all seen. This has cut down the number of people waiting for long periods of time and not seen. A maximum of 6 clients are seen per session. People who aren't issued with a card are offered options of online support, attending another session or suggested that they could attend a session at Darfield.

Barnsley CAB are currently working on the proposal to run two extra sessions per month which will be appointments only. The advisors will make initial assessments at the drop in clinics and then book a further appointment if their case is complex or time-consuming. This has been funded through the South Area Council budget and will be piloted until the end of the contract in June 2019.

During this period, the generalist adviser Zoe Ellis Georgiou left her post to take up a debt workers position at Citizens Advice Barnsley. Her post is currently being covered by Emily Jane Stott. A permanent replacement will start in post in August 2018.

Report 1st April 2018 – 30 June 2018, Welfare Rights Workers report:

During the quarter a total of **192** clients were seen by the welfare rights adviser, made up of **154** unique clients and **38** repeat clients. There were 9 welfare rights sessions not run during the quarter (3 for the bank holidays, 6 for staff annual leave).

The introduction of a session limit for the number of clients seen at Hoyland outreach has caused a reduction in the overall number of clients seen. The reduction is mainly in repeat clients and not unique clients. Overall 130% of the contracted target have been seen.

Taking only unique clients into consideration, the number seen in Q4 is **30%** over target, and even allowing for the reduction in the number of repeat clients there is still unmet demand, particularly evident at the Tuesday and Thursday outreaches at Hoyland and Wombwell respectively where more clients attend than can be seen in the available time. Previously the high demand at Wombwell had resulted in an increase in the number of Wombwell residents attending the less busy Darfield outreach, so the decrease in repeat clients in Wombwell has not reduced the overall number of clients attending Wombwell outreach but has caused a reduction in the number of repeat clients seen at Darfield (though there has been an increase in the number of unique clients seen at Darfield in Q4).

A total of **879** clients were seen during the year.

For this quarter the annualised monetary value of benefits gained by clients is **£228,782**, taking the project year total to **£781,312**. One client this quarter received a benefit increase in excess of £20,000, two clients received benefit increases in excess of £10,000 per annum, and a further 17 clients received increases in excess of £5,000 per annum.

There has been a reduction in the number of out-of-area clients attending outreach following a more robust approach to signposting clients who did not meet project criteria in the previous quarter.

The number of issues around the introduction of Universal Credit has risen again this quarter but as in previous quarters, disability and health related benefits make up the largest percentage of client issues, with a further 8% rise in Q4 (55% of total, compared to 24% for Universal Credit). The problems clients are having with Universal Credit are often complex legislative or administrative issues, which makes them time-consuming and generate a disproportionate number of repeat visits by clients.

The number of mandatory reconsideration and benefit appeal issues presenting at outreach has dropped to 27 this quarter (down from 37 in Q3). The number of in-work benefit enquiries has increased following a drop in Q3. It is possible that the reduction in the number of reconsiderations/appeals being seen is a result of the procedures in place to control the number of clients seen at outreach. Currently clients attending for assistance with mandatory reconsiderations are being briefed on the appeal process and provided with self-help information so that they would not necessarily have to return in the event of them needing to progress their reconsideration to appeal. The increase in in-work benefit enquiries is a direct result of the increase in Universal Credit claimants as a larger percentage of those in work can claim UC than previously.

As for previous quarters, there has been little referral or signposting to other specialist support providers, as nearly all of the problems presenting at outreach

relate directly to benefit issues. Those with debt relating to benefit reduction or cessation have been signposted accordingly.

There has been a 50% increase in the number of clients declaring mental health issues during Q4. No cause has been identified for this increase, but as several of these clients were referred by mental health support workers (some of whom also attended outreach) then it seems likely that mental health support agencies in the region are making increased use of the project as a resource for benefits advice.

Client numbers by ward

Hoyland-Milton	60	(31%)
Wombwell	51	(27%)
Darfield	39	(20%)
Rockingham	40	(21%)

The following disability/health problems were declared:

Long-term health condition:	3
Mental health:	30
Learning Difficulties	2
Physical impairment (non-sensory):	42
Multiple impairments:	54
Deaf:	3
Visual impairment:	3
Other Disability or type not given	5

Benefits dealt with:

Universal Credit	46
Jobseeker's Allowance	0
Employment and support Allowance	33
Income Support	1
Tax Credits	5
Child Benefit	2
DLA/PIP	53
Attendance Allowance	16
Housing Benefit	2
Discretionary Housing Payment	0
Council Tax support	2
Carer's Allowance	5
Severe Disability Premium	0
Bereavement Allowance	1
Pension/Pension Credit	11
SMP/Maternity Allowance	2
Other Grant/Charitable Award	3
General Benefit Entitlement Query	8

Declared age range of clients:

17-24:	7
25-34:	18
35-49:	39
50-64:	87
65+:	39
Not known:	2

Total benefit gains:

£228,782

Declared ethnicity:

White - British:	173
White-Gypsy Traveller	1
White-Other	4
Mixed-White & Black Caribbean	2
Asian or Asian British-Indian	1
Asian or Asian British-Other	7
Other-Arab	4

Declared occupations:

Retired:	43
Employed over 30hrs per week:	11
Employed btw 16-29 hrs:	20
Employed under 16 hrs:	4
Unemployed – seeking paid employment:	12
Permanently sick/disabled:	75
Self employed:	1
Looking after home – Dependents:	3
Carer-Elderly/disabled:	16
Carer-Children:	4
Other:	1

Declared housing status:

Private rented:	24
Council/ALMO:	102
Owens outright:	40
Buying house:	7
Housing Association:	2
Staying with relatives:	9
Shared Ownership:	0
Not known:	8

Declared household type:

Single:	79
Couple:	36
Single person with dependent children:	15
Single person with non-dependent children:	8
Couple with dependent children:	33
Couple with non-dependent children:	19

1st April – 30th June 2018, Generalist Advisor report:

During the fourth quarter of this project the generalist advisers assisted a total of **124** clients. Out of this 124 there were 116 unique clients and 8 non-unique clients. The total number of individual enquiries was **184**.

As in the previous quarter, the top three enquiry areas were benefits, debt and legal advice. However, there are still high levels of enquiries relating to Relationships and Family, and Employment.

During Quarter 4, there were only 2 clients that accessed the service who did not meet eligibility criteria. They were both from Penistone East. One client was given

some information about benefits before being signposted to BMBC Welfare Rights, the other was signposted directly to our debt drop-in service.

