

# Public Document Pack



<b>MEETING:</b>	North East Area Council
<b>DATE:</b>	Thursday, 28 November 2019
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 1 - Barnsley Town Hall

## AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests

### Minutes

- 2 Minutes of the Previous Meeting of North East Area Council held on 19th September 2019 (*Pages 3 - 8*)

### Ward Alliances

- 3 Notes of the Following Ward Alliances with Feedback from each Ward Alliance Chair (*Pages 9 - 22*)  
Cudworth – held on 9<sup>th</sup> September 2019  
Monk Bretton – held on 13<sup>th</sup> September 2019  
North East – held on 5<sup>th</sup> September 2019  
Royston – held on 16<sup>th</sup> September 2019.

### Performance

- 4 North East Area Council Project Performance Report - update on the delivery of commissioned projects (*Pages 23 - 48*)
- 5 NEAC Financial Position and Procurement Update (*Pages 49 - 50*)
- 6 Report on the Use of Area Council Budgets and Ward Alliance Funds (*Pages 51 - 62*)
- 7 Area Councils' Future Development Action Plan (*Pages 63 - 68*)

### Items for Decision

- 8 Apprentices and Employability Programme Specification (with Appendices A, B and C) (*Pages 69 - 104*)

To: Chair and Members of North East Area Council:-

Councillors Hayward (Chair), Cheetham, Cherryholme, Ennis OBE, Felton, Green, Higginbottom, Houghton CBE, Makinson, McCarthy, Richardson and Wraith MBE

Area Council Support Officers:

Lisa Smith, North East Area Council Senior Management Link Officer  
Caroline Donovan, North East Area Council Manager  
Kate Faulkes, Head of Service, Stronger Communities  
Elizabeth Barnard, Council Governance Officer

Please contact Elizabeth Barnard on email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 20 November 2019

<b>MEETING:</b>	North East Area Council
<b>DATE:</b>	Thursday, 19 September 2019
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 11 - Barnsley Town Hall

## MINUTES

### Present

Councillors Hayward (Chair), Cherryholme, Felton, Green, Higginbottom, Houghton CBE, Makinson, McCarthy and Wraith MBE

### 17 Declarations of Pecuniary and Non-Pecuniary Interests

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

### 18 Minutes of the Previous Meeting of North East Area Council held on 25th July 2019

The meeting considered the minutes from the previous meeting of the North East Area Council held on 25<sup>th</sup> July 2019.

**RESOLVED** that the minutes of the North East Area Council held on 25<sup>th</sup> July 2019 be approved as a true and correct record subject to an amendment to Minute No. 11 to reflect that Mr Les Holt has joined the North East Ward Alliance as a Member.

### 19 Notes of the Following Ward Alliances with Feedback from each Ward Alliance Chair

The meeting received notes from the Cudworth, Monk Bretton, North East and Royston Ward Alliances held in recent months.

### 20 Cudworth - held on 15th April, 20th May, 17th June and 15th July 2019

*Cudworth* – The Brass in the Park events were well attended and a great success despite the inclement weather. Age UK's Tai Chi sessions are doing well. At a recent session 49 people attended and they are now looking at putting on two classes a week to meet demand. Winter fayre and Christmas panto dates are yet to be confirmed. Supporting the Christmas lights will cost over £4000, with the cost of erecting the lights split between the Ward Alliance and the Cudworth Businesses in Communities together group. Cudworth did very well with the recent Yorkshire in Bloom competition, with a platinum award for Carlton Marsh, silver gilt for Cudworth Park and Level 4 (Thriving) for Cudworth Environmental Group (RHS It's Your Neighbourhood) award. A community event, organised by the local businesses, to switch on the two Remembrance Lights on the High Street, is to take place on Friday, 1<sup>st</sup> November at 7 o'clock, with a 'switch on' scheduled at 8 p.m. outside The Star.

**RESOLVED** that the notes from the Cudworth Ward Alliance be received and the update noted.

## **21 Monk Bretton - held on 10th May, 21st June and 2nd August 2019**

*Monk Bretton* – The Ward Alliance supported the ‘Medieval Mayhem event at Monk Bretton Priory. The day was very successful and there is a desire to build on this for next year’s event. Monk Bretton did well in the Yorkshire in Bloom contest, with the War Memorial receiving a Platinum award, and Monk Bretton Park achieving a Gold award. It was also reported that the Brass on the Grass event was attended by more than 300 people, who enjoyed listening to the brass band playing. Councillor Green confirmed that 95% of shops in Lundwood have now been visited, and have agreed to be dementia friendly.

**RESOLVED** that the notes from the Monk Bretton Ward Alliance be received and the update noted.

## **22 North East - held on 9th May and 20th June 2019**

*North East* – The inaugural Big Afternoon Tea Party was held on Shafton Green and was very successful despite the rain. Plans are underway for a Halloween event in conjunction with Shafton Club. Thanks are expressed to volunteers who contributed towards the area’s success in the recent Yorkshire in Bloom competition, which saw Grimethorpe War & Miners Memorial achieve Level 4 (Thriving) in the RHS It’s Your Neighbourhood award and Grimethorpe Community Farm achieving Level 5 Outstanding in the RHS It’s Your Neighbourhood award. The Summer Holiday Programme for children and young people was run in conjunction with Reds in the Community and was very successful. Details of recent Ward Alliance grants were also provided. Christmas event dates are currently being arranged.

**RESOLVED** that the notes from the North East Ward Alliance be received and the update noted.

## **23 Royston - held on 29th April, 10th June and 22nd July 2019**

*Royston* – It was reported that a memorial event is planned for 21st October at 2 o’clock at St Johns Church at which the new Albert Shepherd VC Gate will be dedicated. The Mayor, local schools, the History Group and the Royal British Legion have been involved. An Open Day and a Halloween Family Fun Day is planned to take place at the Pavilion during half term week. Christmas lights and events are currently being discussed, with the hope of raising funds for more Christmas lights in the future. The Canal Club achieved a Platinum award at the Yorkshire in Bloom competition, with Royston in Bloom achieving Level 5 Outstanding. Activities for young people during the summer holidays were really well attended, with many taking place in the Pavilion. Autumn planting in the park and other areas is currently being planned. New shop fronts will be installed shortly as part of the Principal Towns Initiative and it is hoped that further funding for workspace units at Rabbit Ings will also be explored as part of this initiative.

**RESOLVED** that the notes from the Royston Ward Alliance be received and the update noted.

**24 North East Area Council (NEAC) Project Performance Report - update on the delivery of commissioned projects**

The Area Council Manager introduced this item, highlighting progress in regard to delivery of a number of projects aligned to the agreed outcomes and social value objectives of NEAC.

Members considered a summary performance management report for each service commissioned to provide services in the North East Area Council area together with individual case studies outlining the valuable work taking place which also contributed to these objectives.

Specific items to note included the fantastic work of the Private Sector Housing and Enforcement Officer over the last quarter as detailed in the comprehensive report; the Reds in Community Healthy Kicks initiative and the First Aid and Food Hygiene community training courses being facilitated for members of the Ward Alliances and local community groups in the North East Area Council area. It was pointed out that the First Aid course includes defibrillator training and was oversubscribed. Both courses are open to everyone in the community and are publicised through social media, Facebook etc.

**RESOLVED** that the report be noted.

**25 Health and Wellbeing Grant - update report**

The Area Council Manager introduced this item, providing Members with feedback regarding the development of the Health and Wellbeing Grant, and the funding awarded to different community groups across the North East Area Council, as recommended by the members of the North East Area Council Health and Wellbeing Steering Group.

It was explained that the funding pot was oversubscribed with applications and discussions were then held with Berneslai Homes regarding their youth engagement funding. They agreed to work in partnership with this grant scheme, and awarded a further £2000 to the initiative. A list of groups that benefitted was provided within the report.

**RESOLVED** that Members note this report.

**26 NEAC Financial Position and Procurement Update**

The North East Area Council Manager reported on the current position in regard to the commissioning budget and financial analysis for the period 2017/18 to 2020/21.

**RESOLVED** that the report be noted.

**27 Report on the Use of Area Council Budgets and Ward Alliance Funds**

The Area Council Manager updated Members regarding the North East Area Council Budget and Ward Alliance Funds.

It was noted that the carry forward of remaining balances of the 2018/19 Ward Alliance Fund is combined and added to the 2019/20 allocation, to be managed as a single budget in line with agreed conditions.

**RESOLVED** that the report be noted.

## **28 NEAC Steering Groups**

The Area Council Manager provided Members with an up to date overview of the North East Area Council's Ward Councillor membership of its three Steering Groups. Members were reminded that vacancies had become available on the Environment Steering Group from the Royston Ward and on the Health and Wellbeing Steering Group from the Monk Bretton Ward

**RESOLVED** that Members confirmed their membership of the North East Area Council Steering Groups as follows:

- (i) *The Environment Steering Group*: Councillor Wraith, Councillor Green, Councillor Ennis and Councillor McCarthy;
- (ii) *The Health and Wellbeing Steering Group*: Councillor Wraith, Councillor Felton, Councillor Ennis and Councillor Makinson
- (iii) *The Young People Steering Group*: Councillor Wraith, Councillor Green, Councillor Higginbottom and Councillor Cheetham.

## **29 Apprentices and Employability Programme**

Cllr Hayward declared a non-pecuniary interest in this item as he is the Chair of a social enterprise which may consider applying for this commission. Cllr Hayward left the room while this item was being discussed.

The Area Council Manager provided members with an up to date overview of the North East Area Council's priorities and provided the background and context for a proposed new Apprentices and Employability Programme. It was explained that permission is being sought from Members to develop a specification for an Apprentices and Employability Programme as the current very successful Apprenticeships and Employability Study Programme, which has a focus on educational achievements and improving the CVs of apprentices is due to conclude on March 31<sup>st</sup> 2020.

**RESOLVED** that

- (i) within the context of the information presented, Members reaffirmed their commitment to the work of the North East Area Council, focusing on the following priorities:
  - A Local Thriving and Vibrant Economy
  - Young People

- Love Where You Live, and
- Healthy Lifestyles, and

(ii) Members approved the proposal to develop a specification for the Apprentices and Employability Programme.

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Chair

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# Cudworth Ward Alliance

## Meeting Notes

<b>Meeting Title:</b>	<b>Cudworth Ward Alliance</b>
<b>Date and time:</b>	<b>Monday 9<sup>th</sup> September 2019 at 10.30am.</b>
<b>Location:</b>	<b>Bow Street Offices. Cudworth</b>

<b>Attendees:</b> Councillor Joe Hayward. (Chair) Councillor Charlie Wraith. (vice chair) Janet Robinson Florence Whittlestone Mick White Jenni Baker Pam Kershaw  <b>In attendance:</b> <b>David Gill</b> – Community Development Officer.	<b>Apologies:</b> Councillor S. Houghton. Joan Jones. John Hayhoe
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		<b>Action / Decision</b>	<b>Action Lead</b>
<b>1.</b>	<b>Declarations of interest:</b>  The following people declared an interest in funding applications. Councillor Wraith declared an interest in the Christmas lights and Christmas Fayre application.  Councillor Hayward declared an interest in the C.A.B. application.  Janet Robinson declared an interest in the Christmas tree event application.  Mick White declared an interest in the Dance event application.		
<b>2.</b>	<b>Notes of the previous meeting:</b> Monday 15 <sup>th</sup> July 2019  Councillor Wraith informed members the judging results for Yorkshire in Bloom should be known by Tuesday 10 <sup>th</sup> September 2019.  Summer holiday activities were very well attended.  Armchair Aerobics was a great success and is to continue.  Councillor Hayward thanked Councillor Wraith for the letter of thanks sent to B.C.B from the Ward Alliance for the work done by B.C.B in the park.		

3.	<p><b>Potential Projects:</b></p> <p><b>The Environment:</b> Councillor Wraith stated the hanging baskets and tubs of flowers outside the shops are still looking good and would like to thank Mick White, Joan Jones, Tina Heaton, Chris Fox and Andy Scattergood for their help planting up the flower tubs.</p> <p>Spring bulb planting to take place around Cudworth.</p> <p><b>Increased opportunities for achievement for local residents:</b></p> <p>Lamppost Banners. David Gill informed members there are six nominations, not all have been approved yet by family members.</p> <p>The six nominations are.</p> <p>Philip Mosley, Joan Booth, Len Tingle, Dorothy Hyman, Cyril Thomas and Celia Wray.</p> <p><b>Health and Wellbeing:</b></p> <p>Winter Health Fayre: <b>Saturday 23<sup>rd</sup> November 10.30am</b> at the Methodist church. Barnsley Road.</p> <p>David suggested Friday <b>22<sup>nd</sup> November 2019 11am at Bow Street</b> for volunteers to make up the stew packs.</p> <p>Brass in the park: Councillor Hayward informed members three brass bands have been booked for 2020.</p> <p><b>6<sup>th</sup> September 2020</b> Barnsley Metropolitan Band.</p> <p><b>12<sup>th</sup> July 2020</b> Military Band</p> <p><b>26<sup>th</sup> July 2020</b> Rockingham band.</p> <p>Cudworth Christmas Tree light switch on event. David suggested a date of Friday 29<sup>th</sup> November 2019 4.30pm at the Methodist Church. The date is to be confirmed.</p> <p>The Handwashing schemes. Jenni is still doing more research for this.</p> <p>Christmas Panto. The date has not yet been confirmed.</p> <p>Barnsley Blind Assoc. The Ward Alliance has still not received a funding application for this.</p> <p>Councillor Hayward informed members the Cudworth Businesses Group are to donate more money towards the Christmas motif lights erecting and dismantling. A total of £2,217.50 is to be donated.</p> <p>Councillor Hayward asked for a letter of thanks be sent to Chris Fox chair of the Businesses and Community Together group for the donation.</p>	<p><b>Jenni Baker</b></p> <p><b>Tina Heaton</b></p> <p><b>Jenni Baker</b></p>	
4.	<p><b>Finance:</b></p> <p>David circulated the finance figures.</p>		

5.	<p>Total allocation remaining is £1, 899</p> <p><b>Funding applications.</b></p> <p>Members agreed to fund the following funding applications.</p> <p>Christmas lights motifs; £2,582.50</p> <p>Christmas tree lights switch on event: £1,201.00</p> <p>Winter Health Fayre: £730</p> <p>C.A.B £792</p> <p>F.M. Dance parents' group: Agreed to fund 50% £500</p> <p>Spring bulbs. £100</p>		
6.	<p>(4 members agreed to fund the spring bulbs 2 members disagreed).</p> <p><b>Correspondence:</b></p> <p>There was no correspondence.</p>		
7.	<p><b>Compliments and Complaints.</b></p> <p>Compliments have been received about the Brass bands in the park.</p>		
8.	<p><b>Any other business:</b></p> <p>There was no other business</p>		
9.	<p>Councillor Hayward thanked everyone for attending and for their participation in the meeting.</p> <p><b>Date and time of the next meeting.</b></p> <p><b>Monday 14<sup>th</sup> October 10.30am at Bow Street Offices</b></p>		

	<p><b>Future meeting dates</b></p> <p>Monday 18<sup>th</sup> November 2019</p> <p>Monday 16<sup>th</sup> December 2019</p> <p>Monday 20<sup>th</sup> January 2020</p> <p>Monday 2<sup>nd</sup> March 2020</p>		
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## Monk Bretton Ward Alliance

**13-9-19 @ Burton Grange Community Centre**

**In attendance:**

Cllr Steve Green. Cllr Ken Richardson, Cllr Vicky Felton, Sue Fox, Caroline Donovan, John Marshall, Gavin Doxey.

<b>1</b>	<b>Apologies:</b>	<b>Actions</b>
<b>2</b>	<b>Declarations of Interest:</b> VF- Burton Grange Play Area Group	
<b>3</b>	<b>Notes of the previous meeting:</b> Agreed	
<b>4</b>	<b>Project Feedback:</b> Officer receiving project feedback situation – new system to be in place for this year. Future projects – Grange Lane Events Field & Defibrillators across Ward.	
<b>5</b>	<b>Ward Alliance Fund – applications received:</b> <ul style="list-style-type: none"> <li>Barnsley Neighbourhood Watch – <b>Agreed in Principle</b> Need to have evidence of groups set up and existing signs.</li> <li>Burton Grange Resident's Group – <b>Agreed</b></li> <li>Monk Bretton Cricket Club – <b>update by Officer, Agreed additional funding due to planning application.</b></li> </ul>	£450  £820 max £151
<b>6</b>	<b>Funding &amp; Finance:</b> Spreadsheet circulated and discussed.	
<b>7</b>	<b>Additional Items:</b> WA self-assessment survey results: Negative feedback discussed Secretary to re circulate Constitution WA Priorities 2019/20 – current Priorities to be consulted on at Health Fair Christmas events: St Pauls December 6 <sup>th</sup> 5:30 Burton Grange November 23 <sup>rd</sup> . 1-4 Agreed £2500 Budget	KR          £2500
<b>8</b>	<b>AOB:</b> <ul style="list-style-type: none"> <li>Monk Bretton Memorial Garden – Gold Award again</li> <li>Memorial Garden now protected – plaque to be fitted.</li> <li>Facebook Page – Agreed under BMBC regulations.</li> <li>Carlton Boundary Stone - Discussed</li> </ul>	
<b>9</b>	<b>Date of Future meetings</b>  Next meeting will be held at Silverdale Community Centre;  October 25 <sup>th</sup> . @ 9:30am	

Meeting closed by SG at 11am

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# NORTH EAST WARD ALLIANCE

## MEETING NOTES

<b>Meeting Title:</b>	<b>North East Ward Alliance</b>
<b>Date &amp; Time:</b>	<b>Thursday 5th September 2019</b>
<b>Location:</b>	<b>Shafon Community Centre</b>

<b>Attendees</b>	<b>Apologies</b>
<p>Cllr A Cherryholme (Chair), Cllr L D Higginbottom</p> <p>Cllr J Ennis Ms. B Sargesson, Ms. S Nixon</p> <p>Messer's M Fensome, D Gill, L Holt, P Mackinson, A Hampson</p> <p>R Archer</p>	<p>Ms. D P Coates</p>

