



# Public Document Pack

<b>MEETING:</b>	Central Area Council
<b>DATE:</b>	Thursday, 27 September 2018
<b>TIME:</b>	9.30 am
<b>VENUE:</b>	Meeting Room 3, Barnsley Town Hall

## AGENDA

1. Declaration of Pecuniary and Non-Pecuniary Interests

### Items for Decision

2. Notes of the Meeting of Central Area Council Members held on 3rd September, 2018 (Cen.27.09.2018/2) (*Pages 3 - 8*)
3. Environmental Enforcement (Cen.27.09.2018/3) (*Pages 9 - 14*)

To: Chair and Members of Central Area Council:-

Councillors Riggs (Chair), D. Birkinshaw, P. Birkinshaw, Bowler, Bruff, G. Carr, Clarke, K. Dyson, M. Dyson, W. Johnson, Mitchell, Murray, Pourali, Williams and Wright

Area Council Support Officers:

Chris Arnold, Interim Head of Strategic Commissioning and Procurement  
Carol Brady, Central 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](mailto:governance@barnsley.gov.uk)

Wednesday, 19 September 2018

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<b>MEETING:</b>	Meeting of Members of Central Area Council
<b>DATE:</b>	Monday, 3 September 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## NOTES

**Present** Councillors Riggs (Chair), P. Birkinshaw, Bowler, G. Carr, Clarke, W. Johnson, Williams and Wright.

### 7. Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of pecuniary or non-pecuniary interests.

### 8. Minutes of the Previous Meeting of Central Area Council held on 02.07.2018 (Cen.03.09.2018/2)

Members received the minutes from the previous meeting of Central Area Council held on 2<sup>nd</sup> July, 2018.

The Area Council Manager made Members aware of discussions with colleagues in Berneslai Homes to discuss the scope of an exercise to consider the borough wide service delivered locally. The scope had been agreed and a report from Berneslai Homes was expected in mid-September, with a workshop to discuss the matter further arranged to take place with Berneslai Homes on 11<sup>th</sup> October, 2018.

**RECOMMENDED** that the minutes of the Central Area Council held on 2<sup>nd</sup> July, 2018 be approved as a true and correct record.

### 9. Fostering Champions - Central Area (Cen.03.09.2018/3)

The Area Council Manager introduced the item by welcoming Mandy Williamson, who was a fostering champion for the Central Area.

Members heard of the successful pilot, held in the North East area, to increase the numbers of foster carers. Mandy had been a foster carer for 23 years and stressed the need for foster carers in Barnsley to ensure that children would be placed near to their roots in their own community. It was noted that independent agencies are often more costly and children were more likely to be placed out of the borough.

Currently around 145 homes foster, and 37 families were approved last year. It was also noted that numbers do fluctuate, and families were always in demand. Members applauded the high standards of the Council, to ensure children fostered received the highest quality care.

In order to raise the profile of fostering, and start conversations with prospective carers, the team were attending events such as community galas. Members were made aware of games and prizes offered in order to engage families and start conversations. The current focus was around Christmas events.

Members supported the recruitment drive and agreed to support activities within their Ward. An application to each of the Ward Alliance Funds was suggested in order to support the work of the fostering champions.

**RECOMMENDATION:-**

- (i) That thanks be given for the presentation;
- (ii) That the recruitment of fostering carers in the Central Area be supported;
- (iii) That an application to each of the Ward Alliances to support the work of the foster champions be encouraged.

**10. Performance Management Report Q1 (Cen.03.09.2018/4)**

The item was introduced by the Area Council Manager who made members aware that for all of the five services commissioned and four Youth Resilience Fund projects there were no issues.

Members were reminded that the Youth Resilience Fund project delivery had ceased on 31<sup>st</sup> August, 2018, but that two of the four projects had been successful in gaining external funds and would therefore continue independently.

The service provided by Royal Voluntary Service continued to target the younger end of their age range, and the case studies circulated helped to demonstrate the value of the service provided.

Performance against the contract with the YMCA was positive and two sessions per ward continued to be delivered each week, with 120 in total being delivered in the quarter. It was noted that the Ardsley Community Centre was no longer available for use and therefore alternative venues were being considered.

Members considered the Environmental Enforcement service, noting that there were fewer Fixed Penalty Notices than in the same quarter last year, and that there had been changes in staff. It was acknowledged that since the end of the previous quarter, there had been a positive trend in the issuing of notices.

The meeting discussed the difficulties in witnessing owners not picking up their dog's fouling, and also noted the high proportion of notices issued for cigarette ends.