The following disability/health problems were declared:

Long-term health condition: 29
Physical impairment (non-sensory): 12
Mental health: 7
Multiple impairments: 6
Learning Difficulty: 3
Cognitive impairment: 1
Visual impairment: 1
Other: 6
Not Known: 3

Issues dealt with:

Benefits: 69
Debt: 29
Legal: 26
Housing: 17
Relationships & Family: 14
Employment: 12
Financial Services & Capability: 4
Health & Community Care: 1
Consumer: 2
Utilities & Communications: 2
Tax: 1
Discrimination: 1
Travel & Transport: 1
Immigration: 1
Other: 4

Declared age range of unique and repeat clients:

17-24: 7
25-34: 18
35-49: 33
50-64: 37
65+: 25
Not known: 2

Total debt managed:

£192,636

Total benefit gains:

£62,977

Declared ethnicity of unique and repeat clients:

White - British: 112
Black or Black British-African: 5
White – English: 2
Other - Any Other: 2
White - Other: 1
White - Gypsy Traveller: 1
Not Known : 1

Declared occupation of unique and repeat clients:

Permanently sick/disabled: 25
Retired: 25
Employed over 30hrs per week: 22
Employed under 16 hrs: 13
Employed btw 16-29 hrs: 12
Carer-Children: 9
Carer-Elderly/disabled: 6
Self employed: 2
Other: 2
Looking after home – Dependents: 1
Unemployed – seeking paid employment: 1
Not Known: 6

Declared housing status of unique and repeat clients:

Private rented: 30
Council/ALMO: 28
Owns outright: 21
Buying house: 16
Housing Association: 6
Staying with relatives (Paying Rent): 5
Staying with relatives (Rent Free): 4
Homeless: 1
Other: 6
Not Known: 7

Declared household type of unique and repeat clients:

Single: 41
Couple: 28
Couple with dependent children: 22
Single person with dependent children: 15
Other adults only: 6
Couple with non-dependent children: 5
Single person with non- dependent children: 2
Not Known: 5

Sessions closed due to annual leave: 6
Sessions closed due to Bank Holiday: 3

Case studies attached at appendix 1

Tidy Team – Forge Community Partnership/Anvil CIC

	RAG
<div style="background-color: #4F81BD; color: white; padding: 5px; border-radius: 10px; text-align: center;"> Children & Young People </div>	Satisfactory quarterly monitoring report and contract management meeting. ●
<div style="background-color: #709A4E; color: white; padding: 5px; border-radius: 10px; text-align: center;"> Improving Environment </div>	Milestones achieved ●
<div style="background-color: #F4A460; color: white; padding: 5px; border-radius: 10px; text-align: center;"> Changing Relationship </div>	Outcome indicator targets met ●
	Social value targets met ●
<div style="background-color: #C0392B; color: white; padding: 5px; border-radius: 10px; text-align: center;"> Local Economy </div>	Satisfactory spend and financial information ●
	Overall satisfaction with delivery against contract ●

A contract meeting took place on the 16th July 2018. All milestones and targets were discussed. The contract is overachieving on a number of targets including clean ups, new volunteers, existing volunteers and community groups supported. Work with schools, businesses and new groups established have been highlighted as areas where targets are not being met however a number of approaches have been put in place to address this including having a dedicated post to work alongside businesses and schools. As a result the number of schools and businesses worked with have increased this quarter. More detail can be found in the report submitted by the Tidy Team below.

The Tidy team have submitted a case study on the apprenticeships (see below). The amber rating on social value objectives reflects that of the 4 apprentices recruited to the Tidy Team one has achieved their NVQ level 2. Priorities for the next quarter are to increase the number of work experience placements and advertise for new apprentices.

Tidy Team report: April - June 2018

Activities supported:

- Eco Greenhouse work x 3
- Nursery gardening x 1
- Bottlecraft
- Stone walling
- Raised beds
- Tyre project
- Installation of Middlecliffe planter
- Supply of Gazebos for Middlecliffe Funday
- Bug hunt x 2
- Golden memories club - talk
- Tour de Yorkshire – bunting/preparations

Supporting community groups:

- Mates of Milton
- Owd Martha's Yard
- Wombwell Wooders Group
- Jump Litter Pickers/Environmental Group
- Broomhill Litter Pickers
- Friends of Hoyland Lowe Stand
- Janet Payling Cloughfield litter picks
- Friends of Wombwell Park
- Hoyland Methodist Church
- Foundry Gate
- Hemingfield Action Group
- Tots to Teens
- Hoyland Scouts
- Friends of Elsecar Park
- Wath, West Melton & Brampton Litter Pickers
- Wombwell Brownies

Schools worked with: The team have worked with schools on 22 occasions.

- West Meadows Primary
- Birdwell Primary
- Blacker Hill Nursery Little Explorers
- Netherwood Academy
- Upperwood Academy
- Jump Primary
- Springwood School
- The Ellis Hemingfield
- Darfield All Saints

Businesses worked with:

- Elsecar Heritage Centre
- Tesco
- Dearne Valley Landscape Partnership
- Rethink
- Berneslei Homes
- Chatterbox Nursery
- Middlecliffe Corner Shop

- Admast
- Cemex

This quarter has reaped the benefits of the Community Development Officer role where the Team have worked with 5 new businesses, 2 new schools and 3 new community groups.

Litter has again played an enormous part in the Team's work within the Wards. During the reporting period 161 litter picks have been undertaken by the team, of which 37 have been conducted with the assistance of volunteers. These picks have collected 2048 bags of rubbish, of which 143 were recycled, and of this amount 183 bags were the result of South Area Team events. Volunteer numbers are at 1193 hours this quarter. We feel that the perseverance of the contacts made by the Community Development Officer has not only contributed to this increased turnout of volunteers but in making and establishing links with the wider community for future months. The next few months will form part of the gala season where we will proudly continue to support community groups with the loan of gazebos and equipment free of charge.

The **Darfield** ward has continued to have the support of the Broomhill Litter Pickers who have collected 10 bags of litter on the 2 occasions the Team have assisted them. More volunteers seem to be involved with the group this quarter both in terms of litter picks and tending to their immediate community. The situation regarding the play area at Middlecliffe/Little Houghton seems to now be resolved as the Parish Council have now appointed an employee to the vacant role. The Team have agreed to tend to the Darfield Ring on a regular programme of works providing local businesses are supportive. The Community Development Officer has targeted businesses on the Low Valley Industrial Estate when we scheduled two clean up operations on 22 May and 12 June. We had no volunteers from the businesses but we collected 48 bags of rubbish, 3 loads of greenwaste and various fly tip items. We will continue to pursue this hot spot with the hope of getting the businesses involved, over the coming quarter.

The Team have also been involved with helping Darfield Bowling Club and again some lovely work has been done with Upperwood Primary with regard to litter picking and planting. The Team have also worked with a new school, All Saints, this quarter where the Team brought an Environmental Day to the children. Future work will take place in July when they will be working at Darfield Cenotaph in conjunction with Smart Door Solutions, a local business who we have approached about donating plants etc for the improvements. We will also be working in the school in the Autumn when we will be doing bottlecrafts, building bug/hedgehog boxes and litter picks are scheduled to go into their local park, all in an attempt to give the children an insight into their environment. The persistence of the Community Development Officer came to fruition with the Corner Shop at Middlecliffe where we managed to gather a group of 6 volunteers to do a community clean up. Problems around the ASOS site with litter is still in need of addressing and the involvement of our Community Development Officer to try and get the company more involved is still on our agenda. Over the reporting period the Team have removed 445.5 bags of

litter (24.5 of which were recycled) from the streets and footpaths of the Darfield Ward which equates to 22% of the total collected for the Team this reporting period.