<b>1.</b>	<b>Action/Decision</b>	<b>Action lead</b>
<p>Before the meeting began the Chair welcomed the three new members, Messer's Holt, Archer and Hampson to the Alliance. The chair also informed members that Mr. G Murdin had stepped down and asked that a letter of appreciation be sent to him</p> <p><b>1. Notes of Previous Meeting</b></p> <p>The notes of the previous meeting were accepted as correct.</p> <p><b>2. Matters Arising –</b></p> <p>P Mackinson asked if EDF had responded to our concerns following an earlier meeting with their representatives</p> <p>D Gill informed him there had been no response to date</p> <p>P Mackinson also reported that the inaugural Big Tea held on Shafon Green was a success despite the rain, and plans were being made to hold another event possibly on Halloween</p> <p><b>3. Ward Alliance Finance</b></p> <p>D Gill informed members that the following funds were currently available:</p> <ul style="list-style-type: none"> <li>• Gt Houghton - £1,174</li> <li>• Brierley - £2,111</li> <li>• Shafon - £266</li> <li>• Grimethorpe - £116</li> </ul>	<p>Noted – D Gill to pursue a response.</p> <p>Noted</p> <p>Noted</p>	<p>''</p>

<p>D Gill informed members that the Area Council would fund the Age UK grant application for £507, rather than the Ward Alliance, therefore this sum was still available for allocation</p> <p><b>3. Volunteer Training Courses.</b></p> <p>D Gill informed members that the following Volunteer Training courses had been arranged.</p> <p>Friday 13<sup>th</sup> September - 1st Aid.</p> <p>Friday 27<sup>th</sup> September – Food Hygiene</p> <p>The 1<sup>st</sup> Aid course was full but there were still places available on the Food Hygiene one</p> <p><b>4. Summer Activity Program Update</b></p> <p>D Gill informed members that he was still awaiting feedback from some parties, but reported that the football sessions at Great Houghton had been cancelled due to a lack of attendance on the day.</p> <p><b>5. Ward Alliance Funding Applications</b></p> <p>The following applications have been received for consideration</p> <ul style="list-style-type: none"> <li>a) <b>British Legion War Memorial</b> (Grimethorpe)£1500. A quote of £1250 for cleaning /renovating the memorial now had been received</li> <li>b) <b>Citizens Advice Barnsley</b> Provision of outreach sessions £396 requested</li> <li>c) <b>Great Houghton Youth Group</b> Room Hire Fees £420</li> <li>d) <b>St Paul's Church Brierley</b> Provision of Sound / Loop System £1,684</li> <li>e) <b>Age UK (Shafton &amp; Grimethorpe)</b> (Christmas Panto &amp; Carols) £716 requested</li> </ul>	<p>Noted</p> <p>Noted</p> <p>Noted- But concern was expressed about paying for the session at Great Houghton when the provider was responsible for its cancellation.</p> <p>Agreed that £1250 be granted</p> <p>Agreed</p> <p>Cllr D Higgingbottom and M Fensome declared an interest in this application. Noted Application - approved</p> <p>Following discussion, it was agreed £1k be approved.</p> <p>There was a shortfall of £92 of the £358 required for Shafton which P Mackinson said, subject to confirmation the WMC would cover if the activities were focused there. Approved</p>	
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<p><b>f) North East Ward Alliance</b> Encourage Social Action. (Christmas Lights &amp; Events) Confirmation of -</p> <p>Great Houghton Ward - £1139</p> <p>Shafton - £1139</p> <p>Grimethorpe - £1139</p> <p>Cllr D Higginbottom asked that the remaining funds available for Great Houghton be ring fenced pending applications from an Allotment Group and TARA</p> <p><b>6. Ward Alliance Action Plan Update</b> D Gill update members on the Action Plan to date Informing them that under</p> <p><b><u>The Environment</u></b></p> <p>a) We were still awaiting the results for Yorkshire in Bloom.</p> <p>b) Planting around Grimethorpe Memorial would take place on 24<sup>th</sup> October.</p> <p><b><u>Local Economy &amp; Regeneration</u></b> The CAB service was in progress.</p> <p><b><u>Youth Provision</u></b> The Summer Holiday Activity program had now been completed.</p> <p><b><u>Health &amp; Well Being</u></b> The Christmas tree and activity programs were all agreed and to be arranged.</p> <p>The Great Houghton Funday, Age UK Advice &amp; Guidance service, and St Paul's Afternoon Tea had all taken place.</p> <p>Feedback for the Oral Health initiative had still not been received.</p> <p>D Gill asked members to confirm the content / layout of the "What's on Guide" within the next 10days draw it to a conclusion.</p>	<p>Grimethorpe had a shortfall of £242 of the £358 required.</p> <p>£116 was approved subject to other funding being identified.</p> <p>All confirmed and approved</p> <p>Agreed</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
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	<p><b>Any Other Business.</b></p> <p>D Gill informed member of the dates set for the switching on of the Christmas lights as follows</p> <p>Great Houghton = Tuesday 3<sup>rd</sup> December 2019</p> <p>Shafton – 28<sup>th</sup> November 2019</p> <p>St Luke's - Grimethorpe 4th December 2019</p> <p>All events would commence at 4:0pm - 4:30 pm</p> <p>Brierley Residents Group were to be asked if they wished to continue their involvement as in the previous year.</p> <p>Cllr D Higginbottom was to contact Sandhill Primary School regarding their involvement again.</p> <p>The Chair informed members of two new Residents groups that had been formed one in Grimethorpe and the other in Shafton</p> <p>Member raised concerns over the quality and source of the Christmas trees.</p> <p>D Gill informed members that the trees this year would be sourced from Billingley and that members could pick their own, but the height was limited to 15 / 16 feet and that they all had to be delivered on the same day.</p> <p><b>6. Date and Time of Future Meetings</b></p> <p>Thursday 17<sup>th</sup> October at 10:30pm in the Welfare Hall Great Houghton</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
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**Royston Ward Alliance**  
Monday the 16<sup>th</sup> September 2019  
6pm at the Grove, Royston

<b>Present</b>	Councillor Caroline Makinson (Chair)
	Councillor Tim Cheetham
	Councillor Pauline McCarthy
	John Clare
	John Craig
	Gemma Conway
	Kevin Copley
	John Openshaw
	Bill Newman
<b>In Attendance</b>	Christie McFarlane, Community Development Officer

<b>1.0</b>	<b>Apologies</b>	<b>Action</b>
	Kevan Rigett	
	Anna Roberts	
	Graham Kyte	
<b>2.0</b>	<b>Declarations of a pecuniary and non pecuniary interest</b>	
2.1	The Secretary declared a non pecuniary interest in an application by the Royston & Carlton Community Partnership.	
<b>4.0</b>	<b>Correspondence and Communications</b>	
4.1	None to report.	
<b>5.0</b>	<b>Notes of Previous Meeting</b>	
5.1	Members agreed that the notes of the previous meeting held on the 22 <sup>nd</sup> July 2019 were a true record.	
<b>6.0</b>	<b>Matters Arising from the notes</b>	
6.1	<b>Update on Litter Picks in Carlton.</b> Members received a case study detailing the contribution of Carlton Primary Academy in the Great British Spring Clean 2019.	
6.2	<b>7.2 Fly Tipping along the canal</b> members were informed that some of the rubbish has now been removed.	<b>JCI</b>
6.3	<b>7.4 Park Pavilion,</b> Coat hooks have now been installed in both rooms.	<b>KC</b>
<b>7.0</b>	<b>Project Update</b>	
7.1	<b>Green Spaces Group</b> members were updated on the recent works in the Orchard area and the trees planted around the car park off Park View. Members were also updated on the installation of fencing along the footpath from the car park and issues with a section past a recent development off Park Crescent. Other issues discussed were the Cleaning of the Pavilion, Car park on Filey Avenue, and damage to park by vehicles used to empty the litter bins.	<b>BN</b>

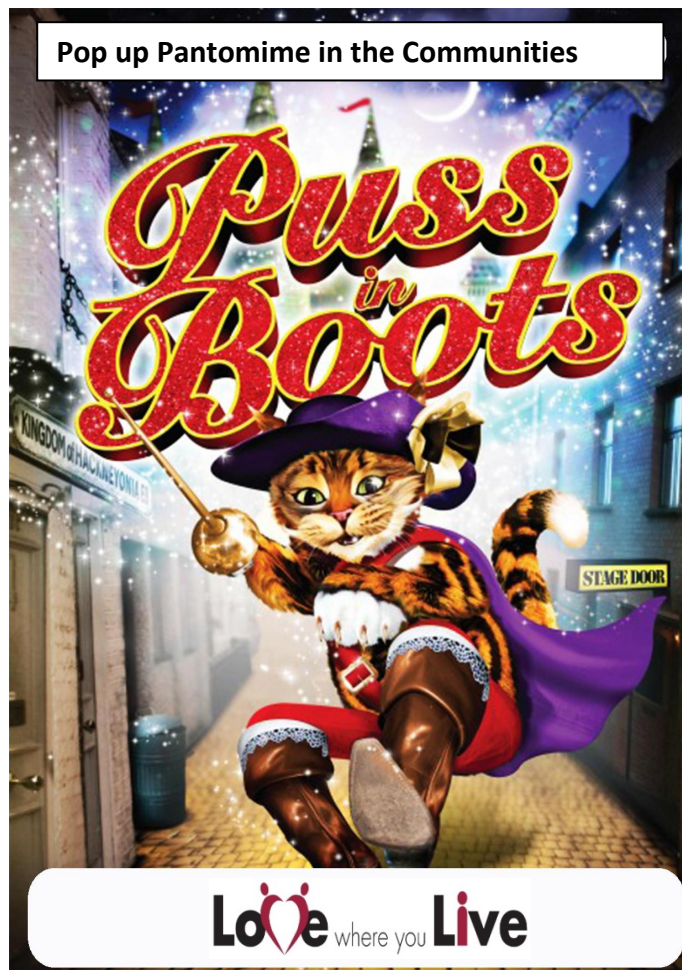
	The next volunteer session within the park is on the 2 <sup>nd</sup> October, it was agreed to convene a Green Spaces meeting at 10am on Monday the 30 <sup>th</sup> September to discuss plans for the volunteer session.	
7.2	<b>In Bloom</b> , Canal, the group received a platinum award in the Yorkshire in Bloom Competition. Thanks were recorded to the Ward Alliance for their support. Tow Path work along the Canal needs to be progressed. The School's fishing is to be cancelled.	<b>JCI</b>
7.3	<b>In Bloom</b> , Planters, the project received a level 5 Outstanding award in the Yorkshire in Bloom competition.	<b>JCr</b>
7.4	<b>Section 106, Park Pavilion</b> a meeting of all user groups has been agreed for 6pm on Monday the 24 <sup>th</sup> November	<b>CM</b>
7.5	<b>Events,</b> <b>Gala</b> the event went well it was agreed that the 2020 event should be held on the 4 <sup>th</sup> July. <b>Proms</b> , the first prom were cancelled due to the weather and the second was interrupted by rain and wasn't that well attended.	<b>GC</b>
7.6	<b>Pavilion Open Day</b> 31 <sup>st</sup> October 2019 a number of activities are planned for the young people, Disco, Painting the Skate Park. Consultation will also take place with members of the public on the future use of the pavilion. Members were also given an update on the summer activities programme.	
7.7	<b>Christmas Lights</b> , members were updated on plans for fundraising and sponsorship of the 2020 Christmas lights. The switch on of the Royston Lights was agreed to take place on Wednesday the 27 <sup>th</sup> of November.	<b>GC</b>
7.8	<b>Principal Towns</b> The secretary gave an update on the Monckton Enterprise Park project and funding applications. The CDO gave an update on the Shop Fronts element of the project.	<b>JO</b> <b>CMc</b>
<b>8.0</b>	<b>Area Council Update</b>	
8.1	No update available	
<b>9.0</b>	<b>Funding Opportunities</b>	
9.1	No Updates	
<b>10.0</b>	<b>Ward Alliance</b>	
10.1	<b>Finances</b> members were updated on the Ward Alliances Finances.	<b>CMc</b>
10.2	<b>Application Applications</b> members considered application from:- <b>Age UK</b> , Christmas Panto and Carols in Royston an application request of £378.00. Members recommended approval. <b>Royston &amp; Carlton Community Partnership</b> , Albert Shepherd Memorial Gate, an application for £1,000.00 members recommended a grant of £500.00 with the balance to be	

	allocated in 2020.	
<b>11.0</b>	<b>WW 1 Commemorations</b>	
11.1	The secretary reported that the groundwork have been installed and a date is to be agreed for the wooden structure to be installed. A date has been set to commemorate the installation of the structure 2pm on the 21 <sup>st</sup> October.	<b>JO</b>
<b>12.0</b>	<b>Any Other Business</b>	
12.1	<b>Training Courses</b> , the CDO gave information on the free training courses available.	<b>CMc</b>
12.2	<b>Insurance</b> members sought clarification of the insurance cover for volunteers undertaking works in the community. It was agreed that clarification of the situation would be sought.	
<b>13.0</b>	<b>Date of next meetings</b>	
13.1	Monday the 28 <sup>th</sup> October 2019, 6pm at the Grove.	
	<b>The meeting closed at 7:55pm</b>	

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Agenda Item 4

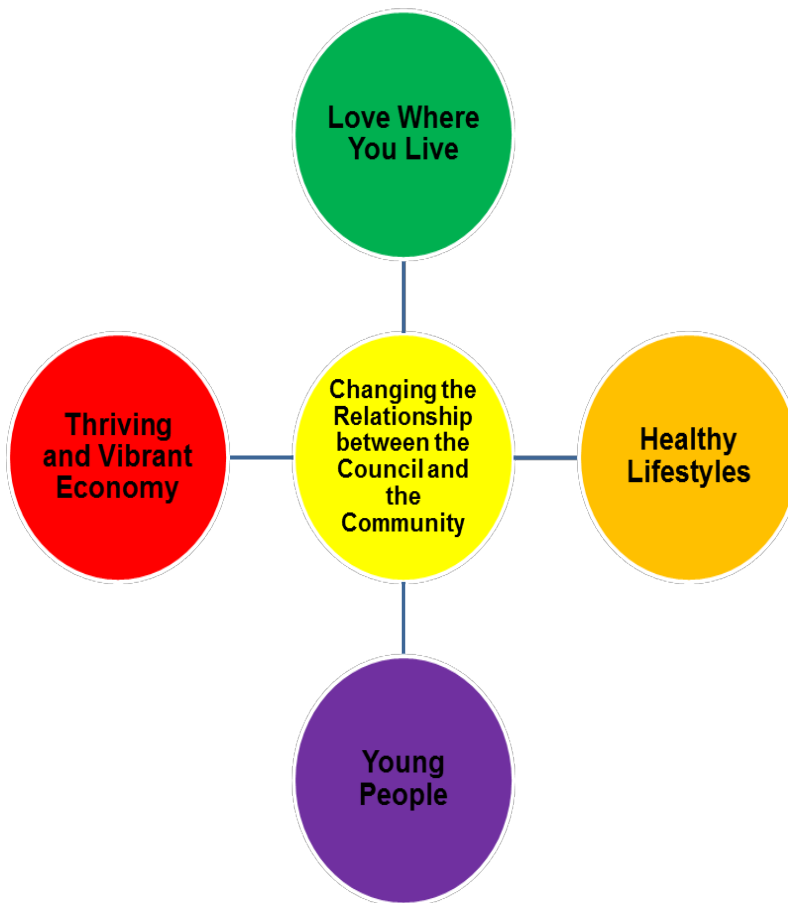
November 2019



Love where you Live

## Introduction

### The North East Area Council Priorities



**Community Cohesion and Integration**



## The North East Area Council

The table below shows the Providers that have now been appointed to deliver a series of services that address these priorities, and deliver the outcomes and social value objectives for the North East Area Council. It can be noted that a number of projects are still in the development phase.

	Service	Provider	Contract Value/length	Contract start
<b>Love Where You Live</b>	North East Environment Team - Cudworth and North East	Barnsley Community Build	£135,000 18 months (extension granted April - June 2016)	1 <sup>st</sup> September 2014 Contract complete
<b>Love Where You Live</b>	North East Environment Team - Monk Bretton and Royston	Barnsley Community Build	£135,000 18 months (extension granted April - June 2016)	1 <sup>st</sup> September 2014 Contract complete
<b>Love Where You Live</b>	Environmental Enforcement	Kingdom Security	£91,990 21 months	4 <sup>th</sup> August 2014 Contract complete
<b>Love Where You Live</b>	Environmental Enforcement	BMBC Enforcement and Community Safety	£18,883 21 months	1 <sup>st</sup> April 2016 Contract complete
<b>Love Where You Live</b>	Environmental Enforcement	Kingdom Security	£55,796 Per annum (+1 + 1 year + 1 year)	1 <sup>st</sup> April 2016
<b>Love Where You Live</b>	Environmental Enforcement	BMBC Enforcement and Community Safety	£10,800 (+1 year + 1 year + 1 year)	1 <sup>st</sup> April 2016
<b>Love Where You Live</b>	Environmental Enforcement	District Enforcement	£60,000 Per annum (+1 + 1 year + 1 year)	1 <sup>st</sup> April 2019
<b>Love Where You Live</b>	Environmental Enforcement	BMBC Enforcement and Community Safety	£20,000 Per annum (+1 year + 1 year + 1 year)	1 <sup>st</sup> April 2019
<b>Love Where You Live</b>	Parks Equipment	BMBC Parks Services	£10,000 £7,000 £10,000 £5,000	1 <sup>st</sup> April 2014 1 <sup>st</sup> April 2015 1 <sup>st</sup> April 2016 1 <sup>st</sup> April 2017
<b>Love Where You Live</b>	Biodiversity Project - Hedgehogs	Various	£2,000	9 <sup>th</sup> June 2016

<b>Thriving and Vibrant Economy</b>	Rapid Response Team	Barnsley Community Build	£24,000	1 <sup>st</sup> August 2015 Contract complete
<b>Thriving and Vibrant Economy</b>	Apprentices and Employability	Barnsley Community Build	£245,00 (+1 year + 1 year + 1 year)	1 <sup>st</sup> July 2016
<b>Thriving and Vibrant Economy</b>	Private Sector Housing Management Officer	BMBC Enforcement and Community Safety	£35,000 Service Level Agreement+ £800 Safety Equipment	June 2016
<b>Thriving and Vibrant Economy</b>	Undergraduate Placement	Leeds University	£18,500	September 2016 Completed

<b>Young People</b>	Summer Holiday Internship 2015	C&K Careers	£45,000 18 months	9 <sup>th</sup> March 2015 Contract completed
<b>Young People</b>	Summer Holiday Internship 2016	C&K Careers	£31,550 18 months	1 <sup>st</sup> March 2015 Contract Completed
<b>Young People</b>	Youth Development Grant	Local Community Groups and Organisations	£130,00 ongoing	3 <sup>rd</sup> October 2014
<b>Young People</b>	Dance and Theatre Performance	QDOS	£9,000	November 2015 Contract completed

<b>Health Lifestyles</b>	Older People's Project	Royston and Carlton Community Partnership	£20,646 9 months	1 <sup>st</sup> December 2015 Contract completed
<b>Healthy Lifestyles</b>	Shopability	Barnsley Community Foundation	£7,824 6 months	1 <sup>st</sup> September 2015 Contract completed
<b>Healthy Lifestyles</b>	Fit Reds	Barnsley FC	£19,655 18 months	1 <sup>st</sup> October 2015 Contract completed
<b>Healthy Lifestyles</b>	Fit Me	PSS Health Trainers	£11,600 18 months	18 <sup>th</sup> September 2015 Contract completed

<b>Healthy Lifestyles</b>	Stop Smoking Community Outreach	South West Yorkshire Partnership	£30,000 12 months	April 2018
<b>Healthy Lifestyles</b>	Social isolation and Dementia initiative	Age UK Barnsley	£30,000 with £5,000 match 1+1	July 2019

<b>Changing the Relationship between the Council and the Community</b>	Community Magazine	Corporate Communications	Community Magazine	December 2015
	Community Magazine	Community Magazine	Community Magazine	September 2016
<b>and Community Cohesion and Integration</b>	Volunteer Celebration Event	North East Area Team	£3,000	£3,000 completed

## Part A Performance Monitoring

The following tables reflect the overview of performance of all the North East Area Council contracted services and projects. This includes performance data gathered for this Report as follows:

- Smoking Cessation 1<sup>st</sup> April 2019 – 31<sup>st</sup> July 2019
- Social Isolation and Dementia 1<sup>st</sup> July 2019 – 30<sup>th</sup> September, 2019
- Private Sector Housing Management Officer  
Quarter One July - September 2019
- District Enforcement  
Quarter Two July – September 2019

**Case Studies**

## Case Study One

Roberts Street and Carlton Street and Bank Street, Cudworth.