Members acknowledged the social action projects undertaken by Twiggs Grounds Maintenance and the case studies circulated which demonstrated added value.

Those present heard that the group of volunteers, previously supported by the Homestart Home Visiting Service, continued to meet at Hope House Church, and were supported by the Area Team.

The case studies related to the Youth Resilience Fund projects were received, and Members acknowledged the positive impact the fund had made.

**RECOMMENDED:-** that the report be noted.

**11. Procurement and Financial Update (Cen.03.09.2018/5)**

The Area Council Manager introduced the item referring to the current situation following Homestart going into administration. Support was being provided by the Central Area Team and a number of volunteers, and discussions were taking place about the possibility of this becoming part of the weekly programme offered by Hope House.

An update was provided with regards to the SLA to provide support to new tenants in the low cost private rented sector. An appointment had been made to the post, and it was hoped that the officer would start early October. Details would be circulated to Members in due course.

In relation to the Targeted Household Fly-tipping Enforcement and Education SLA, the post had been advertised on 17<sup>th</sup> August, with a closing date of 31<sup>st</sup> August, 2018. Members heard how 24 applications had been received, and shortlisting would commence soon.

Members noted the recent review of the Clean and Green priority, which had recommended that the clean and green service delivered in partnership with local people be recommissioned. However, it was suggested that this had an increased focus on involving local people and sustainability. Members noted the importance of a contract such as this to provide support to a great number of volunteers. Members supported the recommendations to procure a service at around £95,000 per annum, and endorsed the draft specification circulated.

Discussions at the clean and green review group had been inconclusive in relation to the continuation of an environmental enforcement service. Members discussed the service, noting that many of the fines had been for cigarette ends which had not impacted greatly on the visibility of litter in the area. Also noted was prevalence of dog fouling and the difficulties in prosecuting offenders. However, Members also noted the relatively small net cost of providing the service and the deterrent effect of the service. Taking everything into account Members were minded to recommission a revised enforcement service, with more flexibility within the service.

Members noted the feedback from the working group convened to consider the family support priority. The service specification to provide a service to support new mothers with low level emotional wellbeing issues was considered and Members noted that this would be closely linked to the midwifery service. The meeting discussed the relatively small numbers expected to access the service, but the important impact this could have. A suggestion was made that to measure the impact on participants would be important.

Members supported the procurement of the service, and also supported Member involvement in the tender evaluation panel.

The financial position for the Area Council was then considered, with approximately £127,000 expected to be remaining for allocation in 2018/19, with a further £53,000 in 2019/20. A discussion took place around how best to allocate the finance and it was suggested that it would be useful to undertake an analysis to consider each priority and the level of investment prior to any decision being taken.

**RECOMMENDED:-**

- (i) That the overview of Central Area Council's priorities, current contracts and procurement, including associated timescales, be noted;
- (ii) That the outcome of the Clean and Green review be noted;
- (iii) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to Create a Sustainable Clean and Green Environment In Partnership with Local People at a cost of £95,000 per annum for one year with the option to extend for two further periods of one year;
- (iv) That two elected Members take part in the tender evaluation panel for the service to Create a Sustainable Clean and Green Environment In Partnership with Local People;
- (v) That the Area Council Manager develops necessary material in order to progress the procurement of a further Environmental Enforcement service in the Central Council Area;
- (vi) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support at a cost of £50,000 per annum for one year with the option to extend for two further periods of one year;
- (vii) That two elected Members take part in the tender evaluation panel for the procurement of a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support;
- (viii) That the financial position for 2017/18, and the projected expenditure for 2018/19-2020/21 be noted.

## **12. Notes of the Ward Alliances (Cen.03.09.2018/6)**

The meeting received the notes of the following meetings of the Ward Alliances within the Central Area: - Central Ward Alliance held on 27<sup>th</sup> June and 25<sup>th</sup> July, 2018; Dodworth Ward Alliance held on 19<sup>th</sup> June, and 17<sup>th</sup> July, 2018; Kingstone Ward Alliance held on 27<sup>th</sup> June, and 8<sup>th</sup> August, 2018; Stairfoot Ward Alliance held on 9<sup>th</sup> July, 2018; and Worsbrough Ward Alliance held on 20<sup>th</sup> June, and 26<sup>th</sup> July, 2018.

**RECOMMENDED** that the notes from the Ward Alliances be received.

## **13. Report on the Use of Ward Alliance Funds (Cen.03.09.2018/7)**

The Area Council Manager provided an update on the current financial position for each of the Ward Alliance Funds in the Area.