In **Hoyland Rockingham** work has continued with Birdwell Primary getting the pupils out into the community to conduct more litter picking. We have also worked for the first time with Chatterbox Nursery. We were initially going to litter pick with the Nursery during the previous quarter but the adverse weather meant that we had to cancel on health and safety grounds so it has been nice to get this project off the ground at last. The work has involved litter picking, bug hunt and planting teaching the young children about nature and wildlife.

The Team were involved in a job with Hoyland Lowe Stand with regard to them reclaiming a footpath leading up to the Stand from Upper Hoyland Road. The wall had collapsed and was in need of a dry stone wall building project. The difference from before and afterwards is clear to see in the journal but it involved some very hard work from our Team and the 3 volunteers who joined us from the Friends of Hoyland Lowe Stand. Future work with this group involves a cut back along the other side of the Stand to clear a footpath before their renovation works begin in mid-July. Work has continued in West Meadows school and a new project working with Hoyland Scouts during the last quarter has involved a large number of scouts working with us at Owd Martha's Yard and 2 litter picks around the Hoyland area where they collected 18 bags of litter. We are hopeful of future work with the Scouts at a possible project involving the Hoyland Methodist Church in a reclaiming of their grounds. Continued litter picking has taken place around Cloughfields with Janet Payling and on one occasion with Berneslei Homes. All attempts to involve employees from Taco Bell and Dunkin Donuts have not yet produced any volunteers – the businesses seem to be generating a substantial amount of litter and if the situation does not improve we may need the assistance of local councillors and/or enforcement to involve them in the reduction of waste coming from their premises. An enforcement issue was reported regarding Taco Bell fly posting along the lamp posts of Birdwell.

Over the reporting period the Team have removed 387.5 bags of litter (26.5 of which were recycled) from the streets and footpaths of the Hoyland Rockingham Ward which equates to 19% of the total collected by the Team this reporting period.

In the **Hoyland Milton** Ward we are continuing with plans for the Eco Greenhouse at Jump Primary School, other projects are also ongoing with this school and it is extremely satisfying for the team to be involved with such an enthusiastic and motivated School Council making plans for their village. The Inner Wheel at Barnsley Rotary have now also agreed to start collecting a supply of 2 litre bottles for the Team to contribute to the build of this Eco Greenhouse. Work with the Jump Environmental Group has now altered, they will still meet on the last Saturday of the month but only an hour is dedicated to litter picking and the other hour working on the green spaces in the village, even taking this into account 14 bags of litter have been removed over the 3 dates in the quarter. The Team were heavily involved with the Tour de Yorkshire helping the South Area Team in Hoyland, Blacker Hill and Elsecar. The Team's support started on 6 April when we did a large community litter

pick at Blacker Hill where we gathered in 60 bags working with 13 volunteers. The Team were also involved with the Elsecar Heritage Centre on 12 May on a Litter Blitz and Spring Clean which brought a large amount of waste (Large Project of 12 May refers). Work also took place on 5 May with Hemingfield Action Group with a litter pick and we supported the Friends of Elsecar Park when we cleared the Dam Head on 30 May. This added to all the other work done by the team concluded that during the reporting period the Team have removed 579 bags of litter (55 of which were recycled) from the streets and footpaths of the Hoyland Milton Ward which equates to 28% of the total collected by the Team this reporting period.

Work in the **Wombwell** area continues with again extensive work being done on the litter and fly tip front. One of the main producers of course is the monthly project in Wombwell Woods, this quarter 108 bags of litter have been collected along with various fly tip. In addition to this the Team were involved in a South Area Team event prior to the Tour de Yorkshire clearing the Woods which removed 42 bags of litter and a very large haul of fly tip. We also took advantage of the road closure on Woodhead Lane on 25 May and conducted a cleanup operation which removed 75 bags of litter, 10 of which were recycled, and various amounts of fly tip were lifted. The Team have also been involved with a cross boundary co-working project with a Team from the Rotherham area on the Trans Pennine Trail where 61 bags were removed and various items of fly tip lifted. The Wath, West Melton and Brampton Litter Pickers are an enthusiastic group of people who, like the Tidy Team are intent on removing the rubbish from our areas and are working for the good of the community to keep our areas clean and green – we look forward to working with them again during the next quarter. We worked on the high street planters in Wombwell with the brownies and scouts one late evening – a great team effort and also with the Friends of Wombwell Cemetery. The Team are continuing to attend meeting of the Friends of Wombwell Park with a view to getting them more actively involved in more than the planning stages of the park's welfare.

The Foundry Gate project recommenced in April where a leafleting campaign brought a good attendance of 8 volunteers who did some excellent work in keeping their local community tidy and cared for. Despite a number of emails the Team have not managed to make contact with Netherwood School for a number of litter picks around the school area, we will continue to try and contact them when they return in the Autumn. Over the reporting period the Team have removed 636 bags of litter (37 of which were recycled) from the streets and footpaths of the Wombwell Ward which equates to 31% of the total collected by the Team this reporting period.

Case studies at Appedix 2.

Environmental Enforcement – Kingdom Security

	RAG	
Improving Environment	Satisfactory quarterly monitoring report and contract management meeting.	●
	Milestones achieved	●
Local Economy	Outcome indicator targets met	N/A*
	Social value targets met	●
Changing Relationship	Satisfactory spend and financial information	●
	Overall satisfaction with delivery against contract	●

*There are no outcome targets set for this project, because it is not legal to set targets for enforcement activity of this kind.

South- Area Qtr. Report Apr- Jun 2018, Kingdom report:

The South Area is contracted to 2 x officers, this equates to 930 hours over a quarter, 930 hours have been achieved which is 100% of the contracted hours. This has been achieved by utilising staff from the Town centre contract to maintain the targeted Minimum of 85%

To date 114 Fixed Penalty Notices and 211 PCN's for parking have been issued in the area. 110 of these have been for littering offences and 4 for dog fouling offences. Officers concentrate their patrols around intelligence led information from the tasking process and also from complaints on the street, from the community at large. To date this quarter complaints / operations are on-going and continue to be reported and attended. We have been met with an increase in specific witness information re offenders throwing litter from vehicles. It is believed this is born from the recent change in law. On these occasions armed with a witness statement we offer on the first instance an FPN to allow the individual to discharge their liability rather than have us compile a file for prosecution at court.

Prosecutions continue for Littering and Dog Fouling. To date offenders have paid prior to attending, pleaded guilty prior to court or have been found guilty at court. There has been a 99% success rate at court. The Revenue raised thus far from FPN's (Fouling and Littering) for this quarter is £4981.00p.