## Case Study Two

Shafton Green and High Street, Shafton.

## Case Study Three

Barnsley in Bloom

## Case Study Four

Summer Holiday activities at Royston Pavilion

## Case Study Five

Older people reading to reduce loneliness

**Part B Summary performance management report  
for each service**

**Smoking Cessation  
Quarter Four**

**1<sup>st</sup> April 2019 – 31<sup>st</sup> July 2019**

Promotional working				
Date	Type of activity and Venue	Response numbers	Outcomes and actions	
April - July 2019	Shafton School ( drop in clinic)	20 +	This clinic started on the 1 <sup>st</sup> March and ran 1 afternoon for 1.5 hours a week until the end of July. This was well attended by students on a weekly basis, where advisors were seeing about 10 pupils a week. Students were educated on the harmful effects of smoking and benefits of quitting- 2 successfully quit. If this is to continue, it would need 2 advisors for every session due to attendance numbers.	
July 2019	XPO logistics		Neil attended in Sarah's absence and trained advisors to set up on quit manager and shadow a session and offered support and guidance. This was delivered in Sarah's absence so that the two trained LCS advisors could begin to support clients in the workplace. Sarah has been out to give further resources, training and support on Quit manager and the running of the clinic. This is a new clinic that will be managed by two trained LCS advisors and will be supported by Sarah through SCIP/LES	
Training & meetings attended - personal/mandatory training, team/planning meetings, other				
Date	Description		Outcomes and Actions	
April to July 19	All training up to date		N/A	
Update on clinics – New clinics added/ clinics removed				
Day	Clinic Time From & To	Venue	Added or removed	Reasons, outcomes and actions
Tuesdays	1.30- 4.30 pm	Royston GP High St	Started on 14.05.2019	Running weekly- Sarah was off sick for 13 weeks and the clinic was managed by other advisors in her absence. This clinic is still well attended since Sarah returned off sick leave on the 29 <sup>th</sup> July and she has been promoting the clinic to increase referrals.

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<b>Wednesday</b>	<b>9.00 – 12.00</b>	<b>Grimethorpe Lift</b>	<b>Started 15.05.2019</b>	Moved the clinic to this venue on recommendation from a Councillor in the NE who felt that the service would have a better response from clients as the service would be more visible and accessible. Closed Grimethorpe family centre clinic to see if this would increase footfall.
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**Smoking Cessation In Practice (SCIP) & Locally Enhanced Service (LES) visits**

<b>Date</b>	<b>Venue</b>	<b>Outcome and actions to be taken</b>
25.04.19	Midland Rd Surgery	Needs assessment form left to be completed and collected when ready. (This is a form that the practice manager fills in to assess if there are any training needs, resources required, staffing issues or any other support requirements. The advisors then fill in a protocol with the practice manager using the answers given and then both sign to agree forming a working contract. This contract forms a written agreement with the service agreeing a commitment to support smokers to quit and follow the programme protocols agreed. The advisors then maintain contact on a 2 monthly basis, arranging the see their LCS advisors to check quit manager data, referral issues, call back management and any other needs.  The Needs Assessment form (see Above) was completed and returned to Sarah. This resulted in the set up of a new clinic.
26.04.19	High St Royston	

## ***Social Isolation and Dementia***

### ***Quarter One***

***1<sup>st</sup> April 2019 – 31<sup>st</sup> July 2019***

This is a new service funded by the North East Area Council. There are two part-time staff members who share one full time equivalent Social Inclusion Worker post. Carol Foster focuses on the Cudworth and Monk Bretton wards and Sarah Hulme focuses on North East and Royston Wards. Service leaflets are now in place along with regular social media about service activities.

### **1:1 Working**

The service has supported 34 socially isolated older people over the quarter from all 4 Wards and of these 15 are new referrals. 2 people required simple signposting. Others are for more in depth work including help to get out to the shops, referral to psychological services and help to access group activities within the community. Base measurements of Wellbeing and Loneliness scales have been taken and in the next quarter we will start seeing measurements of the effectiveness of interventions coming through in this report. One housebound lady told us "I'm so glad you have come, I don't see anyone and I so look forward to seeing you."

### **Volunteers**

We have 11 volunteers that have been active in this quarter and we are using social media to ask for more volunteers from the community. Volunteers help with befriending, delivering activities and events and with Dementia Friendly work. They delivered 106 hours of volunteering this quarter. We will be holding a Volunteers Recruitment Event in the area over the next month.

### **Groups and Activities**

The team have been getting out into the communities and making links with local groups such as Silverdale Dementia Café, Jolly Good Communities, Royston Salvation Army and Cudworth History Group. The team has commented on the warm welcome they have received and the excellent work that is happening. They have also been meeting with individuals like the Smoking Cessation Officer and GP Dementia Champions.

The Tai Chi Sessions at Cudworth have started again at the Methodist Hall and there has been a great deal of interest although there have been hold ups in obtaining a regular tutor.

The Team has held 3 Afternoon Teas in the area to share information about local groups, promote Dementia Friendly and promote Information and Advice. We work closely with Public Health on campaigns and are currently giving out mouth care leaflets and dental hygiene freebies as part of promoting good oral health. The team is currently promoting Health Walks in the area.

### **Events**

A series of Holiday at Home Events were held over the quarter in each Ward. This was an intergenerational event involving seaside games and food for the summer especially aimed at grandparents who care for their grandchildren, to have something inexpensive and fun to do. Some events were really well attended and others less so. Nearly 100 people attended the event at Cudworth but the one at Lundwood was the first one and there were clear lessons to learn about planning and marketing. We had a particularly enjoyable event at the Community Farm in Grimethorpe as the event was outdoors with lovely weather and people were able to enjoy the Farm as well as the games. Those people that attended enjoyed it and one Page 31nt an email saying "I just wanted to

let you know that my 2 girls have had a wonderful time with my Mum & Dad at the Holiday at Home session at the Civic in Royston". The team is now planning pop up pantomimes and Winter Warmth Events for the coming months.

The team has started delivering events in the Care Homes in the area. The four homes are: Burntwood Hall, Belle Green Court, Cherry Trees and Oakwood Grange. We have worked with the care homes to identify the sorts of activities they would like and have already delivered musical events in 3 of the homes. The next activities will be seaside games and Burntwood Hall Care Home will be having entertainment from live musicians on the 5<sup>th</sup> November along with refreshments.

### **Dementia Friendly**

We have been working with Dementia Action Alliance, Christine Key and Councillor Steve Green to work with businesses to become Dementia Friendly. The focus has been on Cudworth and Monk Bretton Wards so far and we have reached 42 businesses. The next target area is the North East. The team has also visited 13 local groups to support with becoming Dementia Friendly. The team has reported that groups have been really helpful and keen to make their activities more dementia friendly. For example Cudworth History Group offered to hold a film show for people with dementia and to go into care homes.

We have been fortunate that having a presence in the area before the start of this contract enabled us to start work quickly and we are finding a lot of support in the area. We look forward to developing this service further.



## **Private Sector Housing and Enforcement Officer**

### ***Quarter One, July – September 2019***

I have largely concentrated on external environmental issues this quarter, covering a lot of streets to proactively engage with residents and identify gardens with waste on premises, particularly in Great Houghton. Twenty five properties required informal or formal action due to reluctance or refusal by the tenants to address the situation. An additional twenty six properties were identified on proactive patrols as requiring intervention or potentially becoming a bigger issue due to waste in gardens but as the matters were resolved within a few days, no further action was required. Thirteen Community Protection Notice written warnings were served on properties and three Community Protection Notices.

I dealt with five anti-social behaviour issues this quarter including noise complaints, neighbour disputes and allegations of threatening behaviour from tenants. I have involved the respective landlords in each case and spoken at length with them on the telephone to request their assistance and that they follow up with warnings to their tenants. I have also sent letters to tenants following the allegations and have received no further complaints. I have referred four fly tipping cases to neighbourhood services for clearance. No evidence was found. Two other cases resulted in a community protection notice being served on the landowner for clearance of asbestos and other waste.

I attended a community event with Exodus in Cudworth Park and attended four litter picks this quarter and have also undertaken numerous litter picks alone while door knocking, where possible. I continue to work closely with several other agencies and partners including South Yorkshire Police, South Yorkshire Housing's My Best Life social prescribing, Berneslai Homes, South Yorkshire Fire and Rescue and other departments within the Council including Building Control, Neighbourhood Services, Planning, Empty Homes, Warm Homes and Pest Control. I have again been able to spend a lot of time within the last quarter door knocking and proactively looking for issues in neighbourhoods across the North East of the borough. Walking from door to door continues to be a good way of engaging with residents about environmental problems on their street or finding out about other issues of concern. I am actively encouraging people to recycle efficiently, reduce their use of single use plastics and move to reusable, more environmentally friendly items instead. I also encourage residents to help their community a little by picking up litter near their homes or if they go for a walk and make it clear that every piece of litter they pick up counts, whether they spend two minutes litter picking or two hours.

I am now involved with a project at The Dell in Grimethorpe, where it is hoped the area can be restored to former glories. Site visits have taken place with local residents, Council colleagues and Yorkshire Water to look at ways to improve the location and work will continue with residents groups for further litter picks, clean ups and other voluntary work.

I have carried out six property inspections during this quarter, as part of other work being carried out with the tenants of those properties. I attempted to inspect a further four properties that I identified as potentially having disrepair issues, but the tenants were either unwilling to engage or cancelled their appointments. The cancelled appointments have now been rescheduled. Of the properties inspected, no issues were identified internally.

Whilst discussing recycling and use of **Page 33** plastics etc, I have been pleasantly surprised by the interest that people have shown and the positive feedback received. As

I also continue to encourage people to pick up litter near to their homes or on their travels, people have again surprised me with their positivity and I hope to see some of them at litter picks and clean ups shortly. Having said that, many people I have spoken to do not see why they should be picking litter up and I was told on several occasions that this is the “council’s job”. Other people do not see the point in litter picking as “it is just as bad the next day”, despite my protestations.

I am involved with a clean-up at an area behind Snydale Road, known locally as Gandhi Backs. The plan – with the help of a probation team – is to cut the huge amount of vegetation back and remove plants, along both sides of the public right of way. Large items of waste will be removed and a breeze block wall is to be with the blocks to be reused by a neighbour. Permission has been granted by the owner of the wall. A litter pick will also be undertaken involving local residents with a number of people already showing interest. A date has not yet been set for the clean up but once in place, I will hand deliver leaflets to neighbouring properties. Long term, it would be good for the site to be maintained, perhaps with wild flower beds and an improved footpath and regular litter picks from a local community group.

I have received several calls about Japanese knotweed across the North East, on private land. Some of these have been straightforward and involved informal advice but I have three open cases that are proving to be somewhat problematic due to the legislation available and identifying the best time of year to treat the plants efficiently.

Referrals this quarter have been made to other services and partners as follows:

**Mental Health Access Team** – 1 person referred

**Citizens Advice Bureau** – 3 people referred for various issues

**Better Homes** – 2 household referred regarding central heating/boiler issues

**Warm Homes team** – 1 household referred for assistance with energy efficiency and tariffs

**Food Bank** – 2 people referred

**Council tax support** – 5 people referred

**Housing benefit support** – 5 people referred

**DIAL** – 2 people referred

**Domestic violence/vulnerabilities** – 2 people referred

**Barnsley College** – 1 person referred for free Maths and English course

**Stop Smoking** – 9 people referred

**Uswitch.com** for energy bill savings – I frequently recommend energy comparison websites and telephone numbers to residents where I feel their energy bills are high.

### Case Study 1

A gentleman complained about waste in a neighbour’s garden and informed BMBC that the neighbour was hardly ever at the property and was doing nothing about the problem. Pest control visited and found no issues with vermin so referred the case to me. After several visits to the property, I was unable to make contact with the tenants despite having left calling cards and business cards. I contacted the landlord with whom I already have a good working relationship having dealt previously with other tenants. He said that the tenant had told him the waste had been fly tipped by the neighbour – the complainant - and that he would ask her to contact me asap. When the tenant eventually contacted me, she told me that the waste had actually been fly tipped by her next door neighbour. She informed me that the waste was making her life a misery and meant that she did not want to spend the night at her home as it kept happening, instead preferring to stay with her partner, which was the reason I hadn’t been able to make contact with her and ..... hadn’t received my letter and business

cards. She told me she was unable to let her cat out of the house before it died as she was afraid it would hurt itself on the rubbish in the back garden, put there by neighbours. The lady provided me with a timeline of events and admitted taking some white goods onto her garden from the backings, as she feared BMBC may blame her for dumping them, but said that the rest of the waste was from next door.



I agreed to visit and look through all the bags of waste – approximately forty – to look for evidence to prove their origin. In the majority of bags I found household waste including cat food tins and the contents of cat litter trays and in many, I found paperwork addressed to her own name and address. The waste had clearly not been fly tipped by her neighbour and appeared instead to have been stacked up outside her back door over months.

I contacted the tenant again to let her know but again received no response, so emailed her instead. Having received no response again, I prepared a Community Protection Notice written warning and telephoned the landlord pointing out that ultimately the waste on his land would be his responsibility to remove if I continued to get no response from the tenant. The tenant contacted me shortly afterwards to say her father had been ill so she had been out of town for a couple of weeks to see him. She had been home at some point and seen new waste had been deposited while she was away. I explained what I had found and she then admitted a lot of the waste was hers but that she felt intimidated by some neighbours and had been too frightened to return to the property before her father was taken ill. She complained that neighbours were sometimes out on the street and that she was often made to feel uncomfortable just because they were present. She said she would return home over the weekend and address the matter. She still insisted some waste in the garden was not hers, but I had not been able to find any evidence to support this.

The next day the tenant called me. She was at home and was furious as yet more waste had appeared in the garden that was not hers. I met her and her partner at the property and we looked at what was and was not hers. Some waste was hers, some was still there from before she moved into the house and other waste had apparently been tipped. Nappies and beer bottles were in the rear garden along with pieces of pallet. The very same items were found in the neighbouring property's garden – the same neighbour that complained.

We discussed dummy CCTV cameras, which were installed later that day and the tenant arranged for a quote from a licensed waste removal company as soon as possible. I spoke to the landlord of the neighbouring property about the situation and told him what I had seen in his tenant's garden and that the same things had been found in the problem garden. I pointed out his responsibilities as a respectable landlord with a good reputation in the area and the grounds he had to take action against his own tenants. We agreed for me to send fly tipping warning letters to his and other neighbouring properties and that he would speak to his own tenant about it. He later called me to advise that he had "really got stuck in" to his tenants and that we would definitely not have any further problems.

The garden was cleared of their own rubbish by the tenant, the items left from before she moved in were removed separately by the landlord and the garden is now secure with CCTV in place. The tenant has returned to her property. To date, no further problems have been reported. The tenant has a full set of new bins and is recycling correctly.

## **Case Study 2**

Japanese knotweed is an infamous plant that can cause chaos for landowners. The plant is dormant in winter but in summer it can grow up to 10cm a day and the plant's extensive root system – rhizomes can extend up to 7 metres from the main plant - penetrates deep into the ground, potentially causing damage to walls, foundations and of course, allowing the plant to spread to neighbouring land quickly. The plants have been reported as growing in privately owned woodland. Whilst it is not an offence to have knotweed growing on land, failure to remove it could result in private legal action being taken against the landowner by anybody affected.

In this instance, the plants in the woodland have allegedly grown due to plants that were removed from a neighbouring garden several years ago, but we unfortunately have no proof or dates when this occurred. I met with the landowner a couple of times and have spoken with him on the telephone several times about the matter to discuss the legislation, the threat of legal action and treatment processes/schedules. He has advised me that he wants to remove the plants and eradicate them completely. He has dealt with knotweed before and accepts the time and financial costs are not small.

Having discussed the matter with several professional Japanese knotweed removal companies and BMBC's own Neighbourhood Services team, the time to treat the plants is not now as they are starting to die off. Arguably the best way to treat knotweed is by stem injection whereby chemicals are injected directly into the plants above ground level. The chemicals are drawn down by the plant sap into the rhizome which in turn kills the plant off. As the plants will die back imminently, the sap will not have enough time to draw the chemicals right down to the roots and the problem will reoccur in spring. What I have recommended following advice from various organisations is that the plants are allowed to die back. Once the canes are dry and brown, they can be cut right down to the ground which will clear the land. Once the new plants start to appear in the spring and when they have no more than 5 or 6 leaves on them, they can be treated by stem injection. As the plants will be trying to grow quickly at that time of year, the chemicals will be drawn down quickly into the root system and should kill them off. The land will need to be checked over the course of a few weeks for new growth and treated again if necessary. It can take 2 or 3 years to completely eradicate the plants, such is the resilience of the rhizomes, and a maintenance plan will be required going forward following the initial treatments for 3 to 5 years.

I will be working with the landowner to ensure correct procedures are followed and if he does not comply, I will have no hesitation in serving a Community Protection Notice to force compliance.

Another two cases of Japanese knotweed have been brought to my attention, both on privately owned land. These cases are on a smaller scale but due to their location, could easily spread onto neighbouring land so similar recommendations will be made to the respective landowners with enforcement work to follow if necessary.