Central Ward Alliance had £15,613.24 remaining from an opening balance of £20,000.

Dodworth Ward Alliance had £12,504.45 remaining from an opening balance of £20,685.

Kingstone Ward Alliance had £14,827.00 remaining from an opening balance of £23,418.

Stairfoot Ward Alliance had £16,409.00 remaining from a opening balance of £20,975.

Worsbrough Ward Alliance had £18,615.70 remaining from an opening balance of £22,874.

Members were reminded that around six months remained of the financial year and that plans ought to be in place for ensuring finance was expended.

**RECOMMENDED** that the report be noted.

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Chair

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## BARNSELY METROPOLITAN BOROUGH COUNCIL

<p><b>Central Area Council Meeting: 27<sup>th</sup> September 2018</b></p>
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Report of Central Area Council Manager

**Central Council Environmental Enforcement Update Report****1. Purpose of Report**

- 1.1 This report provides a draft service specification and associated procurement process to identify a Provider to deliver a Central Area Council Environmental Enforcement Service.

**2. Recommendations**

**It is recommended that:**

- 2.1 Members delegate responsibility to the Executive Director, Communities, for approval of the service specification and associated procurement process for the procurement of an Environmental Enforcement service at a cost of £45,000/annum for an initial 1 year period (1<sup>st</sup> April 2019- 31<sup>st</sup> March 2020), with an option to extend for a further 1 year period (1<sup>st</sup> April 2020-31<sup>st</sup> March 2021) + a further 1 year period (1<sup>st</sup> April 2021-31<sup>st</sup> March 2022).**
- 2.2 Members also delegate responsibility to the Executive Director, Communities, for the approval of the Service Level Agreement with BMBC's Safer Neighbourhoods Service to deliver an Environmental Enforcement support service, as outlined in Section 4 of this report at a cost of £5,000/ annum.**

**3. Background**

- 3.1 Following the Clean and Green Review workshop that was carried out on Monday 30<sup>th</sup> July 2018, a consensus could not be reached regarding any future Central Area Council Environmental Enforcement Service.
- 3.2 At the Central Area Council meeting on Monday 3<sup>rd</sup> September 2018 members discussed the service, noting that many of the fines had been for cigarette ends which had not impacted greatly on the visibility of litter in the area. Also noted was the prevalence of dog fouling and the difficulties in prosecuting offenders. However, Members also noted the relatively small net cost of providing the service and the deterrent effect of the service. Taking everything into account Members were minded to recommission a revised enforcement service, with more flexibility within the service.

**4. Proposed Environmental Enforcement (Dog fouling and littering) Service and Procurement Process.**

- 4.1 Based on the current level of service, but reflecting the changes requested by members at the last Central Area Council meeting, a document outlining the revised Central Area Council service and activities to be delivered is attached at Appendix 1. This will form the basis of the Tender Specification for the procurement of a Provider to deliver the service at a cost of £45,000/annum.
- 4.2 2 other Area Councils, North-East and South, also wish to procure an Environmental Enforcement service and are working to the same timescales as Central.
- 4.3 In order to attract Providers, and to enable a bespoke service to be delivered for each of the 3 Area Councils, the proposed procurement of a Provider to deliver the service will be advertised as one event but will consist of 3 individual lots with separate specifications for each Area. The same Provider will be appointed to each of the 3 lots.
- 4.4 Due to the combined value of the proposed procurement, the method of procurement for this service will therefore be the open procedure route with a contract notice submitted to the Official Journal of the European Union.
- 4.5 If the proposal is approved by Central Area Council at today's meeting, the following table outlines the key actions to be undertaken with indicative timescales:

Activity	Date
Draft documents and finalise with legal	22 <sup>nd</sup> August – 30 <sup>th</sup> Sept
Obtain sign off from Area Councils	By 30 <sup>th</sup> September
Complete Equality Impact Assessment	By 30 <sup>th</sup> September
Notify Kingdom and obtain TUPE information	w/c 10 <sup>th</sup> of September
Issue OJEU notice	1 <sup>st</sup> October
Issue Tender	3 <sup>rd</sup> October
Deadline for clarifications	29 <sup>th</sup> October 2018
Tender Closing Date	5 <sup>th</sup> November 2018
Quality responses to evaluation panel to review	5 <sup>th</sup> November
Evaluation moderation panel meeting, presentations (If included) and verbal confirmation of award rec	w/c 12 <sup>th</sup> November
Complete recommendation to award report	w/c 19 <sup>th</sup> of November
Issue Intent to award Letters (Start of Standstill)	26 <sup>th</sup> November
Contract Award Issued	7 <sup>th</sup> December
Mobilisation period	7 <sup>th</sup> December – 31 <sup>st</sup> March 2018
Contract Commencement Date	1 <sup>st</sup> April 2019