As of the 1st April FPNs for littering has been increased to £100.00

Littering Operations have been continued in the Wombwell area still concentrating on Hough Lane and Birdwell concentrating on Dearne Valley Farm. Members of the public using this area have approached the patrolling officers and although there has been no specific intelligence the feedback remains good.

15 FPN's for littering have been issued on the above streets up to this point.

Parking Operations Continue in Wombwell (mainly High Street / Hough Lane and Melvin Street.) now that we have increased the parking trained staff. 29 PCN's and 14 FPN's for littering have been issued on this area up to this point.

Local Business Survey & courses for local businesses

	RAG	
 <p>Local Economy</p>	Satisfactory quarterly monitoring report and contract management meeting.	N/A
	Milestones achieved	
 <p>Changing Relationship</p>	Outcome indicator targets met	
	Social value targets met	N/A
	Satisfactory spend and financial information	
	Overall satisfaction with delivery against contract	

This contract has now been completed. As previously reported, takeup of these courses was around 17%, despite extensive survey work to identify the content and format of courses required by local businesses. For this reason, the South Area Council has decided not to fund similar provision in the future.

Summer Internship Programme -C&K Careers



	RAG
Satisfactory quarterly monitoring report and contract management meeting (2015 and 2016 contracts)	●
Milestones achieved (2015 and 2016 contracts)	●
Outcome indicator targets met	●
Social value targets met (2015 and 2016 contracts)	●
Satisfactory spend and financial information (2015 and 2016 contracts)	●
Overall satisfaction with delivery against contract (2015 and 2016 contracts)	●

This contract has now been completed

C&K Careers were commissioned to deliver 2 separate contracts for the South Area Council – a Summer Internship Programme for Y10 students in the 2015 cohort and another contract for Y10 students in the 2016 cohort. Both contracts comprised the delivery of an intensive programme of activity during the summer of 2015 and 2016 respectively, followed by a lengthy follow-up period where C&K staff stayed actively in touch with students who took part right through their Y11 year and into the November following their school leaving date – or until the young person had a ‘positive destination’.

Evidence indicates that students did develop the IKIC competencies, become more ‘career confident’ and were pro-active about taking decisions and focussing on their post-16 opportunities. All students are in learning or work; they have entered positive destinations. The majority are either on career paths directly related to their original career aspirations or where they will have a variety of options open to them at 18.

There are now a number of key Barnsley employers committed to supporting local students into the workplace though both placements and apprenticeships.

Private Sector Housing Enforcement Officer – BMBC

Community Safety

	RAG
Local Economy	
Satisfactory quarterly monitoring report and contract management meeting	●
Milestones achieved	●
Changing Relationship	
Outcome indicator targets met	●
Social value targets met	●
Access to Local Advice	
Satisfactory spend and financial information	●
Overall satisfaction with delivery against contract	●

Following a successful contract review of the Private Sector Housing post the South Area Council have further extended this post for the period 1st April 2019 – 31st March 2020. This was agreed by the South Area Council at its meeting on the 15th July 2018.

The officer will continue to work with both tenants and landlords in order to improve the standard of private sector housing and its immediate environment through support and where necessary, enforcement.

Quarter 1 Report – 1st April to 30th June 2018

Report produced by the Private Sector Housing Officer:

During the months April to June 2018 I dealt with a total of **83** complaints, queries and requests for service, advice and referrals. The majority were dealt with on an informal basis, either speaking to the tenant/occupier or just sending a general advice letter. Of the 83 jobs received 3 PDPA (Prevention of damage by pests) notices were served.

Fly Tipping: There was a major issue in the Wombwell with fly tipping and people visiting properties and offering to remove waste for a small fee. This waste was then being fly tipped in the local area. A total of 572 fly tipping letters were posted to

affected streets and the problem seems to have calmed down. As a result of the letters being sent a number of properties were also cleared of any waste in the gardens.

Appendix 1 CAB Case Studies

Case Study 1

Client was in the process of separating from their partner and moving into their own property with 2 children, one of whom had a disability. Client was working more than 16 hours. The client believed that as the claims for child benefit and disability living allowance for the children were in the partner's name they could not get this entitlement. The client also believed that because of their work they would not be able to claim an income-replacement or means-tested benefit or carer's allowance for the disabled child.

Advised the client that if the children are their responsibility then normally the entitlement for child benefit would also be theirs, even if there was an existing claimant. Either the current claimant would need to end their claim, or the client could make a counter-claim and HMRC would decide who has the main caring responsibility for the children. A similar situation would exist with the disability living allowance claim, but as this was currently paid into a joint account the client could advise the DWP of a change of account details for payment.

Advised client that they could claim Universal Credit even when working, and the carer's element of Universal Credit is payable even if client earns in excess of the income limit for Carer's allowance.

Client was now able to make claims for Child Benefit, Disability Living Allowance, Universal Credit and the carer's element of Universal Credit. Having attended outreach to confirm their assumption that they would have no benefit entitlements, the client is now in receipt of an additional £2037.93 monthly in benefits.

Case Study 2

Client was off work sick and getting Statutory Sick Pay only, reducing client's income from £340 weekly to £92 weekly. Client's partner was in receipt on contribution based employment and support allowance and disability living allowance. The client wanted to know what, if anything, they could claim whilst off work sick, particularly as they would soon be in rent arrears without additional income.

Advised the client that they could claim Universal Credit, which would include help towards housing costs, and request that the carer element be included as the client met the criteria for this in caring for their partner. As the partner was on a contributory benefit this would not be affected by any claim the client made.

A claim for Universal credit for this client was calculated to be £578.27 monthly, an additional £133.44 weekly at a time when the client was struggling to make ends meet because of their illness. They stated that they felt much more able to cope as that additional income would be enough to deal with the shortfall between income and outgoings that they had identified whilst client was on sick pay only and prevent them from getting into arrears with the housing association.

In addition, the client was able to claim some Council Tax Support and make an application for a severe mental impairment discount, reducing their council tax liability by a further 25%.

Whilst this was not the highest financial gain in the quarter, the improvement to the client's state of mind and ability to cope at a difficult time was as significant, if not more so, than for those clients whose monetary gains were higher.

Case study 3

Client attended outreach at Hoyland Centre. Client lives in a private rented property, is single and works part time. Client receives Universal Credit and Council Tax Reduction.

The client came to outreach because the landlord hadn't been paying his mortgage for the property that client is renting and as a result client has received a notice of eviction from the courts to take place on 21st June at 11:45 am. Client states they have no rent arrears and rent has always been paid on time. The eviction notice relates to the fact the landlord has not paid the mortgage for the property.