### Case Study 3

On a proactive patrol I came across a garden with a settee, an armchair and a bed base. I called to speak to the tenants who told me they had already asked for the items to be removed privately, with a reputable, licensed company. I followed up my visit with a letter to the tenants and diarised a revisit to ensure the items had gone. When I revisited two weeks later, all the furniture was still onsite. I called at the property but there was no answer. I revisited three times and left business



cards and finally received a call via the call centre to advise they would have all the items removed by the end of the week. I revisited two weeks later and nothing had changed so was left with no choice but to serve a Community Protection Notice written warning. The warning is due to expire within a week and if the furniture remains, the case will progress to a full Notice. Although there are no signs of any vermin present as yet, there is the potential for the furniture to provide harbourage if it is not removed soon.

### Case Study 4

While on proactive community engagement visits, I discovered a recently empty property in Great Houghton with a large amount of fly tipped waste in the rear garden. The fencing at the rear of the property had been removed and waste deposited in the rear garden. The waste appeared to be from a house clearance but access to the property was too narrow for vehicles to travel along suggesting that the waste originated in the immediate vicinity. I called at several properties and spoke to numerous residents but nobody



admitted to knowing where the waste had come from. After an extensive search through the waste, no evidence was found. As the property was empty, I immediately served a Community Protection Notice on the owner of the property for removal of the waste and to make the property secure to prevent further tipping. The owner contacted me to advise that he was overseas at the time, but would make sure that the work was carried out urgently.

Within 2 days, emergency temporary fencing had been installed to prevent further tipping. The waste was removed shortly afterwards and permanent fencing erected. No further waste has been tipped and the property is now secure. In a joint operation with a colleague, I have also written to every property on this street and surrounding streets warning of the penalties faced for fly tipping offences, advising that I will be monitoring the gardens and backings for further incidents and will seek to take enforcement action where possible.

## **District Enforcement Quarter Two**

**July – September 2019**

The North East Area is contracted to 2 x officers, this equates to 962 hours over these three months of the Contract, and achieved is 923.5 Patrol hours which is 96% Contracted hours.

This quarter 156 FPN's and 27 PCN's for parking (with a further 57 drive off's) have been issued in the area. 130 of these have been for littering offences and 26 for dog fouling offences. (Cigarette litter accounting for 75% of the Offences, which is again well below the national average).

The Officers concentrate their patrols around intelligence led information from the North East Council, the Neighbourhood tasking process and also from complaints on the street and from the community at large. There have been 12 tasks received from the Area Council Team and Neighbourhood Services up to date this quarter reference public complaints. 9 of which, direct action has been taken with either a FPN's issued or a Warning given. Operations are on going and all areas continue to be patrolled. Still on the increase, throughout the Borough, is the number of persons complaining of individuals allowing their dogs to foul and leave it. As part of their patrols the officers have continued to visit parks and open grass spaces within the borough in an attempt to catch these offenders. Which has resulted in 26 Dog Fouling FPN's being issued this Quarter.

Again a growing concern is the number of offenders that refuse to give details to the officers when approached after committing the offence. This Quarter there has been 27 cases (compared to 17 last quarter, an increase of 63%) in which the offender has refused their details and walked away from the officer. 6 of these were for Dog Fouling offences.

Prosecutions will continue for Littering and Dog Fouling. To date across the Borough 40 offenders have had court files prepared for prosecution, which have been passed to BMBC to be submitted for court. However the number of offenders we are able to pursue for failing to pay is dependent upon the court space allocated to District for Barnsley offenders. Currently this is 10 per schedule.

The revenue raised to date from FPN's (Fouling and Littering) for this quarter is £7,825.00p (£15,405.00 YTD). The revenue received from PCN's is £380 with a further £595 outstanding.

As part of the service provided by District a further option of payment has been offered in which the offender has the option to pay at the Post Office or any Payzone outlet and the printed ticket has a unique bar code at the top of it to facilitate this. £2400.00 has been received through this method of payment.

## **Operations / Case Studies**

### **Operations.**

Littering and Dog Fouling Operations have continued in the North East area through information received from Councillors and Neighbourhood Services. Two particular areas identified were around Roberts Street, Carlton Street and Bank Street in Cudworth and Shafton Green and the High Street in Shafton.



22 PCN's and 16 FPN's have been issued in this quarter on the above streets in Cudworth with a further 7 FPN's issued in Shafton, 5 of which were for Dog Fouling Offences. (See separate attachments for individual case studies)



Added Value and Litter Picking' days

For those juveniles (18) within the North East Area community, Litter picks have been completed at Priory Road, Lundwood on 27<sup>th</sup> of July, where 15 Juveniles from all the areas were invited, with 11 attendees (4 from North East Area). A second Litter pick was completed on 28<sup>th</sup> of September, Birk Avenue, Kendray, with 26 Juveniles invited and 11 attendees (5 from North East Area). The Litter picks are arranged for the juvenile's, as their attendance is a means of discharging their liability for the FPN, as well as hopefully, educating them about the effects of littering. Their attendance is always with the written consent of their Parent/Guardian and these days have been overseen by District Staff, with all risk assessments carried out prior to the events.

The next Community Litter pick is TBA for November and will be at Dorothy Hyman Leisure Centre in Cudworth



## Case Studies

### Case Study One

#### Robert Street and Carlton Street and Bank Street, Cudworth.

Roberts Street, Carlton Street and Bank Street have long been a problem area for parking and littering in Cudworth and has been brought to our attention by numerous complaints received either verbally from local residents, from the Area Council Team or from tasking received via the Neighbourhood Services email address. The bulk of complaints were regarding litter being thrown by the drivers parking in the Bank Street car park as well for people recklessly parking on all three streets on the double yellow lines which can also be found on all three of the streets, whether it is people parking to go to the Post Office or for taking their pets to the vets.



Over the quarter all District officers have patrolled the area at various days and times and have managed to identify offenders and issue 16 x FPN's to adults and Juveniles depositing litter and also 22 PCN's to those parking their vehicles on the double yellow lines. We have also had 38 vehicles which have driven off before the administrative time allowed of 5 minutes has elapsed and the PCN issued.

Our officers have also renewed the stickers and signage in the area, the feedback has been good and, our officers will continue their patrols in this area





## Shafton Green and High Street, Shafton.

Shafton Green and the High Street have long been a problem for dog fouling and littering in Shafton and has been brought to our attention by numerous complaints received either verbally from local residents and from the Area Council or from tasking received via the Neighbourhood Services email address. The bulk of complaints were regarding Dog Fouling being left by irresponsible dog owners using the Green to take their dogs a walk.



Over the quarter all District officers have patrolled the area at various days and times and have managed to identify offenders and issue 7 x FPN's to offenders with 5 of these FPN's for Dog fouling where the dog owners have left their dogs faeces and walked off making no attempt to remove it forthwith, some of them without even having the means to remove the dog foul in the first place.

Our officers have also renewed the stickers and signage in the area, the feedback has been good and, our officers will continue their patrols in this area

## Case Study Three Barnsley in Bloom

### Corporate Priorities:

2. Strong and Resilient Communities.
3. People Achieving Their Potential.

### Summary of project

Yorkshire in Bloom is an annual competition which encourages communities of whatever size; small villages, towns or a big city, to make a positive and lasting improvement to their local environment for the benefit of local people.

### How did the project arise? What problems or issues did it intend to tackle & why?

The North East Area Councillors and North East Area team wanted to encourage a strong community spirit and pride of place in improving public spaces.

Local members and North East Area team therefore inspired groups to enter the Yorkshire in Bloom competition.

Yorkshire in Bloom is a voluntary regional organisation that administers the RHS Britain in Bloom Campaign in North, South, East, West and North Yorkshire.

The very nature of Yorkshire in Bloom encourages and develops community spirit and civic pride whilst promoting responsibility for planting, cleanliness and maintenance.

This in turn can boost the local economy through increased tourism, stimulates voluntary work and cooperation between community groups, and is a means to address issues such as sustainability, recycling, minimising waste and energy conservation.

#### **Which Corporate Outcomes does this contribute to?**

- Outcome Ten – People volunteering and contributing towards stronger communities
- Outcome Nine People are healthier, happier, independent and active.

#### **How did this project meet the corporate outcomes?**

- Created a stronger sense of pride of place.
- Higher volunteer numbers, enabling groups to have a bigger impact.
- Healthier communities: Local food growing can help people make better eating choices, while green exercise is linked to better mental and physical health

#### **Project benefits**

The scheme encourages all communities to get involved to help create safer, cleaner and greener local environments.

North East Area's results in full were:

- Carlton Marsh Nature Reserve – Parks, Gardens, & Cemeteries Platinum
- Royston Canal Club – Parks, Gardens, & Cemeteries Platinum
- Friends of Monk Bretton Park – Parks, Gardens, & Cemeteries Gold
- Friends of Monk Bretton Memorial Garden – Parks, Gardens, & Cemeteries Platinum
- Friends of Cudworth Park – Parks, Gardens, & Cemeteries Silver Gilt
- Cudworth Environmental Group – RHS It's Your Neighbourhood Level 4 Thriving
- Grimethorpe War & Miners' Memorial – RHS Its Your Neighbourhood Level 4 Thriving
- Grimethorpe Community Farm – RHS It's Your Neighbourhood Level 5 Outstanding
- Robert St Community Allotment – RHS It's your Neighbourhood Level 5 Outstanding
- Royston in Bloom – RHS It's your Neighbourhood Level 5 Outstanding
- Birkwood Primary School – Young Peoples Award Gold

John Craig a volunteer from Royston said, "Yorkshire in Bloom encourages everyone to get involved and brightens up the appearance of the whole village for the benefit for all."

Yorkshire in Bloom is a catalyst that brings the community together, The North East Area has demonstrated how a communities can pull together to improve and enhance its environment.

#### **What was the role of Ward Alliance?**

The Ward Alliance offered support, advice and funding.

#### **What was our role? (CDO role)**

Brokering and bringing stakeholders together to share skills, processes and approaches.

**What partners are involved?**

New partnerships were formed between local authorities, businesses and community groups.

**What was the impact?**


The North East Area's reputation in the Yorkshire in Bloom awards continues to grow. The North East Area received a blossoming 11 awards this year out of the 27 entries from Barnsley as a whole, all thanks to the hard work of local groups and volunteers.

**Lessons learnt**




The gardening competition is a powerful tool for building communities and tackling local issues but can lead to disappointment if groups don't achieve their expectations in the competition.

**Case Study Four****Summer Holiday activities at Royston Pavilion**

<b>Area Council/Team [+ Ward if more appropriate]</b>	<b>North East Area Team – Royston Ward</b>
<b>Year &amp; quarter</b>	<b>2019-20 Quarter 2</b>
<b>Title of case study</b>	<b>Summer Holiday Activities – Royston Pavilion</b>
<b>Which Corporate Priorities does this contribute to?</b> [Delete those which don't apply]	<ul style="list-style-type: none"> <li>2. People Achieving Their Potential</li> <li>3. Strong &amp; Resilient Communities</li> </ul>
<b>Which of the Town Spirit headings does this meet?</b>	<ul style="list-style-type: none"> <li>1. Love It</li> <li>8. Live It</li> </ul>
<b>Brief description of the project/initiative</b>	Free summer holiday activities for children, young people and families in the Royston Ward.
<b>What was the project/initiative designed to achieve? What problems or issues did it intend to tackle &amp; why?</b>	<div data-bbox="541 1765 920 2098" data-label="Image"> </div> <p>The project was funded from the Youth Development fund and was designed to provide free summer holiday activities for children and their families in the Royston Ward. The sessions were designed to provide positive activities for families and access food in the school holidays to try and tackle the Holiday Hunger agenda.</p>

<p><b>Which Corporate Outcomes does this contribute to?</b> [Delete those which don't apply]</p>	<p>Priority Two:</p> <ul style="list-style-type: none"> <li>• Children &amp; adults are safe from harm</li> <li>• People are happier, healthier, independent &amp; active</li> </ul> <p>Priority Three:</p> <ul style="list-style-type: none"> <li>• People volunteering &amp; contributing towards stronger communities</li> </ul>
<p><b>How does this project/initiative help to meet these Priorities &amp; Outcomes?</b></p>	<p>Priority Two – These activities were delivered in a safe community space by qualified youth workers.</p> <p>Priority Three – The sessions encouraged community involvement and volunteering with one of the sessions conducting a litter pick of the park.</p>
<p><b>Who took part? What did they do, when, how and why?</b></p> <p>[please reference if Ward members took part, but don't mention by name]</p>	<p>Ad Astra were brought in to facilitate this project, they delivered provision two days per week for five weeks.</p> <p>The Royston Ward Alliance supported the project by promoting it within the community and putting up publicity in community notice boards.</p>
<p><b>What was the role of the Area Team in this project/initiative? Why were we important in the delivery of this?</b></p> <p>[You may want to mention things like bringing people together, brokering, recruiting &amp; supporting volunteers, project management etc.]</p>	<p>The North East Area Team was responsible for the development and co-ordination of this project. Liaising with Ad Astra on the project requirements and delivery. Booking the community venue and creating publicity. Ensuring the sessions were well advertised within the community and at all 4 primary schools in Royston including on social media.</p> 
<p><b>What did the project/initiative achieve? What impact (intended or unintended) did it have? Include outcomes/outputs achieved</b></p>	<p>The project provided 284 meal opportunities for 213 children and young people and 81 adults attending the activities throughout the summer. The project engaged with 85 unique children and young people.</p> <p>The sessions were accessed by local families and had a huge positive impact on the community. We had one family with 4 children ranging from 2 to 14 years who attended 9 out of the 10 sessions delivered.</p> <p>The sessions were hosted in the newly refurbished pavilion and showcased the development of this fantastic community facility.</p>
<p><b>Did the project/initiative</b></p>	<p style="text-align: center;"><b>Page 44</b></p> <p>The project involved working in partnership with other BMBC</p>



<p><b>support &amp; promote new ways of working with other BMBC services, communities or partners? How did it do this?</b></p>	<p>services liaising with Parks for the booking of the Pavilion.</p> <p>Ad Astra coming in as the provider delivering the sessions.</p>
<p><b>What feedback have you had about the project/initiative? Please include quotes from participants etc. if available</b></p>	<p>For one family, the mum told us that she would have struggled throughout the summer. Not only to entertain her children but to feed them as well – It is often one or the other. She said that it was very expensive to provide entertainment for her children with the wide age range and what suited the 2 year old did not work well for her 5 7 and 14 year old.</p> <p>When she attended our sessions, we found that we could easily entertain her family with encouraging her eldest daughter to have a peer support role and help with some of our other younger children - this gave her a sense of achievement and helped raise her confidence and give her some independence throughout the sessions. Her middle two just really enjoyed every activity we put in from of them and we created arty opportunities for the youngest child so that he felt involved and when he got a little restless the mum had more time to deal with him whilst her other children were involved with our activities.</p>   <p>Mum became actively involved as well by helping with the cleaning up at the end of each session making cups of tea and coffee when we were busy and helping with the local Litter pick we did she said – ‘she felt part of the community and part of something that all her children were happy to be involved with.’</p>
<p><b>What learning points came out of the project/initiative?</b></p> <p><b>What will happen next?</b></p>	<p>The success of this project highlighted the need for activities for children and young people within Royston. As a result the Royston Ward Alliance has agreed to fund a family fun day during October half term to continue the work that has been started during the summer.</p> 

## Case Study 5

### Older people reading to reduce loneliness

#### Corporate Priorities:

2. Strong and Resilient Communities.
3. People Achieving Their Potential.

#### Which of the Town Spirit headings does this meet?

1. Love It

#### Summary of project

The project was launched by the Great Houghton Parish Council, supported by the North East Ward Councillors and funded by a grant of £260 from the North East Ward Alliance for reading materials.

The scheme provides a safe, comfortable and relaxing space for men and women over 50 years old to access free reading materials. Residents are able to join free of charge, read daily newspapers, magazines, and borrow books. The project is aimed at easing the pressures of loneliness and creates friendship groups. Tea and coffee facilities are free of charge.

The Reading Room is open Monday and Wednesdays from 10am to 12 noon and takes place at the Great Houghton Welfare Hall.



#### How did the project arise?

The Reading Room was developed in response to evidence that a social reading programme could provide powerful benefits for older people.

We know from research that the winter months and Christmas can be particularly lonely for older people the Reading Room acts as a tool for helping older people stay in touch and connected with each other.

#### Which Corporate Outcomes does this contribute to?

Outcome Ten – People volunteering and contributing towards stronger communities

Outcome Nine People are healthier, happier, independent and active.

#### How did this project meet the corporate outcomes?

Wellbeing is when you feel good and enjoy your day to day life this project, connects friends, family, neighbours and people making them healthier and happier.

The Reading Room is run by volunteers.

#### Project benefits

The project encourages community cohesion and improves community spirit. The target group will have the opportunity to mix with others and form relationships as an alternative to staying in their home and being lonely.

The Reading Room brings together volunteers and vulnerable and isolated older people, including people with dementia and their carers together through social reading.

Alfred Houghton said “from the beginning and he looks forward to the company and it stops him looking at four walls”

Cally Gregory said they have a laugh and “it’s just like Little and Large they laugh so much”

#### Volunteers

Reading Friends volunteers come from all walks of life and receive full support and training.

**What was the role of Ward Alliance?**

The Ward Alliance offered support, advice and funding.

**What was our role? (CDO role)**

Brokering and bringing together stakeholders.

**What partners are involved?**

Great Houghton Parish Council, local groups, North East Area Team, Ward Councillors, local businesses and a selection of residents over 50

**What was the impact?**

The project helps highly vulnerable older people to reduce isolation and loneliness and address challenging life issues.

Through the programme, the lives of up to 20 older people in the Great Houghton area, identified as being vulnerable and at risk of loneliness especially during the winter months will be transformed. Helping older people enjoy the best possible quality of life by meeting new people.

**Lessons learnt**

The social reading programme which is being trialed in North East Area for the first time will also have long term benefits for participants including; keeping them mentally active, reducing or slowing down cognitive decline, reducing stress, and uses a shared love of reading to provide a safe space for people to engage in meaningful conversation.