- 4.6 To ensure that the proposed Environmental Enforcement Service being procured operates as part of the Council's broader approach, complements the

Council's "core offer", operates within the same degree of integrity, benefits from existing local infrastructure, and can legitimately act on behalf of the Council as the primary enforcement agent in the Central Council Area, the Service Level Agreement with BMBC's Safer Neighbourhoods Service is currently being revised. The cost for delivery of the SLA will be approximately £5,000/annum.

### **Appendices**

**Appendix 1** :Central Area Council Environmental Enforcement Service:Service and activities to be delivered.

**Officer Contact:**  
Carol Brady

**Tel. No:**  
01226 775707

**Date:**  
18<sup>th</sup> September 2018

**CENTRAL AREA COUNCIL – ENVIRONMENTAL ENFORCEMENT SERVICE**

**THE SERVICE AND ACTIVITIES TO BE DELIVERED:**

**GENERAL**

The Service to be provided flexibly according to need and to include evenings and weekends with a minimum of 10 hours per week per officer spent working either weekends, or week days before 8am or after 5pm.

100% coverage in the event of annual leave, sickness or other leave related absence will be provided by the Service Provider to maintain service delivery.

The Environmental Enforcement Officers provided by the Service Provider must be able to proactively issue tickets for littering and dog fouling.

Environmental Enforcement Officers must be provided with appropriate mobile communication devices.

**LOT SPECIFIC – Central Area Council**

To provide the Central Area Council with 1.5 Environmental Enforcement Officers working 37 hours per week, 52 weeks per year dedicated to Environmental Enforcement littering (focused on litter other than cigarette ends), and dog fouling activity over a 12 month period, with options to extend for 2 further periods each of 12 months.

The Service will cover the five wards of the Central Council area with equal amounts of Officer time spent patrolling in each Ward: Central, Dodworth, Kingstone, Stairfoot and Worsbrough.

A daily record of patrolling locations should be kept and submitted to the Central Area Council Manager on a monthly basis.

There will be no abstractions of the dedicated Central Environmental Enforcement Officers from the Central Council area.

**DUTIES OF THE SERVICE PROVIDER’S ENVIRONMENTAL ENFORCEMENT OFFICERS**

To target problems of littering and dog fouling within the Central Council area, with a focus on litter other than cigarette ends.

This will include proactive patrolling based on intelligence profiles provided from information gathered from the Environmental Hotline number, also from members of Area Councils, Area Managers and the Council's Safer Neighbourhoods Service. The Safer Neighbourhoods Service will provide intelligence to the Provider to enable suitable deployment of staff and resources.

The Service Provider's Enforcement Officers will patrol priority areas and robustly enforce against any littering or dog fouling offences witnessed by issuing a fixed penalty notice.

Fixed Penalty Notices or Penalty Charge Notices will be issued in all circumstances where an offence has been witnessed or established.

Where littering is observed from vehicles, registration numbers will be taken and passed to the Council's Safer Neighbourhoods Service, along with a witness statement to allow for the serving of a Fixed Penalty Notice.

The Service Provider will provide verbal and written updates to the Area Managers regarding emerging problem areas or trends.

At least 85% of contracted time is to be spent out of the office either patrolling or on targeted operations linked to littering other than cigarette ends, and dog fouling.

BMBC enforcement uniforms (to be provided free of charge) with relevant authorities and insignias must be worn.

The Service Provider's Enforcement Officers will maintain a pocket notebook which will be kept up to date and will be the subject of periodic checking by the Tasking Officer.

For 1 hour at the end of each working week, the Service Provider's Enforcement Officers will be required to complete a weekly report sheet detailing activity and outputs for the week. This will include reference to, as appropriate to the individual lot specifications:

- Overall patrolling hours by Ward
- Daily patrolling locations by street
- Number and locations of litter specific Operations
- Number and locations of dog fouling Operations
- Number, locations and type of other activity
- Number of Littering FPNs, broken down to Ward level, and by type of littering
- Number of Dog Fouling FPNs, broken down to Ward level
- Any other activity undertaken

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