Client has found another property to move into however this won't be ready until Sept 29th. The mortgage provider has declined client's request to stay in the property further from the eviction date. Client wanted help to apply for a N244 Application notice to suspend the notice. Client had enough funds to pay if a fee is chargeable. Client was asked to return to the bureau with additional information, including the following:

- income - statement of benefits, income from work
- Out goings - expenditure
- Statement of paid rent
- date client needs to leave

Once this had been received we were able to proceed with completing the N244 form which the client collected to hand in to the courts on the same day. Client was happy with the support we had given and has been back in touch to say they have not been evicted.

Case study 4

Client attended Wombwell outreach. Client currently works full-time and lives with grandparents. Client pays rent for this accommodation. Client has one child aged 4.

Client has been paying their ex partner £180 pm for child maintenance which was a mutual agreement and done by standing order. Client states they currently look after their daughter around 3-4 nights per week. On average the share of childcare is 50/50.

Client states they are struggling to cope financially due to the amount being paid to the ex partner in maintenance – including getting into credit card debt. Client came to outreach for a calculation of Child Maintenance to see if they are paying too much.

Completed calculations on GOV website, based on client having the daughter 1 night per week. Outcome: your child maintenance payment is the basic rate of £33 per week. Completed calculations on GOV website, based on client having the daughter 3 night per week Outcome: your child maintenance payment is the basic rate of £19 per week. Completed calculations on GOV website, based on client having the daughter 3+ night per week. Outcome: Your child maintenance payment is the basic rate of £9 per week.

Explained to client that these figures are estimates and the exact amount the Child Maintenance Service calculates may be different. Suggested to client they contact the CMO direct on 0800 988 0988 for additional support. Client presented information to the ex partner to agree a better payment. Client is now able to cope better financially and is slowly getting out of debt.

Appendix 2 Tidy Team case studies

Anvil CIC Case Study 1

Title UPSKILLING JUMP PRIMARY – SAVING THE PLANET
Ward Area HOYLAND MILTON
Who requested? JUMP PRIMARY SCHOOL
Summary: The involvement of the Tidy Team in this project is an extension of our involvement with the school over the last 8 months. It is a demonstration of how a small acorn can grow once children are given even the smallest of ideas.
Key Learning Points: The Tidy Team have been encouraged by the responses from the school children – we feel that it has given the children new skills, provoked ideas and have a much more proactive approach to environmental issues, not just within their village but their wider community. The project has also confirmed to the Team, and ultimately other schools, community groups and businesses that we are more than just a Team that litter pick.
Background: The Tidy Team initiated a meeting with Jump Primary’s Head and Deputy Head with a view of involving the school with both the Tidy Team and if possible the Jump Environmental Group. Previous large scheme from October – December 2017 showed how the school agreed to a series of litter picks with each of their school years. Our Team noted whilst litter picking with the children how the Blue Planet BBC series had influenced and provoked an interest in the children regarding environmental issues. Following the conclusion of the litter picks we requested a further meeting with the Deputy Head, Zoe Baker.
<p>Hazel Wood, the Tidy Team Community Development Officer, has been instrumental in working with the school. She has met with the school council on a number of occasions where they have discussed what projects they would like to be involved with and what the implications are. The children are very enthusiastic and want to do a number of projects:</p> <ul style="list-style-type: none"> • Building an Eco Greenhouse • Wood Walk learning about bugs and nature • Bug boxes, feeders and water stations • Planting • Recycling • Litter picks <p>As a result of the meetings the school have contacted the local authority with a view to upgrading and increasing what they collect by way of recycling – the bins that they had were inadequate and insufficient for their needs.</p>
Outcomes of Project: So far the litter picks are concluded, but future plans are in place. The school are collecting bottles for the construction of their Eco Greenhouse in the Autumn and the Tidy Team have also secured contributions of bottles from the Barnsley Rotary’s Inner Wheel.
What could have been done better: The Jump Environmental Group had hoped that the children’s enthusiasm would have prompted an additional membership to the Group, possibly from the parents as well as the children, but this has not been the case – discussions at their meetings, which the Tidy Team attend,

is continuing to hopefully achieve an increased membership.

Next Steps: As well as the Eco Green house project, a wood walk is due to take place in July and future plans are in place for the other projects they would like to be involved with. Our continued presence on the School Council enables us to keep the momentum of the projects ongoing. The school have also requested a co-working project, with the Jump Environmental Group, to approach the Woodlands Trust with a view to obtaining and planting a number of new trees around the village.

Case Study 2

Title	TIDY TEAM APPRENTICES
Date	14 JUNE 2018
Summary: The success and maturity of the Tidy Team is derived as a result of the wide spectrum of contributions made by all parties in its delivery, promotion and engagement. The varied nature of the work along with the unique nature and diversity of the communities served by the Tidy Team lend itself to offer opportunities through apprenticeships individuals who, for various reasons are or have become estranged from their community in either a social or participatory basis. Providing individuals with a platform by which they can openly be recognised for the contribution to wider community benefit aids the transition of people in becoming community activists. Helps to establish opportunity for their contribution while nurturing their informal and formal self-development.	
Key Learning Points: Equality of opportunity based on age of applicants brings a mixed base of benefits and challenges; maturity is a stable and reliable platform however legality of salary entitlement places strain on budget outturn. Empowering individuals in developing their learning and formal qualification routes. Identification and self-assessment through internal processes to identify any additional learning barriers which would restrict progress by an individual. Allocation of a learning mentor within the workforce supporting individual apprentices' time to review progress with their portfolio allows us to help them stay on track with qualification attainment.	
Background: Despite several intervals of advertising for young apprentices to join a successful and dynamic team working across the community we struggled to attract suitable candidates, we followed this up with direct vacancy advertising through the Barnsley College apprentice provision and finally managed to identify a handful of applicants, trying to stay as local as possible to recruiting applicants from the very communities they would be working in. We managed to appoint four individuals phased in two stages to blend with the wider team and assist in managing the demand for inductions, supervision and safe working. The four apprentices were introduced for their induction to Barnsley College for their formal qualification (NVQ L2). Following the initial assessment one candidate was identified as requiring more functional skill development; this was sought as locally as possible and the provision was supplied elsewhere in Barnsley. The other three candidates commenced their courses and we managed all four apprentices' ongoing access to skill development as we would only be failing the individuals if we didn't assist them in having a stronger platform for their future. Regrettably after four months we lost one of the apprentices as due to changes in his personal circumstances he was unable to uphold his commitment to the opportunity and	

course of study. The remaining three candidates continued to make positive progress and embraced not only the social interaction with individuals and groups across the communities but also with their colleagues and professional development.

Apprentice A: Stands out for acknowledgment as he brings stability to the Tidy Team through his maturity, diligence to ensuring the tasks are completed to the fullness of his ability and flexibility to see a task through to completion.

Apprentice B: Has made significant improvement in his time as an apprentice through his self-development in his functional skills, placing less dependence on his family to support him in his literacy and numeracy application, he communicates with a greater sense of self confidence and over the last six months has developed a willingness to share his knowledge, guidance and understanding of his work with young people, especially school aged children, who previously he would have stayed away from engaging with.