**Caroline Donovan**

**North East Area Council Manager**

**November 28th, 2019**

**North East Area Council**  
Cudworth, Monk Bretton, North East, Royston

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# Item 5

NORTH EAST AREA COUNCIL - COMMISSIONING BUDGET FINANCIAL ANALYSIS - 2014/15 TO 2019/20												
Contract Name	Delivery Body	Start Date	Length of Contract	Total Cost of Contract	Commissioning Budget 2017/18		Commissioning Budget 2018/19		Commissioning Budget 2019/20		Commissioning Budget 2020/21	
					Profile	Actual	Profile	Actual	Profile	Actual	Profile	Actual
Base Expenditure					400,000		400,000	613,200	400,000		400,000	
Parks Maintenance	BMBC	1st April 2014	1 Year	35,000	5,000			1,225				
Environmental Enforcement Project	Kingdom	4th August 2014	21 months	91,990								
	BMBC - Enforcement & Community Safety		21 months	18,883								
NE Environment Team Cudworth & NE	BCB	1st September 2014	18 months	135,000								
NE Environment Team Cudworth & NE Appre	BCB	1st August 2015	8 months	12,000								
NE Environment Team Monk Bretton & Royst	BCB	1st September 2014	18 months	135,000								
NE Environment Team Monk Bretton & Royst	BCB	1st August 2015	8 months	12,000								
NEET 3 month extension	BCB	1st March 2016	3 months	51,000								
Youth Development Grant	Various	03-Oct-14	Ongoing	280,000	70,000		70,000	38,775	71,000			
Older People's Project	Royston & Carlton CP	01-Dec-14	9 months	20,646								
Summer Internship Programme 2015/16 In	TBC		20 Months	45,000								
Partnership with North- full contract £90,000												
Fit Reds & Fit Me Programme	BFC & PSS			31,255	1,085							
Shobability	Barnsley Community Foundation			7,824								
Dance & Performance - Primary Schools	QDOS			9,000								
Celebration Event 2016	Various			3,000								
Community Magazine	Various			6,000								
Additional editions of Community magazine				6,000								
Additional editions of Community magazine				5,000	5,000		5,000	2,474				
Community magazine 2019				5,000					5,000			
Environmental Enforcement Project	Kingdom	1st April 2016	12 months +1+1	167,388	55,796		55,796	53,564				
	BMBC - Enforcement & Community Safety			33,000	11,000		11,000	14,275				
Fixed Penalty Notice Income				-67,501	-29,883		-19,160	-19,160		-4,050		
Parking Charge Notice income							-14,328	-14,328				
Summer Internship Programme 2015/16 In	C&K Careers			31,550								
Partnership with North												
Private Enforcement	BMBC - Enforcement & Community Safety		10 months	73,000	37,000		37,000	35,202	37,750		37,750	
NEET Team Phase 2	BCB	1st June 2016	+1+1+1	441,920	232,598		212,598	212,598	212,598	135,112		
Devolved Grant to Ward Alliances				160,000	40,000		40,000	40,000	40,000			
Under graduate apprentice placement				19,700	8,000							
Bio-diversity project	Various			5,000	3,000		5,000					
Smoking Cessation Project	SWYFT	Feb-18		30,000			30,000	28551				
Extension to smoking cessation project		May-19		30,000					30,000			
Environmental Enforcement Project	District Enforcement	Apr-19		120,000					59,827	29,913.12		
	BMBC - Enforcement & Community Safety	Apr-19		13,681					11,920		13,681	
Responsible Dog Owner Project				1,000					1,000			
CLC online training package				300					300			
Health Steering Grant	TBD			73,830					23,830	£2,028	20,000	
Social Isolation and Dementia Worker 1920	Age UK			25,000					25,000			
Expenditure approved up to March 2015												
Expenditure approved up to March 2016												
Expenditure approved up to March 2017												
Expenditure approved up to March 2018					438,596		432,906	393,176				
Expenditure approved up to March 2019									518,225		71,431	
Expenditure approved up to March 2020												
Balance Including Any Base Expenditure Not utilised in Previous Financial Year					102,585		69,679	443,325	-48,546		774,278	
		Committed contracts		2,067,466								
		AC allocation		2,413,223								
		Budget remaining		345,757								

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# Item 6

## Agenda Item 6

### 2019/20 WARD FUNDING ALLOCATIONS

For 2019/20 each Ward will have an allocation of £10,000 plus in November 2019 an extra allocation of £10,000 for the 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.

The carry-forward of remaining balances of the 2018/19 Ward Alliance Fund will be combined and added to the 2019/20 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.

### CUDWORTH WARD ALLIANCE

For the 2019/20 financial year the Ward Alliance has the following available budget.

£10,000	base allocation
£0	carried forward from 2018/19
£10,000	devolved from Area Council
£10,000	Extra Allocation
<b>£30,000</b>	<b>total available funding</b>

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £30,000
			<b>£15,000</b>	
CAB - Cudworth Outreach Project 2019 contribution	£1,179	£1621	£15,000	£28,821
CWA - Hanging baskets in Cudworth	£1650	£0	£13,350	£27,171

CWA - Chair Aerobics	£500	£500	£13,350	£26,671
CWA - Brass Bands in Cudworth Park 2019	£1100	£465	£13,350	£25,571
Age UK - Together in Cudworth Tai Chi	£465	£270.20	£13,350	£25,106
BYC - Barnsley International Youth Choir weekend (10th Anniversary)	£257	£1080	£13,350	£24,849
Age UK - North East Area Information and Advice Service	£507	£1053	£13,350	£24,342
CWA - Cudworth Achievement Awards 2019	£1253	£1283.45	£13,350	£23,089
Exodus - Community Engagement Events	£990	£1013.25	£13,350	£22,099
CWA - Celebrating Pride of Cudworth	£1,000	£999.74	£13,350	£21,099
Cudworth Businesses &	£500	£2102	£13,350	£20,599

Community Together - Christmas Fair				
Barnsley PALS Colours	£500	£10,132	£13,350	£20,099
Cudworth Ward Alliance Working Fund	£2000	£7092	£13,350	£18,099
Together in Cudworth Christmas Panto and Carols	£351	£1000	£13,350	£17,748
Volunteer Spring Blub Planting	£100	£540	£13,350	£17,648
Cudworth Outreach project	£792	£797	£13,350	£16,856
Cudworth Ward Alliance – Winter Health Fayre	£730	£945	£13,350	£16,126
Cudworth Christmas Lights	£2582	£13,496	£13,350	£13,544
Cudworth Christmas Lights Switch on	£1201	£1202	£13,350	£12,343
H&WG Contribution to Age UK	-£507	£0	£13,350	£12,850
Support Blind Welfare	£500	£607	£13,350	£12,350

## MONK BRETTON WARD ALLIANCE

For the 2019/20 financial year the Ward Alliance has the following available budget.

£10,000	base allocation
£222	carried forward from 2018/19
£10,000	Extra Allocation
£10,000	devolved from Area Council
<b>£30,222</b>	<b>total available funding</b>

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining  £15,111	Allocation Remaining  £30,222
BYC - International Youth Choir Weekend Celebration	£250	£1080	£15,111	£29,972
MBWA - Hanging Baskets for Monk Bretton	£2200	£648.48	£15,111	£27,772
MBWA - Working Fund 2019	£2000	£7092.75	£15,111	£25,772
Monkbretton Outreach Project	£1188	£1215	£15,111	£24,584
One Stop Shop – Monk Bretton	£780	£13,000	£15,111	£23,804
Physical Futures – Carlton Village Gala	£500	£2,188	£15,111	£23,304
Christmas Panto and Carols – Monkbretton Age	£358	£1000	£15,111	£22,946

UK				
Income cheque	-£507	£0	£15,111	£23,453
Community Neighbourhood Watches	£450	£1486	£15,111	£23,003
Burton Grange Play area improvements	£812	£25,939	£15,111	£22,191
Sloppy Slippers	£1500	£1445	£15,111	£20,691
Christmas Event	£2500	£1229	£15,111	£18,191

### NORTH EAST WARD ALLIANCE

For the 2019/20 financial year the Ward Alliance has the following available budget.

£10,000	base allocation
£988.00	carried forward from 2018/19
£10,000	devolved from Area Council
£10,000	Extra Allocation
<b>£30,988</b>	<b>total available funding</b>

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £15,494	Allocation Remaining £30,988
Ad Astra Great Oral Health 2019 contribution	£875	£1742.80	£15,494	£30,113
CAB - Grimethorpe Outreach Project 2019 contribution	£786	£1621	£15,494	£29,327
Age UK Barnsley - NE Area Information & Advice Service	£507.50	£0	£14,986	£28,819.50

Grimethorpe Village OAPs - Bingo	£450	£1945.44	£14,986	£28,369.50
North East Ward Alliance Working Fund 2019	£2000	£2065	£14,986	£26,369.50
Love Grimethorpe - Ladywood School 50th Anniversary planting	£300	£432.32	£14,986	£26,069.50
New Options - Upgrade of IT Equipment	£300	£1702	£14,986	£25,769.50
Shafton Parish Council - Shafton in Bloom	£600	£1621.20	£14,986	£25,169.50
Brierley in Bloom - Hanging Baskets Appeal	£455	£270.20	£14,986	£24,714.50
Great Houghton Village Hall Committee - Family Fun Day	£970	£891.66	£14,986	£23,744.50
Grimethorpe Pentecostal Church - Kids' Club	£600	£3,593.16	£14,986	£23,144.50



North East Ward Alliance - Volunteer Spring Bulb Planting	£510	£540.40	£14,986	£22,634.50
Robert street Allotments	£223	£136.44	£14,986	£22,411.50
Shafton Community Events Group	£1200	£2702	£14,986	£21,211.50
Coffee Morning Chair Aerobics – Shafton Community Centre	£500	£500	£14,986	£20,711.50
Christmas Panto and Carols in Grimethorpe and Shafton	£740	£500	£14,986	£19,971.50
Royal British Legion - Grimethorpe War Memorial Care	£1250	£1256	£14,986	£18,721.50
Grimethorpe Christmas Lights Switch on	£1139	£25,331	£14,986	£17,582.50
Shafton Christmas Lights Switch on	£1139	£25,331	£14,986	£16,443.50
Citizens Advice Barnsley - Grimethorpe Outreach Project	£396	£405	£14,986	£16,047.50

Brierley Afternoon Club	£1000	£1296	£14,986	£15,047.50
Great Houghton Youth Group - Room Hire	£420	£420	£14,986	£14,627.50
Great Houghton Christmas Tree Lights Switch on	£1139	£25,331	£14,986	£13,448.50
Mid Autumn Festival of Dance	£500	£5295	£14,986	£12,988.50
<i>H&amp;WG contribution to Age UK</i>	-£507	£0	£14,986	£13,495.50
Social activities and Bingo - GH & LH	£500	£1620	£14,986	£12,995.50
Winter Decorations - Brierley Residents Group	£1162	£2,594	£14,986	£11,833.50

## ROYSTON WARD ALLIANCE

For the 2019/20 financial year the Ward Alliance has the following available budget.

£10,000	base allocation
£1,042	carried forward from 2018/19
£10,000	devolved from Area Council
£10,000	Extra Allocation
<b>£31,042.00</b>	<b>total available funding</b>

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining <b>£15,521</b>	Allocation Remaining <b>£31,042.00</b>
Greenfingers Gardening Club - 'Greenfingers Learning'	£840	£2,458.82	£15,521	£30,202.00
Age UK Barnsley - NEA Info & Advice service	£507.35	£0	£15,013.65	£29,694.65
Yorkshire Dance Fusions - Majorette Dance Troupe	£1500	£1513.12	£15,013.65	£28,194.65
DIAL Outreach Project Royston	£4188	£3,526	£15,013.65	£23,514.65
RWA - Hanging Baskets in Royston 2019	£1760	£648.48	£15,013.65	£21,754.65
RWA - Adopt a Planter Scheme	£2500	£7,092.75	£15,013.65	£19,254.65

2019				
RWA - Working Fund 2019	£1500	£7,092.75	£15,013.65	£17,754.65
RWA - Whats On Guide 2019	£297	£0	£14,716.65	£17,457.65
Secretary Payment Q4 - John Openshaw	£125	£0	£14,591.65	£17,332.65
Cash payment from event – Royston WA	-£37.16	£0	£14,591.65	£17,369.81
Secretary payment Q1 - John Openshaw	£125	£0	£14,466.65	£17,244.81
Royston Ward Alliance	£1500	£1,296.96	£14,466.65	£15,744.81
Cheque from R&C Community Partnership	£1331	£0	£14,466.65	£17,075.81
Royston Canal Club	£500	£200	£14,466.65	£16,575.81
Royston Aged People – Darby Joan Club	£500	£506	£14,466.65	£16,075.81
Royston Ward Alliance - Achievement Awards	£500	£878	£14,466.65	£14,975.81

<i>H&amp;WG contribution to Age UK</i>	-£507	£0	£14,466.65	£15,482.81
Albert shepherd memorial Gate	£500	£202,650	£14,466.65	£14,982.81
Christmas Panto and carols in Royston	£378	£500	£14,466.65	£14,604.81
Summer Holiday Activities	£1100	£743	£14,466.65	£13,504.81
Royston WA Events Group - Christmas Tree Light Switch on	£1500	£1702	£14,466.65	£12,004.81

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## BARNSLEY METROPOLITAN BOROUGH COUNCIL

**North East Area Council  
Meeting:**

**Monday, 28<sup>th</sup> November 2019**

**Report of North East Area  
Council Manager**

### **Area Council Future Action Plan**

#### **1. Purpose of Report**

- 1.1 This report outlines the Area Councils future action plan following on from the Area Council review.

#### **2.0 Recommendation**

- 2.1 That the North East Area Council receives this update with regards to the future action plan for Area Councils

#### **3.0 Introduction**

- 3.1 In April 2019, the Area Chairs Liaison Group requested that a review be undertaken of the work of the Area Councils to enable a future development plan to be written, to take them to the next stage in their development.

A workshop was undertaken with the Area Chairs at this point to identify the scope and extent of the review and to identify methodologies for consultation with the wide range of partners involved with Area Councils. This scope was confirmed as:

- 3.2 How we work with you:

Check and Challenge role of Area Councils – how much is this done and how could it be done in the future?

Senior Management 'Link Officer' role – how is the role of the Link Officer working currently and how can we make the best use of it in the future?

Early planning for place-based approaches & role of Area Councils within this – how are Area Councils currently involved and how do they need to be involved in the future?

How does the work of Area Councils fit into the Council's and partners' wider strategies now and in the future?

- 3.3 Impact:

Telling our story, raising the profile of Area Councils (particularly locally) – how good are we at this, and how can we keep improving at this?

Measuring the right things – do we currently measure the right things in terms of impact & how could we keep improving this?

- 3.4 Commissioning cycle:

Use of data- how well do we currently use it and how could we use it better?

Planning and priority setting – how well is this currently done & could we improve this?

Use of budgets – are we getting the good value for money when we commission services and activities? Are there ways we can get better at this?

Member involvement – what role do members currently have in commissioning and what do we want this to look like in the future?

3.5 These questions were used as the basis for a series of workshops in May with the following stakeholders and partners:

- Area Chairs
- Elected members
- Officers and partners involved in delivery through Area Councils, including the SMT Link Officers

3.6 The workshops highlighted a range of strengths, weaknesses, opportunities and threats which were written up into an Action Plan. The Action Plan can be found from point 4 of this report.

#### 4.0 Area Council future action plan

Section 1 - How we work with internal & external partners and the wider strategic landscape  Potential Actions	Target date for completion	Who would be responsible for development?
1.1 Expand coverage of Area Council and member role as part of new member induction	March 2010 in time for induction of any new members from 2020 local elections	Head of Stronger Communities Already underway through Member Development Working Group/Officer
1.2 Explore development of Area Council Link Officer role through: <ul style="list-style-type: none"> <li>• Discussion of Link Officer role at Area Chairs Liaison Group</li> <li>• Workshop session/s with Link Officers &amp; Area Managers to explore role in more detail following Area Chair discussion</li> <li>• Development of guidance for Link Officers if needed after workshop session/s</li> </ul>	October 2019  December 2019   March 2020	Head of Stronger Communities
1.3 Explore potential links between Integrated Wellbeing Teams, Primary Care Networks and Area Governance structures	Dependent upon Integrated Care programme – currently unknown	Director of Communities & Service Director SSH Communities to explore once Integrated Care model approved by Cabinet



<b>Section 1 - How we work with internal &amp; external partners and the wider strategic landscape</b>  <b>Potential Actions</b>	<b>Target date for completion</b>	<b>Who would be responsible for development?</b>
1.4 Share good practice across Area Councils through Member Talkabout sessions to share good practice	2019/20 session to take place before 31/03/20  One session per year to be programmed in annually by Member Development Group	Member Development Group/Officer
1.5 Develop guidance and processes around the role of Area Councils in relation to: <ul style="list-style-type: none"> <li>• Escalation of issues arising from Area Councils (either singly or together) which require consideration or action at a strategic level</li> <li>• Considering the effectiveness of services delivered within their communities, in partnership with those responsible for the management of these services</li> </ul>	March 2020	Area Chairs Head of Stronger Communities + Area Managers

<b>Section 2 – Impact of the Area Council's work</b>  <b>Potential actions</b>	<b>Target date for completion</b>	<b>Who would be responsible for development?</b>
2.1 Explore ways to make work of Area Councils more visible in communities	Communications Plan to be	Head of Stronger Communities, Area Managers +

<p>through:</p> <ul style="list-style-type: none"> <li>• Development of a Communications Plan &amp; more effective promotion</li> <li>• Development of branding/logo for Area Councils</li> <li>• Better promotion of Area Council work through Area Team Facebook pages</li> <li>• Area Chairs to take on role of leading on direction &amp; delivery of Area Council Communications work</li> </ul>	<p>developed by Head of Stronger Communities, Area Managers &amp; Communications Team by 31/03/20</p> <p>Area Chairs to take on role of directing this work from April 2020</p>	<p>Communications Team</p>
<p>2.2 Develop methods for consistently sharing evaluation, best practice &amp; learning that can be shared more widely, through:</p> <ul style="list-style-type: none"> <li>• Review of circulation list for quarterly case study performance reports with internal and external partners</li> <li>• Development of impact reporting for Area Councils to accompany case study performance reports</li> <li>• Development of member Talkabouts as outlined in 1.4</li> </ul> <p>* Identified as key action in recent BMBC Peer Review</p>	<p>Review of circulation list by 30/10/19</p> <p>Development of impact reporting methods by 31/03/19</p> <p>2019/20 Member Talkabout session to take place before 31/03/20</p> <p>One session per year to be programmed in annually by Member Development Group</p>	<p>Head of Stronger Communities + Area Managers</p> <p>Member Development Group/Member Development Officer</p>

<p><b>Section 3 – Commissioning cycle, including priority setting, use of budgets &amp; member involvement</b></p> <p><b>Potential actions</b></p>	<p><b>Target date for completion</b></p>	<p><b>Who would be responsible for development?</b></p>
<p>3.1 Continue use of Social Return on Investment to assess and promote impact of Area Council work</p>	<p>Ongoing – to be reviewed annually</p>	<p>Head of Stronger Communities + Area Managers</p>

3.2 Develop guidance to support Area Councils to decide where use of SROI methodologies is/is not appropriate, to be used in conjunction with SROI toolkit currently under development through Social Value Group	March 2020	Head of Stronger Communities + Member Development Working Group/Officer
3.3 Improve consistency and effectiveness of Area Council delivery through: <ul style="list-style-type: none"> <li>• Standardising frequency of priority setting process for Area Councils &amp; explore best practice in priority setting</li> <li>• Exploring methods to better use locally available intelligence from Ward Alliances and community consultations</li> <li>• Exploring methods to ensure that Area Council work aligns with &amp; does not duplicate/replace mainstream provision</li> <li>• Agreeing process for challenges that are experienced across several areas or innovations in service delivery developed by Area Councils to be brought forward for further consideration by SMT</li> </ul>	April – September 2020	Series of workshops with Area Chairs, Area Managers & Business Improvement

<b>Section 3 – Commissioning cycle, including priority setting, use of budgets &amp; member involvement</b>  <b>Potential actions</b>	<b>Target date for completion</b>	<b>Who would be responsible for development?</b>
3.4 Area Chairs to work with Area Councils to assess level of interest in training for members in commissioning/procurement Develop member training for those wanting to become involved if sufficient numbers come forward	December 2019	Member Working Group/Officer Head of Strategic Procurement
3.5 Large scale review needed of data provided to Area Councils as not currently fit for purpose for either priority setting or commissioning (to include development of	December 2020	BIIT Team Population Health Management Unit

suitable proxies where up to date data not available and explore what data is held by other parts of BMBC or partners which could be useful)		
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**Officer Contact:**

**Tel. No:**

**Date:**

**Caroline Donovan**

**01226 773583**

**18<sup>th</sup> November 2019**

# Item 8

## BARNSELY METROPOLITAN BOROUGH COUNCIL

**North East Area Council  
Meeting:**

**Agenda Item 8**

**Monday, 28<sup>th</sup> November 2019**

**Report of North Area Council  
Manager**

### **Apprentices and Employability Specification**

#### **1.0 Purpose of Report**

This report presents the proposed North East Area Council specification for the Apprentices and Employability commission.

#### **2.0 Recommendation**

**2.1 That the North East Area Council approves the Specification for an Apprenticeship and Employability Study Programme.**

**2.2 That the Contract price shall not exceed £215,000 per annum.**

#### **3.0 Background**

3.1 A Ward Councillor Representative from each of the four Wards of the North East Area Council formed the North East Area Council Environment Steering Group. The Councillors are Councillor Ennis, Councillor Green, Councillor McCarthy and Councillor C. Wraith. They have met to work on, and prepare, a detailed draft Apprentices and Employability specification for further consideration by all the Councillors of the North East Area Council.

3.2 The Steering Group subsequently recommend that the attached Specification for the Apprenticeship and Employability Study Programme (appendices A, B and C) should now be prepared to go out to tender, and that the Contract price should not exceed £215,000 per annum.

3.3 The Councillors are asked to note that because of the value of the tender the commission will have to go through the Official Journal of the European Union commissioning procedures.

**Officer Contact:**

**Caroline Donovan**

**Tel. No:**

**01226 773583**

**Date:**

**18<sup>th</sup> November 2019**

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**BARNSLEY METROPOLITAN  
BOROUGH COUNCIL**



**NORTH EAST AREA COUNCIL**

**APPRENTICESHIP AND  
EMPLOYABILITY STUDY  
PROGRAMME - FOCUSING ON THE  
LOCAL ENVIRONMENT**

**PROJECT REF:**

**RETURN DATE: 10<sup>th</sup> February 2020  
TIME: 12 noon**

**SPECIFICATION**

**Wendy Lowder  
Executive Director, Adults and Communities  
Barnsley MBC  
Adults and Communities  
Westgate Plaza One  
PO Box 609  
Barnsley  
S70 9FH**

## **CONTENTS**

- SECTION 1      -    PROJECT OVERVIEW AND SCOPE OF SERVICE**
- Appendix A – Litter picking maps and Hot Spot areas
- Appendix B – Street Cleansing
- SECTION 2      -    INSTRUCTIONS FOR TENDERING/TENDER EVALUATION  
AND TENDER QUALITY QUESTIONNAIRE**
- Appendix (i) – Reference Template
- SECTION 3      -    PRICING SCHEDULE, FORM OF TENDER AND  
APPENDICES**
- Appendix 1 – Form of Tender
- Appendix 2 – Supply Chain List
- Appendix 3 – Providers Insurance Details
- Appendix 4 –Anti Collusion Certificate
- Appendix 5 – Confidentiality Agreement
- SECTION 4      -    FORM OF CONTRACT**



## **SECTION 1**

### **PROJECT OVERVIEW AND SCOPE OF SERVICE**

## SECTION 1

### PROJECT OVERVIEW AND SCOPE OF SERVICE

#### 1. INTRODUCTION

- 1.1 The North East Area Council wishes to procure an Apprenticeship and Employability Study programme, which will also have an emphasis on community engagement and the local Environment. The Councillors have highlighted the Economy and Regeneration as a Key Priority, and want to achieve local solutions to building employment and skills across the North East Area Council. The Apprenticeship and Employability Study Programme will provide young people with a recognised knowledge and competency qualification, and hands on learning approach to enhance their qualifications and improve their CV's, an insight into different areas of work, and a wider scope of learning experiences. It will deliver a recognised route into work and improve educational achievement, which in turn will strengthen young people's employment prospects and aspirations.
- 1.2 The Apprenticeship Programme will also include a requirement for Social Return on Investment and will work closely with the Council's North East Area Team to support, and help to facilitate, opportunities for Volunteering. The Apprentices will be involved in a programme of Active Citizenship which will enhance their skills and develop their community awareness. Familiarity with the values of collective responsibility, and community spirit and pride, will be a valuable part of the work experience undertaken by the Apprentices. Effective communication and customer care values are, therefore, essential to inspire people who live and work in the area to *Love Where You Live*, and this will be an integral part of the commission.
- 1.3 The service will also support local community groups in the preparation for events and the onsite co-ordination and delivery of the Volunteering initiatives through informal engagement and practical support. Examples of the assistance required at Volunteer Environmental Initiatives and Clean Up days are as follows:
  - Use of machinery such as hedge trimmers, leaf blowers and strimmer's, digging as required and the removal of any green waste, litter and debris.
  - Recording attendees.
  - Collecting and delivering equipment, preparing sites for events, including putting up, and taking down gazebos, and ensuring that the site is left clean and tidy.

Please note this list is not exhaustive and there may be other functions required of a similar nature. This will involve a significant amount of evening, and weekend, work especially during busy periods such as the summer holidays and Christmas.

- 1.4 Furthermore, the Environment is another Key Priority identified by the North East Area Council, and following on from the very successful North East Environment Team contract, the Area Council would like to continue to

provide a responsive, efficient and accountable, local, uniformed Environment Team service, with a strong focus on the provision of local Apprenticeships,

- 1.5 The contract will provide a uniformed service of two Environment Teams, and a Rapid Response Team using a peripatetic approach. The Core Teams will each consist of one supervisor and one operative. The Teams will undertake general and specialist operational duties in all weathers which will involve a wide range of physically and mentally demanding tasks. The Teams will be customer focussed and be able to communicate politely and effectively. The Teams will have a 'can do' and positive attitude to and be responsible for solving day to day issues as they arise. The Teams will provide support and a high visibility enablement role to Volunteers working closely with the North East Area Team. The Teams will work to agreed schedules and where necessary respond to new priorities as required and directed by their Manager. The Teams will demonstrate safe practices to other employees apprentices, and work placement students where required.
- 1.6 As a socially responsible employer the terms and conditions of employment for the six full time employees will include:
  - Either a Living Wage or an Enhanced Wage as appropriate.
  - An incremental increase in holiday entitlement, from a base line of 20 days per annum up to a maximum of 28 days per annum, plus statutory holidays.
  - 4 weeks full Sick Pay from the organisation, and then Statutory Sick Pay.
  - Contributions to a pension scheme.
  - Appropriate, good quality, British Standards PPE equipment.
  - Appropriate training for personal development as required.
- 1.7 These Teams will focus on maintaining and improving environmental standards, as per National Indicator 195 – Improved Street and Environmental Cleanliness (referred to later in the document), in high profile areas incorporating the village centres, main shopping centres and key access routes across the Electoral Wards of Cudworth, Monk Bretton, North East and Royston. The Service will improve, and effectively maintain these areas, and clear any identified local community Hot Spot areas on request.
- 1.8 The Environment Teams will also provide a flexible, reactive service which will respond to local requests, for example, cutting back shrubs, shrub bed maintenance, overhanging footpaths, strimming a grassed area or low scale fencing painting and repairs.

## **2. BACKGROUND AND CONTEXT**

- 2.1 The aims of local Area Governance are to:
  - Establish new models of delivering services, guided by local choice and need.
  - Engage local communities in helping to shape the decisions and services in their neighbourhood.
  - Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives.

- Support the many benefits of volunteering and foster the many and diverse opportunities for residents to gain new skills and experiences through volunteering.
- Ensure customer services, and the citizen experience of access, is improved.
- Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice.

2.2 The local Economy and Regeneration, the Environment, Young People and Love Where You Live have all been highlighted as a central focus and priority across the North East Area Council. These priorities, in turn, links in with Barnsley MBC's Corporate priorities to achieve:

- A Thriving and Vibrant Economy
- Strong and Resilient Communities
- People Achieving their Potential

2.3 The North East Area Council has recognised the need to provide development opportunities for the young people in their communities, and the need to help to raise young people's aspirations. The Councillors have recognised that the Personal and Social development of a young person should include Confidence Building, Self Esteem, Health and Wellbeing, independent Living Skills, independent Travel Skills, Active Citizenship, Careers Guidance and Interview Practice. It was felt that commissioning a local Apprenticeship programme would help to deliver these skills to help young people locally to achieve their potential and develop their future careers.

2.4 Additionally, the local environment has been highlighted as a significant asset by local residents across the four Wards. This is supported by the four Ward Alliances which have all highlighted the Environment as a priority for local consideration. Improvements to the local environment are also regularly discussed at local residents meetings, at the Councillors' surgeries and at the local street surgeries.

Clean Up Britain Reports that

- In the UK, levels of litter have increased 500% in the last 50 years
- It costs the UK £1bn to clear litter every year. Money which could be spent on things to *really* benefit society.
- A poor-quality local environment can also have wider impacts on public health, including mental health problems such as anxiety and depression. On the flip side, living near good quality, accessible green space can improve mental and physical health.

Feedback to date from people who live and work in the area with regard to the service provided by the North East Environment Teams continues to be extremely positive, and the North East Area Council has resolved to continue this service provision.

2.5 A key purpose of the North East Area Council is to grow community capacity and Social Return on Investment through commissioning local services and encouraging Volunteering. The importance of Social Value has been highlighted as part of each North East Area Council procurement, and all successful organisations should effectively demonstrate how they will create local jobs, use local supply chains, ensure local spend, support and encourage existing Volunteers, and create new Volunteering and work experience opportunities.

2.6 In the 2017 Litter Strategy for England states that one of the Governments aims is to:

***Empower local communities to channel their passion for their local environment into positive action.***

The contract will support, complement and encourage Volunteering opportunities and potential for greater community participation and development will be supported through Active Citizenship initiatives. A Keep Britain Tidy Report, the Journal of Litter and Environmental Quality, June 2017, refers to 'Strengthening Communities by Reducing Litter', by George Monck, who is the Chief Executive of Clean up UK.. Monck cites Pelle Hansen from Denmark at the 2012 Keep Britain tidy conference, who said: ***"Action against litter shouldn't be seen simply as cleaning up a neighbourhood but as building it up, ideally in partnership with other local initiatives."***

[https://www.keepbritaintidy.org/sites/default/files/resource/KBT\\_Journal\\_of\\_Litter\\_and\\_Environmental\\_Quality\\_June2017\\_0.PDF#page=39](https://www.keepbritaintidy.org/sites/default/files/resource/KBT_Journal_of_Litter_and_Environmental_Quality_June2017_0.PDF#page=39)

2.7 Local spend will be encouraged and the commission will encourage maximising the amount of both formal, and informal, spend within the Barnsley economy. Service Providers will be encouraged to retain expenditure within the local community. The New Economics Foundation (NEF) highlights the positive impacts on local economies by the optimisation of local spend from contracted activity. The local multiplier effect is usually between 1.5 and 3.0 which means that for every £1 spent with Barnsley suppliers the economic impact will be 1.5 to 3 times the amount spent.

2.8 Additionally it is envisaged that the initiative will help to reduce benefits dependency in disadvantaged communities.

### 3. STRATEGIC VISION AND VALUES

3.1 Barnsley MBC's Vision is to:

***Working together for a brighter future, a better Barnsley***

3.2 and our Values include:



#### 4. COUNCIL PRIORITIES AND OUTCOME STATEMENTS

- 4.1 In developing and delivering this service, the Service Provider should ensure that it is contributing to the Council's corporate priorities and outcome statements as outlined below:

A Thriving and Vibrant Economy	<p>Create more and better jobs and good business growth</p> <p>Increase skills to get more people working</p> <p>Strengthen our visitor economy</p>
People Achieving their Potential	<p>People are healthier, happier, independent and active</p>
Strong and Resilient Communities	<p>People volunteering and contributing towards stronger communities</p> <p>Protecting the Borough for future generations</p>

- 4.2 The initiative will also contribute to Sheffield City Region's More and Better Jobs Strategy. The strategy refers to Barnsley requiring 'More Jobs and Better Jobs'. Barnsley needs more jobs, and needs as many of these as possible to be good jobs that support productive businesses, and offer people the skills they need to grow. This is good for business as well as people because more and better jobs will go hand-in-hand with greater innovation, better productivity and improved quality products and services. The 'More Jobs and Better Jobs' reports states that employment should provide a decent income, fair terms and recognition of effort, job satisfaction, and a good, safe and healthy working environment.

#### 5. SPECIFIC AIMS AND OBJECTIVES OF THE SERVICE, INCLUDING SOCIAL VALUE OBJECTIVES

- 5.1 The service will:
- Create recognised, local, Apprenticeship opportunities and Employment programme which are fit for purpose, and strengthen the local communities' skills base.
  - Applicants must be resident in the Barnsley Borough.
  - Provide training and employment opportunities for vulnerable groups in disadvantaged local communities.
  - Be a highly visible presence in the local communities.

- Increase local spend
- Maximise Social Return on Investment
- Reduce benefits dependency.
- Inspire people who live and work in the North East Area Council to 'Love Where they Live'.
- Improve the local environment.
- Maintain and improve Environmental Standards.
- Keep the North East Area Council area clean and well maintained.
- Link with other North East Area Council procured services to support the overarching aims of Area Governance shown previously.
- Effective deployment of available resources to fully comply with, and deliver, the requirements of this specification.

## 5.2 Social Value Objectives

Under this contract, the successful service provider will be required to actively contribute to the achievement of specific Social Value objectives. These reflect the Vision and Corporate Priorities of the Council outlined in Sections 3 and 4, and include:

- Be sustainable, and support the creation of sustainable communities by increasing local employment opportunities.
- Increase skills and work experience at local level, and maximise local apprenticeship and employment studies opportunities.
- Improve educational achievements for the apprentices which in turn will strengthen the young people's employment prospects and job aspirations.
- Ensure local spend.
- Build relationships with local businesses, and use local supply chains whenever possible.
- Build relationships with the local community and support and encourage existing Volunteers
- Increase the number of people engaged in Voluntary activities in the community.

## 6. THE SERVICE AND ACTIVITIES TO BE DELIVERED

### Apprenticeships

- 6.1 To provide Apprenticeship and Employment programme opportunities to young people in the local communities. The quality of the apprenticeships, and any added value support, is an important part of this commission. As part of this contract the apprentices should be given progression opportunities, the chance to learn and develop, in addition to appropriate security, flexibility and the opportunities to contribute. Through enhancing job skills, creating opportunities for work experience and giving better information, advice and guidance, the contract will provide better routes into work, and improve the number and quality of jobs.
- 6.2 The Provider should have a proven track record in terms of working with underrepresented groups in disadvantaged communities, and with working

with challenging and hard to engage young people. The commission wishes to actively include opportunities for Apprenticeships for vulnerable, and under represented, groups in the local community such as Not in Education, Employment or Training (NEET), Special Educational Needs, and or Disabilities (SEND), Behavioural Difficulties, Youth Offending Team (YOT), young people in Care, or young people leaving Care.

- 6.3 The provider will link in with the local schools of Outwood Academy Carlton, and Outwood Academy Shafton with a promotional campaign to encourage young people to consider apprenticeships.
- 6.4 The apprentices will be involved in a programme of Active Citizenship which will enhance their skills and develop their community awareness. Familiarity with the values of collective responsibility, and community spirit and pride, will be a valuable part of the work experience undertaken by the Apprentices. Effective communication and customer care values are essential to inspire people who live and work in the North East Area Council; to Love where You Live, and this is an integral part of the commission.
- 6.5 A key milestone of the scheme will be for the Apprentice to achieve a range of qualifications at level 2 apprenticeship levels, and a minimum Level One in Functional Skills in Maths and English. The qualifications will include :
  - C Skills Awards Diploma in Health Safety and Welfare within the Industry
  - Most appropriate NVQ Level 2 apprenticeship standard for a building operative.
  - Stand alone qualification Employers Rights and Responsibilities
  - Functional Skills Level 1 and Level 2 in Maths and English
- 6.6 It is an important requisite of this commission that all time constraints are minimised wherever possible. This will help to maximise outcomes and ensure value for money. It is anticipated that all Stage 1 Apprentices should be enrolled on to an intermediate framework with the chosen training provider, within four weeks of starting their employment, and be ready to commence training within six weeks.
- 6.7 Health and Safety requirements and knowledge are a paramount consideration to the North East Area Council and all Apprentices will be required to complete a thorough basic Health and Safety training unit, which includes guided learning hours and a test. It is envisaged that this training plan will include an induction programme, toolbox talks, the safe use and storage of equipment, health and safety training, first aid training, manual handling training, needle stick awareness, asbestos awareness and Customer Care guidance.
- 6.8 Support will be given to the apprentices with regard to access to learner support and learning materials, to include a pre-employment course to give them skills to help them be `work ready`, to include helping them into work through CV advice, mock interviews and careers guidance. It is anticipated that the providers will maximise training and assessment opportunities.