Apprentice C: Has managed his medical condition well through his participation in the Tidy Team he has developed his competence in operating a broad range of hand operated power tools and equipment with a keen application of health and safety. He has made positive progress with attainment of his NVQ often seeking guidance from his colleagues to have practical opportunities to enhance his formal study. He is a good communicator, polite and very willing to assist in any tasks discussed.

Who was Involved: The whole Tidy Team workforce through sharing knowledge, showing tolerance and understanding while nurturing the individual apprentices to achieve all that they can from the opportunity presented.

Outcomes of Project:

- Four apprentices appointed.
- Three enrolled onto NVQ qualifications
- One enrolled onto functional skill development
- Three individuals who progressed through their formal learning.
- One apprentice who was recognised by both the local Stars of Hoyland award and for his skills attainment from Adult Education.
- Three individuals who are better placed to continue making an economic contribution across the community.
- Two individuals who volunteer to support community action in their own communities separate to their employed roles.

What could have been done better: Bespoke development plan for the participants which while not a NVQ qualification would leave individuals better placed for their life journey.

Next Steps: Take our lessons from the current apprentices and embed this into our plans for the next drive for recruitment due to start in August 2018.

Case Study South Area 1: Apr-Jun 2018. Dearne Valley Farm – Birdwell



Dearne Valley Farm – Birdwell has become a bit of a hotspot for littering in the last three months, mostly from the clients of businesses in the area.

Many of the complaints are from members of the public while on patrol in the Birdwell area and also from complaints sent through Neighbourhood Services email address.

Our officers contact all the businesses for further Intel and placed stickers and signage in the area.



Kingdom has made this a HOT SPOT for more regular patrols, and after some attention was given to this area, cleanliness appeared to be maintained.

15 FPN'S have been issued for littering in Birdwell – Dearne Valley Farm up to this date. Patrols continue.

Case Study South Area 2: Apr-Jun 2018.

Hough Lane - Wombwell

Kingdom has made Hough Lane - Wombwell a hotspot for regular patrols due to the amount of complaints received regarding parking infringements. Our officers have engaged with the public and have met with positive response.

Officers patrolled through the three months but created an operation with bit more emphasis during the early part of June.



29 PCN'S were issued and 14 FPN's for littering on this area up to this point.

The feedback has been good and the parking infringements seems to be dropping on this street, but our officers will continue their patrols in this area.

Added Value

'Litter Picking' days

For those juveniles (13) within the South Area community Litter picks have been completed in April, May and June at County Way car park, Barnsley for

Juveniles, on 5th of May, where 28 invited with 6 attendees (4 from South Area). On June 16th, on Co-operative Street Goldthorpe, with 19 invited and 4 attendees (none South Area). The juvenile will be subjected to this by agreement of the Parent / Guardian. These days will be overseen by Kingdom Staff. Juveniles have attended from this area and have been both beneficial to the Juvenile, Parent and Staff who attend.

Appendix 4 - Private Sector Housing

CASE STUDY 1 – ELSECAR

I (Private Sector Housing Officer) received a request for service regarding a property in Elsecar that was insecure and there was substantial amount of waste in the rear garden. The property was also being targeted by vandals and thieves. The waste in the yard of the property was attracting vermin causing issues to neighbouring properties. This case was made much more complicated as there was no will left by the deceased owner. Before any enforcement action was undertaken I went through a process of trying to track down any family members to see if the issues could be resolved without enforcement. Eventually it became apparent the only option was to start enforcement proceedings. I worked closely with the Empty Homes Team and members of my own service and we quickly came up with a plan to get the issues resolved at the property.

Initially, I served a notice to secure the property and the property was secured on 24th April 2018. Unfortunately this did not stop the Anti Social Behaviour issues and the boarding was ripped off almost immediately taking me back to square one. Attempts were made to re-secure the property but it was clear that more robust action needed to be taken to make sure the property was secured. This is when a PDPA Notice was served, I had to allow 21 working days before we could act on the notice. During this time a number of quotes were gathered to get the waste cleared and the property shuttered to prevent further issues. The works to clear and secure the property took place on the week commencing 11th June 2018. A considerable amount of waste was cleared from the property and the entrances were secured.

Unfortunately, not long after the works had been completed an outbuilding in the grounds of the property was targeted. This was made much more complicated as the roof was asbestos material and had been compromised. Again, after lengthy discussions with colleagues we decided to serve a another PDPA notice to clear the rear yard, the contents of the garage (including the removal of the asbestos) and secure the outbuilding attached to the property. This notice is due to expire on 26th July 2018, when the works will be completed. The rear garage will be left open, but clear in hopes that it will deter any further ASB at the property as it will be visible that there is no way to access the property and nothing in the rear yard to attract any attention.

Throughout this case I have made a number of visits to the property and have kept the client up to date with the actions that would be taken at the property to resolve the issues. I have also liaised with the Local Police Team in order to make sure that

any relevant information is passed on/received. There was a formal complaint made about the job, but this has been responded to and all actions taken outlined.

The main aim of this piece of work is to enforce the sale of the property so that it can be brought back into use. This is something that will be ongoing by the Empty Homes Team. Once the current notice has expired on the property I will continue to monitor the site and also provide any support I can to the Empty Housing Team to make sure that the end result is possible.

CASE STUDY 2 – WOMBWELL

Whilst on proactive patrols in the area I was approached by members of the public that were concerned about an increase in fly tipping in the area. After talking to other members of the public it became apparent that there was an issue with individuals targeting properties with waste in the garden. They were then speaking to residents and offering to remove the waste for a small fee. This waste was then being fly tipped around the local area.

I worked with the Local Police Team, sharing information in order to work out who the offenders were. This information was gathered by talking to members of the public and patrols in the area etc. I requested that the out of hours teams carried out some patrols in the area to see if anymore intelligence could be gathered.

The issue continued to cause problems in the local area and it appeared that the area being covered had started to spread. It was at this point I decided information letters needed to be sent out to the properties being affected by the issue. The letters were written in such a way as to provide advice about the problem in the area but also to make people take action to get any waste cleared from their properties to deter the fly tipping problem. All of the letters were hand delivered to a total of 572 properties on 11 different streets, my contact details were on the letters. Whilst delivering the letters any properties with waste or large items in the garden were recorded with a view to re visit to make sure that the waste had been cleared, if this didn't happen enforcement action would be taken.

After the letters had been delivered a number of phone calls, texts and emails were received with information about possible perpetrators. A number of calls were also received from residents saying that they had waste in their gardens and they were arranging for removal, these addresses were noted and revisited.

When all of the visits were carried out after the delivery of the letters there was a notable change in the amount of waste in gardens and a number of people had cleared their gardens of waste.

Since the intervention there have been no further reports from members of the public about people going to properties asking if they want waste removed.