- 6.9 Risk assessments, to include apprenticeships report, will be carried out as appropriate and copies will be made available at the Contract monitoring meetings.
- 6.10 It is anticipated that a minimum of 5 apprenticeship places per month, on rotation with the three teams, and on a rolling programme will be facilitated.
- 6.11 It is anticipated that over 80% of the apprentices will progress into employment, full-time education, or another apprenticeship at the next level after they have finished the course.
- 6.12 The achievements and successes of the apprentices will be celebrated on an annual basis at an Awards ceremony.
- 6.13 The Area Council will be informed of the progression of the apprentices in the workplace on a regular basis.

### **Social Action**

- 6.11 The Social Return on Investment should be maximised wherever possible to contribute to a thriving, flourishing and vibrant local economy. This should include:
- 6.12 Optimising local spend, and using local suppliers and venues wherever possible, which will be actively encouraged.
- 6.13 Recognising the Social Return on Investment through increasing training opportunities, increasing opportunities for employment, and local skills development
- 6.14 Encouraging a greater sense of community cohesion and increasing Volunteering opportunities and the potential for greater community participation and development.
- 6.15 Fostering and building relationships in the local community with the local businesses and local residents, building up Civic Pride.
- 6.16 The Service will be a visible presence in the local communities, promoting Community Pride to local community groups and encouraging people who live and work in the area to take ownership of their local community environment.

### **Local Knowledge**

- 6.17 Local knowledge would be an advantage to be able to encourage the local community to take a pride in the area in which they live and work. Inspiring people in the local communities to support and participate in Volunteering opportunities through informal engagement will be a key task for the Teams. Volunteers' contributions will help to ensure a sustainable and welcoming environment and this will, in turn, increase the attractiveness of the Wards as places to live, work and visit.

- 6.18 In addition to performance reports being regularly fed back to the Area Council, the initiative will be linked to the Ward Alliances, with a mutual exchange of information with regard to volunteering, hot spot areas, and outputs and outcomes being a meaningful part of the commission.
- 6.19 The Service will be one of enablement and facilitation and will provide assistance and support to the North East Area Team at regular Volunteer Initiatives and Clean Up days across the area, complementing the 'Love Where You Live' scheme.

## **7.0 Reactive Work**

- 7.1 The Service Provider will provide a flexible, reactive and responsive service to specific requests for environmental improvements across the North East Area Council. This could include, for example:

- Pruning of vegetation
- Painting of street furniture
- Minor repairs to fencing
- Strimming a grassed area
- Removal of litter
- Removal of dog fouling
- Removal of epicormic growth
- Hedge strimming
- Erection of street signs
- Erection of Notice Boards

Please note this list is not exhaustive and there may be other functions required of a similar nature.

It is expected that the set-up and ongoing costs of materials, tools, and equipment will be met by the provider.

### **Specifications for Reactive/Responsive Work**

#### **7.2 *Minor Site Clearance***

All non-combustible rubbish, including glass, rubble, brickwork, metalwork and general debris shall be collected by the contractor and disposed of offsite to the authorised tip, unless specific authorisation is given to burying this material on site.

#### **7.3 *Vegetation Clearance***

The contractor shall cut down, grub up stumps, collect and remove to an approved tip in areas directed by the Supervising officer, all bushes, scrub, long grass and weeds as indicated and in the job order and not specifically scheduled for retention, to leave a clean surface.

#### 7.4 *Removal of Epicormic Growth and Suckers*

Description: Epicormic growth is twiggy shoot growth which appears to grow from the bark surface and which grows on some species of trees, notably lime and sycamore. It often grows from the base or on the stem or in the crown as a reaction to heavy pruning.

Reason: This growth, particularly around the base of the tree, can cause an obstruction where it is close to footpaths, driveways or the road. Also, it may be removed for aesthetic reasons. This type of maintenance will often have to be done annually as the shoots soon regrow.

Specification: Epicormic growth less than 20 mm in diameter should be pruned cleanly back to its point of origin, avoiding damaging the bark of the tree. Growth greater than 20 mm should be cut back to avoid damage to the branch bark ridge and collar. This must be carried out using a sharp handsaw or secateurs. On no account should a chainsaw be used in this operation. All shoots must be removed back to but not into the branch collar, leaving no projections or exaggerating the size of the wound

#### 7.5 *Hedge cutting*

The Authorised Officer will instruct the Contractor as and when which hedges require this operation.

Key Aims:

- To provide neatly clipped hedges which are weed free.
- To prevent hedges affecting footpaths or vision splays.

#### 7.6 *Equipment*

- (a) The Service Provider will use sharp secateurs, shears, or hand held reciprocating mechanical cutters to cut the hedge. Permission from the Authorised Officer is to be obtained if the Service Provider wishes to use any other type of equipment.
- (b) All equipment is to be kept sharpened to achieve a neat clean cut; any chewed or torn growth will not be accepted.

#### 7.7 *Methods of Cutting*

- (a) Cutting will be to remove current seasons growth, so as to encourage a stable hedge with a straight level even appearance to top, sides and ends.
- (b) The hedge is to be cut back to the same height, width and general shape as that which existed at the completion of the last approved cut.
- (c) All arising clippings, including clippings lodged in the hedge, will be cleared from site at the end of each working day and disposed of to an approved disposal site.
- (d) Any rogue plants, such as elderberry, are to be completely removed.

## 7.8 *Strimming of Grassed Areas*

The Service Provider shall trim back vegetation within the specified area to obtain a height of 100 mm to 150 mm over the whole area. Any weed growth, such as nettles, from adjoining properties and land that overhangs the grass areas indicated is to be cut back flush to the boundary on each occasion.

On no account are strimmers to be used directly adjacent to trees, shrubs or other features; the Service Provider should make provision for hand cutting these areas. Prior to strimming, the Service Provider is to inspect the site and ensure all litter, branches and other debris is removed to an approved disposal site. Any litter trimmed over is to be cleared by the Service Provider before leaving the site. Failure to do so will be considered a “default” in performance. The machinery being used is to be of an appropriate type and size for the area being cut; all persons operating such machinery will have been properly trained and competent in its use. Any grass clippings falling on adjacent hard surfaced areas or beds shall be swept back onto the grassed area at the time of cutting.

## 7.9 *Shrub Bed Areas*

### *Weed Control in Shrub Areas*

Shrub areas shall be hoed, forked or hand weeded as appropriate to keep areas clear of weeds, avoiding damage to shrubs and disturbance to their root systems. Weeding shall be such as to destroy all small weeds and to collect and remove from site all large weeds, together with their roots, leaving the soil surface in an even tilth.

Collect and remove to tip all litter and debris in shrub areas.

Herbicide treatment is not permitted.

### *Pruning*

All shrubs, roses etc. are to be pruned in a manner and at a time suited to their species, their location and to prevent them restricting footpaths and sightlines.

Cuts shall be made using clean sharp implements. Mechanical hedge cutters are not to be used without prior approval from the authorised Officer.

### *Grass Edging*

Grass edging shall be cut by hand or approved mechanical implement to maintain vertical trimmed edge.

### *Winter Maintenance*

Shrub beds should receive a thorough reshaping prune as part of their winter maintenance wherever possible, and this work should be completed between November and February.

## **7.10 *Painting***

### *Metal Work General Preparation*

The Service Provider shall remove any loose unsound coatings. Feather back to a firm adhered perimeter abrade any remaining areas.

Finish:

- Apply 1 no. coat of primer and allow to dry;
- Apply 2 no. undercoats and one finishing of gloss paint to general surfaces.

### *External Wood General Preparation*

The Service Provider shall rub down the surfaces to an appropriate level removing any loose unsound coatings. Where necessary, rotten wood should be cut out and treated replacement used.

Where required, filler to be used and surface rubbed down to give smooth finish.

Finish:

- 1 no. coat of primer on bare timber and 2 no. undercoats, previously painted, 2 no. undercoats
- 1 no. top coat

## **8.0 Scheduled Work**

The Service Provider will also provide a high visibility litter picking and general cleanliness schedule to the areas identified in the enclosed maps and on the frequency indicated in Appendix B.

This schedule of work will include as required:

- Litter removal
- Removal of dog fouling
- Street sweeping
- Street clearance
- Weed and vegetation removal
- Improvements to street furniture

Please note this list is not exhaustive and there may be other functions required of a similar nature

## 8.1 **Street Cleanliness Litter Removal**

### *General*

The Service Provider shall ensure to keep all roads identified free from litter, rubbish and animal fouling.

The Service Provider shall have due regard to the Environmental Protection Act 1990, Code of Practice on Litter and Refuse, Control of Waste Regulation 1992, Registration of Waste Carriers and Waste Management the “duty of care” Code of Practice. The Service Provider’s attention is drawn to the possible presence of sharps for which the Service Provider should provide suitable containers. The Service Provider is to dispose safely of any such containers to an approved location.

### **Street Cleanliness Litter Removal**

The North East Area Council adheres to the street cleanliness Performance Indicator NI 195, a National Standard for Local Authorities to measure the local environmental quality of their public realm in a structured way.

Each site is given a grading assessment based on the four point scale set out in the Code of Practice on Litter and Refuse (COPL&R), ranging from Grade A (clean) to Grade D (heavily affected):

- Grade A – no litter or refuse
- Grade B – predominantly free of litter and refuse except for some small items
- Grade C – widespread distribution of litter and refuse, with minor accumulations
- Grade D – heavily littered, with significant accumulations.

## 8.2 **Ward Zones**

Areas of the Ward are zoned according to their use; the Service Provider shall ensure to keep the following standards:

Zone 1 - are the High Street centres and strategic routes

Grade A must be achieved after cleaning. If this falls to Grade B, it must be restored to Grade A within 24 hours of a working week.

Zone 2 hot spots, car park other public areas

Grade A must be achieved after cleaning. If this falls to Grade B, it should be restored to Grade A within 3 working days.

If the Service goes below the required standard they will be contacted by the Area Manager, and this will be reviewed as part of the performance monitoring.

### 8.3 **Removal of Dog Fouling**

To manually cleanse areas of dog fouling with the aid of brooms, shovels and litter picking tools, depositing such wastes into disposable sacks.

### 8.4 **Seasonal Work**

The Service Provider will be expected to tailor their work to suit seasonal variations in demand. This would therefore include, for example leaf litter removal in the Autumn to areas of green space, as identified by the North East Area Team, assisting with snow clearance and gritting during the Winter and support for Community Events and Community Clean Up days as required.

### 8.5 **Matters to be reported**

The Service Provider will be expected to act as the 'eyes and ears' in the community and be responsible for reporting other matters not within their scope of responsibility so that this can be actioned by the respective Council Service. This would include:

- Discarded needles
- Graffiti
- Fly tipping
- Problems with trees that might require a tree surgeon
- Asbestos

Instructions on how these reports should be made will be provided.

### 8.6 **Operational Development**

We expect the Service Provider to operate from a local base and have a local presence in order to be able to respond to requests via a central point of contact and to maintain a local community presence.

The uniformed service will include both proactive and reactive functions through proactively working to flexible schedules and reactively responding to local requests. The Service Provider will have a flexible schedule which will complement the schedule and planned work programmes provided by Neighbourhood Services in the area and avoid duplication. The provider is also expected to work closely with the North East Area Council's Environmental Enforcement Services.

It is anticipated that the service will require, as a minimum, a team of two people, plus an apprentice and a suitable vehicle (see below).

It is anticipated that the service will maintain a high level of co-operation with the North East Area Team.

In order to provide a high profile presence, the service will operate the following pattern of hours. The Team's normal working hours will be as follows:

March to October:                8.00 am to 5.00 pm, Monday to Thursday  
    8.00 am to 4.00 pm, Friday

November to February:        8.00 am to 4.00 pm, Monday to Friday

There will be a significant number of times in the year when, evening (after 4.00 pm), and weekend working (Saturdays and Sundays, 8.00 am to 5.00 pm) will be required to help with Community Events and Clean Up days. This can be included as part of a flexible working arrangement which includes time off in lieu.

Apart from on Bank Holidays, a full staff team will be required to work and provide adequate cover across the area.

It is anticipated that the Team will work outdoors in all weathers.

It is expected that close working links will be made with the Parish Councils of Great Houghton and Shafton.

The Service Provider will require a valid Waste Carriers Licence and shall be responsible for the collection and disposal of wastes as indicated in the services to be provided.

The provider will be responsible for disposing of the waste generated by the them, and recycling should be carried out wherever possible. The provider will have their own Waste Carriers License and should provide evidence as part of the procurement process of their waste disposal and recycling arrangements.

Any asbestos or hazardous wastes will be reported through the contact centre.

## **8.7 Materials**

It is expected that the set up, and ongoing costs of materials, tools and equipment will be met by the Service Provider. The Service Provider will ensure that these materials, tools and equipment are well maintained and kept in a secure place.

The Area Council will have a small budget available for community initiatives and will provide high vis jackets, gloves, paint, painting equipment and black bags, as required to support working with volunteers and other community initiatives.

## **8.8 Vehicles**

It is expected that the vehicle provided will be in a good exterior condition and in good working order. Details of the vehicle specification will be provided by



tenderers as part of their tender return. The running costs, including fuel, tax, insurance, maintenance and storage will be covered by the Service Provider and included within the tender price submitted.

The vehicle will be white, and signed up to read 'The North East Area Council working for you, serving the Wards of Cudworth, Monk Bretton, North East and Royston' in black letters. It will also include the BMBC logo and 'Love where You Live' and logo. Exact details for the sign writing will be provided.

#### **8.9 Other Contract Details**

- The contract will be for 1 year, plus 1 year, plus 1 year, plus 1 year, subject to satisfactory contract performance and a break clause.
- Contract Extensions will be subject to a review of the Service providers performance and successful achievement of targets
- Training for employees will be the responsibility of the Service Provider.
- The Service Provider will work closely alongside the Council's North East Area Team with regard to planning and conducting Volunteering initiatives.
- The Service Provider will be expected to perform the service to a standard that can reasonably be expected of a grounds maintenance Service Provider.
- The Service Provider is to allow for the separation of recyclable and non-recyclable material so that the Council is limiting the amount of spoil going to landfill.

### **9. TARGET GROUPS IN THE NORTH EAST AREA COUNCIL AREA**

- 9.1 People who live, visit, or work, in the North East Area Council area.

### **10. EQUALITY IMPACTS**

- 10.1 The successful Service Provider will be required to ensure that the service is free from bias and acknowledges and respects gender, sexual orientation, age, race, religion and culture, lifestyles and values. If any needs are required as per the Equalities Act, such as language or disability, these needs will be provided for during the term of the contract.

### **11. PERFORMANCE MEASURES AND OUTPUTS**

- 11.1 Service Outcomes and Measures

Table 1 below details the outcomes or results that the Service Provider is required to achieve as a consequence of the service being delivered. A list of possible outcome measures is also provided. This is indicative only and Tenderers are required, as part of their tender return, to propose their own list of outcome measures, along with realistic targets, baselines and methodology for gathering the data collection and measuring. Final measures and targets will be agreed prior to contract commencement. Please refer to Section 2 – Tender Quality Questionnaire.

11.2 Table 1

<b>Performance Measures</b>		
<b>Outcome</b>	<i>Indicative Outcome and Measures</i>	<i>Indicative Methodology</i>
<b>A Thriving and Vibrant Economy</b>	<i>Number of full time equivalent local jobs created</i>	<i>Recorded through narrative Performance Reports and Case Studies. A minimum of 6.</i>
	<i>Thriving and Performing</i> <i>Number of local apprentice starts created</i>	<i>A minimum of 5 apprenticeship places per month, on rotation with the three teams, and on a rolling programme</i>
	<i>Number of training opportunities created through Volunteering with the Teams on a daily basis</i>	<i>A minimum of 6 per annum</i>
<b>People Achieving their Potential</b>	<i>Number of people supported from disadvantaged backgrounds</i>	<i>Recorded through narrative Performance Reports and Case Studies</i> <i>A total of 12 Case Studies will be required per annum.</i>
	<i>Number of people who are Not in Education, Employment or Training supported</i>	<i>A minimum of 10 per annum</i>
	<i>Number of qualifications realised</i>	<i>A minimum of 15 per annum</i>
	<i>Encouraging people to Volunteer</i> <i>Number of Volunteering Opportunities created through supporting Social Action projects.</i>	<i>A minimum of 50 per annum</i>
<b>Strong and Resilient Communities</b>	<i>Increase the number of people engaged in voluntary activities in the community.</i>	<i>Number of existing, and new, Volunteers recorded.</i> <i>Photographs</i> <i>Target: support 50 New Volunteers per Ward per annum</i>
	<i>Focusing on achieving outcomes for</i> <i>Increase the number of people involved in local</i>	<i>Record of Reports into Ward Alliances</i>

<i>Communities</i>	<i>governance</i>	<i>Target: support 2 new Groups per Ward per annum</i>
<i>Empowered and informed citizens</i>	<i>Social media posts</i>	<i>As appropriate</i>
<b>Improve the Local Environment, making the North East Area Council area a more inviting place to live and work</b>	<i>Number of local supply chains supported and amount of local spend realised.</i>	<i>Recorded through narrative Performance Reports and Case Studies</i>
	<i>Keep the streets clean and well maintained. Percentage of streets below the acceptable standard for litter.</i>	<i>This is a visual inspection carried out to measure the cleanliness of the area. There are 3 inspections per year covering the Zone 1 and 2 areas in each Ward. The results show the % of land inspected that falls below a defined standard for Litter, therefore, the lower the %, the cleaner the area. This low indicator is reflective of Good Performance. Target 4%</i>
	<i>Responsive jobs to be satisfactorily completed within 1-3 calendar days.</i>	<i>Service Provider completed job tickets/records Target level 100%</i>

## 12. PROCUREMENT PROGRAMME

OJEU Tender Advertisement	10 <sup>th</sup> January 2020
Deadline for Tender Queries	31 <sup>st</sup> January 2020
Tender Return	10 <sup>th</sup> February 2020
Tender Evaluation	Monday 10 <sup>th</sup> February to Thursday 20 <sup>th</sup> February 2020
Tender Presentations	Wednesday, 19 <sup>th</sup> February 2020
Tender Report and Approval to Award	Friday, 21 <sup>st</sup> February 2020
Standstill Period and Feedback	Monday, 2 <sup>nd</sup> March 2020
Issue of Letter Intent and Contract	Tuesday, 3 <sup>rd</sup> March 2020
Contract Lead in Period	4 <sup>th</sup> March 2020 to 31 <sup>st</sup> March 2020

Contract Start Date	1 <sup>st</sup> April 2020
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### **13. CONTRACT VALUE**

- 13.1 The Budget for the contract is £215,000 per annum.

### **14. CONTRACT START DATE AND CONTRACT DURATION**

- 14.1 The Contract Start date is the 1<sup>st</sup> April 2020.