This area continues to be monitored and regular visits are carried out in order to talk to residents and deal with any environmental issues that may be identified.

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BARNSELY METROPOLITAN BOROUGH COUNCIL

South Area Council Meeting:
31st August 2018

Report of South Area Council Manager

South Area Council – Procurement and Financial Update

1. Purpose of Report

- 1.1 To outline the current financial position for 2018/2019 and 2019/2020
- 1.2 To provide an update on South Area Council contracts currently running and commissioning intentions for 2019
- 1.3 For Members to agree timescales, process, contract timescales and contract values for taking forward commissioning intentions

2. Recommendations

- 2.1 That Members note the current financial position at 3.0 and 4.0 for 2018/2019 and 2019/2020**
- 2.2 That Members agree the commissioning timescales set out at 6.2 (Environmental Tidy Team), 7.4 (Parking Enforcement) and 8.0 (Advice Services) and nominate two Councillors to be part of each of the evaluation panels.**
- 2.3 That Members are asked to consider and agree the maximum contract value for a new environmental Tidy Team contract at 6.3, Parking Enforcement at 7.0 and Advice Services at 7.6.**
- 2.4 That Members are asked to agree the contract length for the Environmental Tidy Team at 6.4, Parking Enforcement at 7.1 and Advice Services at 7.7. It is recommended that the contracts are for an initial one year plus a further one year subject to performance, continued evidence of need and subject to funding being available.**
- 2.5 In order to ensure timescales are met, Members are asked to delegate authority to Executive Director Communities to agree the final specification and tender information for all commissioning work outlined in this report following consultation with Members of South Area Council.**

3. Existing contracts

3.1 The following are current contracts and contract end dates:

Contract name	Contract start date	Contract end date	Contract Value
Tidy Team Forge Community Partnership	01/08/2016 1+1+1	01/04/2019	£195,720 per annum
Advice services Citizens Advice Barnsley	01/07/2017 1+1	30/06/2019	£75,000 per annum
Environmental services Kingdom Security Limited	01/04/2016 1+1+1	01/04/2019	£60,320 per annum
Private Sector Housing Officer BMBC	01/04/2017 1+1	01/04/2019	£32,580 Per annum

3.2 All the above commissions will have completed their final year in contract. Existing providers will need to take part in an open, transparent and competitive retendering exercise where the opportunity is put out to the market through YOR Tender. The private sector housing officer is an internal service level agreement as this is a single provider delivered by BMBC.

4. South Area Council Finance Overview

4.1 Finance table:

Description	2017/18	2018/19	2019/2020
South Area Council Allocation	£400,000	£400,000	£400,000
Carry Forward + income	£93,615	£32,823 + Income confirmed to date £27,892	
Contracts / spend			
Advice Services	£74,375	£75,000 +£4572	£18,750 (April 19 – June 19)
Environmental service (Kingdom)	£120,000	£60,320	
BMBC Safer Communities (environmental services)	£26,488	£14,000	
Tidy Team	£195,720	£195,720	
Private Sector Housing	£14,636 +£13,575	£47,216 (£14,636 + £32,580)	
Summer Internship	£3998		
Community Magazine	£3500	£3675	
Young people's pop up sessions	£2000		
Young people's social media project	£2500		
Wombwell TRO	£4000		
Off road biking signs		£1290	
Amendments to Hoyland Centre TRO		Up to £5000	
Park Land repairs – Sheffield Road Birdwell		£10,980	
Parks – Milton Pond banking		£1080	
Winter well-being event		£2000	
Spend	£460,792	£420,853	£18,750
In year balance	£32,823	£39,862	£381,250

4.2 Currently there is an in year balance of £39,862 for 2018/2019. Of the £27,892 enforcement income, £10,832 remains for environmental projects.

4.3 The annual figure for existing contracts totalled is £382,192

5. Background and information

5.1 At a South Area council workshop held on the 25th May 2018 members reviewed all the South Area Council contracts currently running in order to come to a view on commissioning intentions for 2019 /2020.

5.2 For each of the contracts the South Area Council Members considered:

- The original purpose of the contract and whether the contract delivered on that purpose
- Contract performance to date
- What has worked well and not so well
- Is there evidence of continued need?
- Discussions to date regarding competing South Area Council Priorities
- Current and future financial position

5.3 At the South Area Council meeting on the 15th June 2018 the Members recommended the following:

5.4 Environmental Tidy Team service

- That there is a continued need for a Tidy Team / environmental service from the 1st April 2019

5.5 Private Sector Housing service

- That there is a continued need for a Private Sector Housing service from the 1st April 2019

5.6 Environmental Enforcement

- That there is a continued need for the parking services element of the environmental enforcement service contract and that the South Area Council Manager explore options to fund parking services
- That the focus for parking services should be solely around the main shopping centres of Wombwell and Hoyland and should include evening and weekends

5.7 Advice services

- That there is a continued need for an advice service across all wards from the 1st July 2019

6. Commissioning updates, proposed way forward and timescales

6.1 Members are asked below to consider the timescales, contract value amount and commissioning panel representatives in order to run competitive retendering processes for new services.

Environmental Tidy Team Service

6.2 Environmental Tidy Team Timeline:

Environmental Tidy Team Service	Date	Who
Agree Members of Evaluation panel – 2 Elected Members +SAC Manager	South Area Council Meeting – 31 st August 18	South Area Council
Draft specification document emailed to Members for comments/ amendments	1 st September – 30 th Sept 18	South Area Council Manager Members
Complete Equality Impact Assessment	By 30 th September 18	South Area Council Manager
Notify current provider and obtain TUPE information	w/c 3 rd of September 18	Procurement Team
Issue OJEU notice	1 st October 18	Procurement Team
Issue Tender	3 rd October 18	Procurement Team
Tender Closing Date	5 th November 18	
Evaluation moderation panel meeting, presentations (If included) and verbal confirmation of award rec	w/c 12 th November 18	Evaluation panel members Procurement Team
Issue Intent to award Letters (Start of Standstill)	26 th November 18	Procurement Team
Contract Award Issued	7 th December 18	Procurement Team
Pre contract meeting	7 th December – 31 st March 18	South Area Council Manager Procurement Team
Contract Commencement Date	1 st April 2019	

6.3 Members are asked to consider and agree the maximum contract value for a new Environmental Tidy Team contract. Currently the annual contract value is £195,720. This was the amount discussed and suggested at the workshop held on the 25th May 18.

6.4 Members are asked to agree the length of a new Environmental Tidy Team contract. It is recommended that the contract is for an initial one year plus a further one year subject to performance, continued evidence of need and subject to funding being available.

6.5 The South Area Council Manager will produce a draft specification for the Environmental Tidy Team. The draft will be shared with South Area Council Members for comment/ amendments prior to finalising the document.

6.6 In order to ensure the timescales above are met Members are asked to delegate authority to Executive Director Communities to agree the final specification and tender information following consultation with Members.

Private Sector Housing Officer

6.7 The Private Sector Housing Officer contract is an internal service level agreement with BMBC as a single provider of this service. At the South Area Council meeting on the 15th June it was agreed that this would be extended for a further year from 1st

April 19 – 31st March 2020. This is subject to agreement with the Safer Neighbourhoods Service.

Environmental Enforcement

6.8 The South Area Council carried out a review of the Environmental Enforcement contract which includes enforcement around littering, dog fouling and parking. The contract was set up originally with a view to changing people’s behaviour through education and enforcement. It has been difficult to evaluate the impact of behavioural change as a direct result of enforcement.

6.9 The South Area Council agreed at its meeting on the 15th June 2018 to increase the emphasis on anti-littering and dog fouling campaign and educational work within any future Environmental Tidy Team commission rather than an enforcement commission and focus solely on parking in terms of enforcement.

7.0 Members are asked to consider and agree the maximum contract value for a new Parking Enforcement contract. Currently the annual contract value for Environmental Enforcement is £60,320 for 2 officers for littering, dog fouling and parking enforcement. There is also an additional sum of £14,000 to BMBC Safer Communities to provide equipment, processing and monitoring and operational support. A contract value of £20,000 for parking enforcement and up to £10,000 BMBC Safer communities is recommended.

7.1 Members are asked to agree the length of a new parking enforcement contract. It is recommended that the contract is for an initial one year plus a further one year subject to performance, continued evidence of need and subject to funding being available.

7.2 The South Area Council Manager will produce a draft specification for the Parking Enforcement commission. The specification will focus on Hoyland centre and Wombwell town centre. The draft will be shared with South Area Council Members for comment/ amendments prior to finalising the document.

7.3 Members are asked to delegate authority to Executive Director Communities to agree the final specification and tender information following consultation with Members.

7.4 Parking Enforcement Timeline

Parking Enforcement	Date	Who
Agree Members of Evaluation panel – 2 Elected Members +SAC Manager	South Area Council Meeting – 31 st August	South Area Council
Draft specification document emailed to Members for comments/ amendments	October 18	South Area Council Manager Members
Complete Equality Impact Assessment	By End of November 18	South Area Council Manager
Notify current provider and obtain TUPE information	October 18	Procurement Team
Issue Tender	December 18	Procurement Team
Tender Closing Date	January 19	
Evaluation moderation panel meeting, presentations (If included) and verbal confirmation of award	January / February 19	Evaluation panel members Procurement Team

Issue Intent to award Letters (Start of Standstill)	January / February 19	Procurement Team
Contract Award Issued	February 19	Procurement Team
Pre contract meeting	February 19	South Area Council Manager Procurement Team
Contract Commencement Date	1st April 2019	

Advice services

7.5 Following a review of performance to date of the Advice service Members have agreed to commission new advices services from the 1st July 2019.

7.6 Members are asked to consider and agree the maximum contract value for a new Advice services contract. Currently the annual contract value is £75,000 plus an additional £4572.

7.7 Members are asked to agree the length of a new Advice service contract. It is recommended that the contract is for an initial one year plus a further one year subject to performance, continued evidence of need and subject to funding being available.

7.8 The South Area Council Manager will produce a draft specification for the Advice services tender. The draft will be shared with South Area Council Members for comment/ amendments prior to finalising the document.

7.9 Members are asked to delegate authority to Executive Director Communities to agree the final specification and tender information following consultation with Members.

8.0 Advice services timeline

Advice services	Date	Who
Agree Members of Evaluation panel – 2 Elected Members +SAC Manager	South Area Council Meeting, 31 st August	South Area Council
Draft specification document emailed to Members for comments/ amendments	October 18	South Area Council Manager Members
Complete Equality Impact Assessment	By End of November 18	South Area Council Manager
Notify current provider and obtain TUPE information	November 18	Procurement Team
Issue Tender	February 19	Procurement Team
Tender Closing Date	March 19	
Evaluation moderation panel meeting, presentations (If included) and verbal confirmation of award	March 19	Evaluation panel members Procurement Team
Issue Intent to award Letters (Start of Standstill)	March/ April 19	Procurement Team
Contract Award Issued	April 19	Procurement Team
Pre contract meeting	May 19	South Area Council Manager Procurement Team
Contract Commencement Date	1st July 2019	

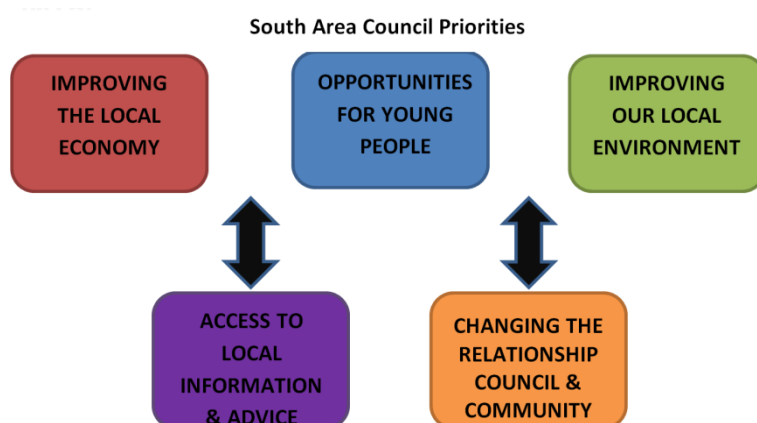
9. Future commissions and projects

9.1 In addition to the existing contracts the South Area Council are considering commissioning a Social Isolation project. This work is being developed alongside any learning from the Barnsley Age UK pilot operating in Wombwell. This work has been taken into consideration regarding future budgets. Age UK will be

9.2 Previously the South Area Council has funded projects against each of the South Area Council priorities. Currently there are no specific commissions/ projects for the 'Opportunities for young people' or 'Improving the local economy' priorities.

9.3 Projects funded previously:

- Opportunities for young people: summer internship, Fire and Rescue ARC courses, Youth Asset mapping, Life skills course for young people, young people social media project
- Improving the Local Economy: business surveys and courses for local businesses



9.4 A number of project ideas were discussed and are being investigated by the South Area Council Manager for consideration in future. The project ideas include:

- Youth life skills projects i.e. Fire and rescue ARC courses (these have been funded previously)
- Youth voice and influence and activities grants pot i.e. food poverty, skills, health and well being
- Early help support projects: basic skills, money management, information events
- Winter wellbeing event

9.5 At the South Area Council meeting on the 15th June 2018 Members supported the idea of holding a Winter Wellbeing event across the South Area. The event will build on the success of sloppy slippers and include key winter messages and support (flu jabs, staying warm and winter warm packs, fuel poverty, and social isolation).

9.6 Members allocated a budget of up to £2000 towards this event. The budget will fund items for winter packs, room hire, promotional materials, food and transport.

Officer Contact: Lisa Lyon, South Area Council Manager

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