The contract will be for 12 months, plus 1 year, plus 1 year, plus 1 year, subject to satisfactory contract performance and funding being available.

The first extension to the contract is granted will commence on the 1<sup>st</sup> April 2021.

### **15. CONTRACT TERMS AND CONDITIONS**

- 15.1 See Section 4 – Form of Contract

### **16. CONTRACT MONITORING AND RECORDING REQUIREMENTS**

- 16.1 The Service will be formally monitored through monthly contract monitoring meetings with the Area Council Manager, and the North East Area Team. Partners will be invited to this meeting as appropriate.
- 16.2 The Service will be informally monitored on a regular basis by the Local Councillors in their role as Community Champions through the Area Council performance reports.
- 16.3 The Service Provider will need to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and targets. There is a key requirement of the Service Provider to:
- Attend and provide the Contract Monitoring meetings with four weekly updates on performance against targets, details of expenditure against the contract sum profile, results of Ward inspections, complaints and compliments received and status, number of responsive jobs received and status, recent case studies. A report from the Contract Management meeting will then be presented to the North East Area Council meeting.
  - Attend a 'lessons learned' meeting 3 months before the end of year 1 and submit an end of project report before the contract end date.
- 16.4 The Service will be formally reviewed by all the respective Ward Councillors, On an ongoing basis at the North East Area Council meeting.

## **17. QUALITY STANDARDS**

- 17.1 Robust policies and procedures are to be put in place to ensure safeguarding of all adults and children and, in particular, adequate measures and systems to ensure robust data protection and information governance.
- 17.2 Where an appropriate British Standards Specification or British Standard of Code of Practice is issued by the British Standards Institution is current at the date of the tender, all goods and materials used or supplied and all workmanship shall be in accordance with that standard.

## **18 ADDITIONAL RESPONSIBILITIES OF THE SERVICE PROVIDER**

The Service Provider will ensure that:

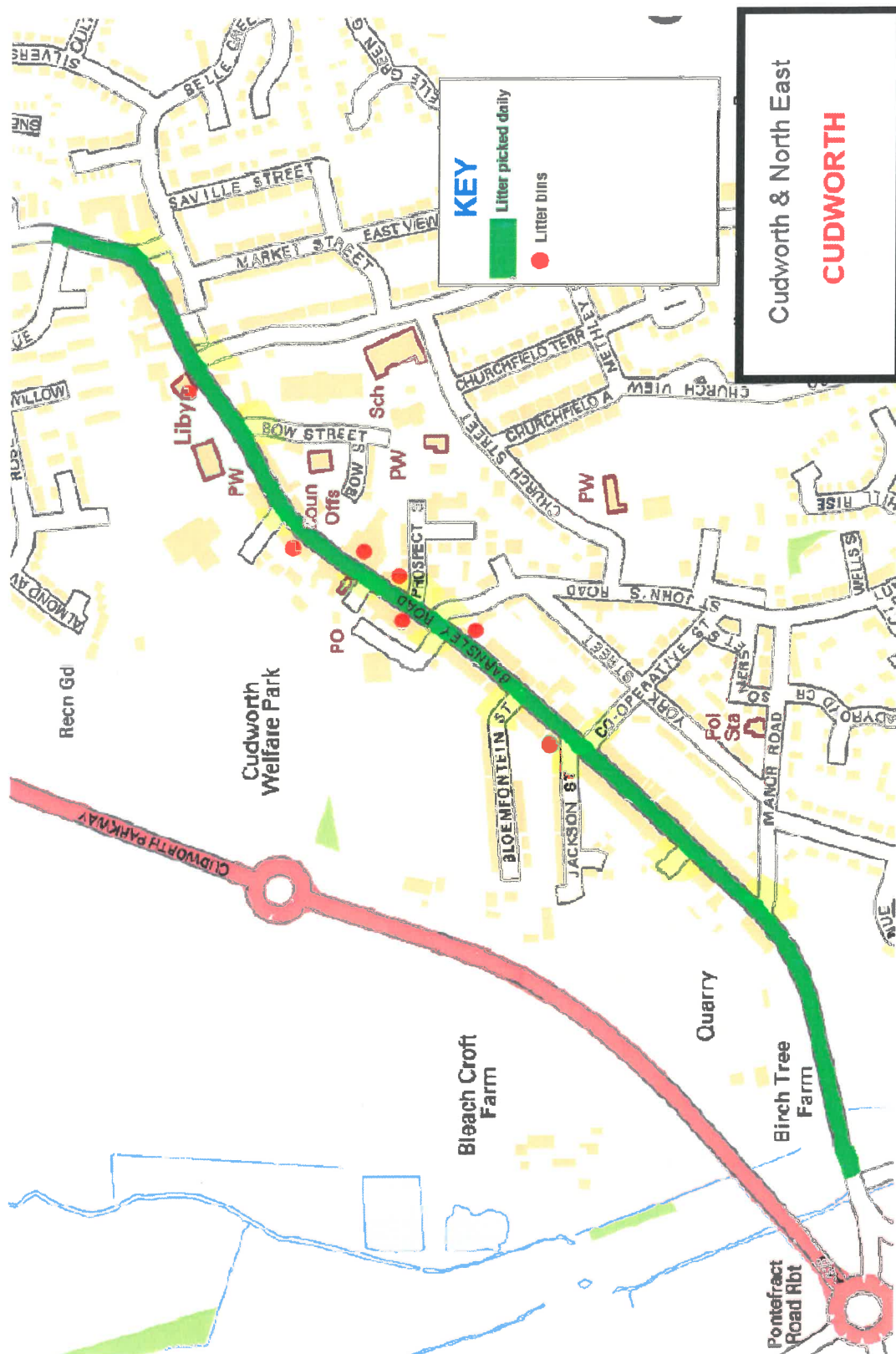
- All staff are equipped with appropriate training, including health and safety, needle search training, asbestos awareness, staff development and supervision.
- All staff employed or engaged by the Service Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- The adherence of the Service Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
- All staff employed or engaged by the Service Provider have been subject to a DBS clearance, where required, and an acceptable outcome determined.
- For the avoidance of doubt, nothing in this Specification is intended to prevent the Service Provider from setting higher quality standards than those laid down in the Contract.
- The Service Provider must hold a valid Waste Carriers Licence.
- All materials used in carrying out the service comply with the Control of Substances Hazardous to Health Regulations.
- All materials and equipment are stored in a safe and proper manner.
- Environmentally friendly materials are used whenever possible.

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery.

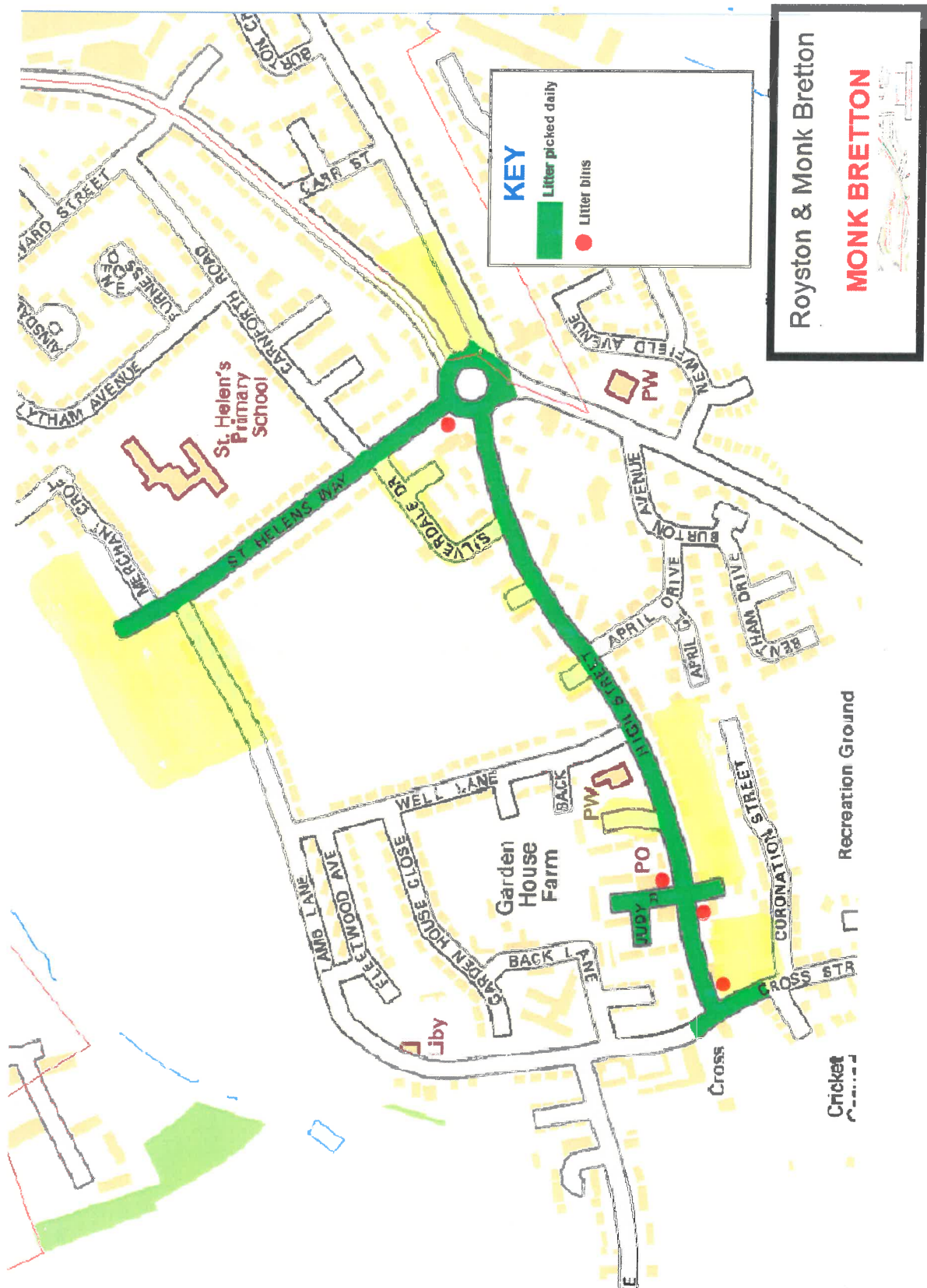
Please also refer to Section 4 – Form of Contract

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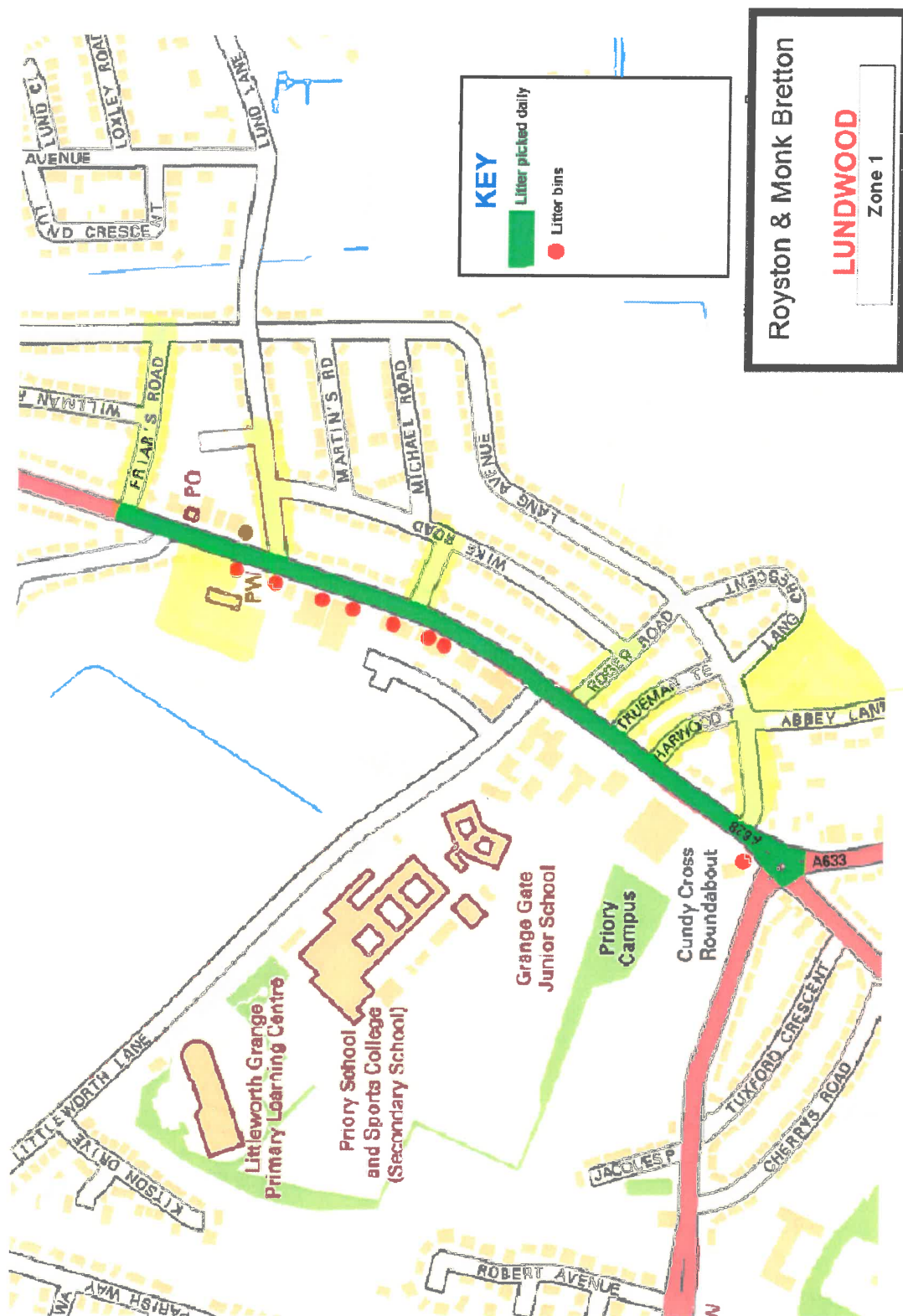


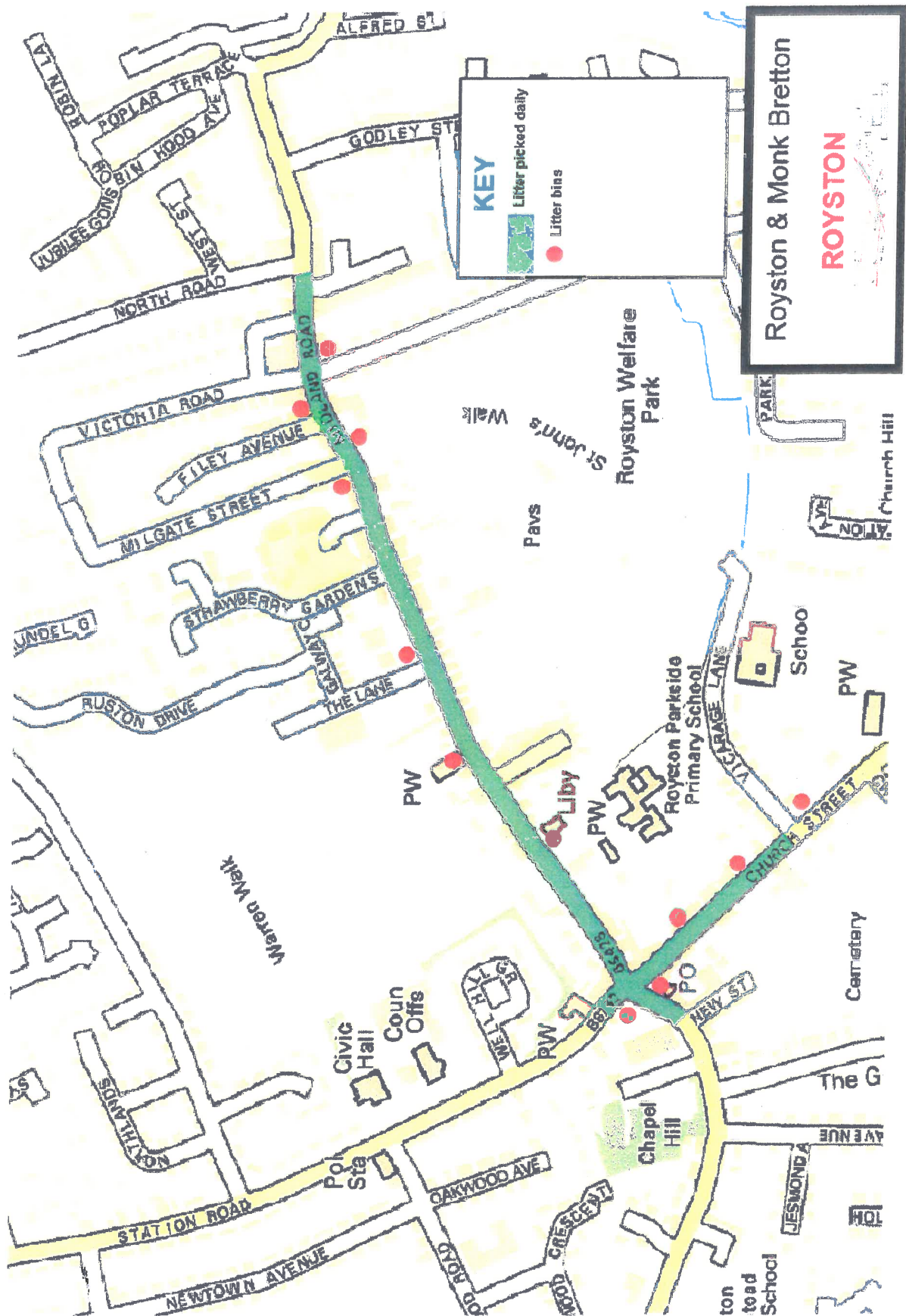




Royston & Monk Bretton

**MONK BRETTON**





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## **Appendix C**

**THE NORTH EAST AREA COUNCIL STREET CLEANSING,  
TO INCLUDE THE WARDS OF CUDWORTH, MONK  
BRETTON, NORTH EAST AND ROYSTON**

## **Street Cleansing**

### **Cudworth and North East Wards**

#### **Daily Street Cleansing**

##### **Cudworth Ward**

Cudworth High Street

##### **North East**

Grimethorpe High Street

#### **Weekly Hot Spots**

##### **Cudworth Ward**

- Cudworth Park
- Robert Street and Bank Street car parks
- Burton Road to Fire Station
- Fish Dam Lane
- Carr Street
- Shafon ALC

##### **North East Ward**

- Brierley Park
- Brierley Road, Shafon (from the corner of South Gate to Booth's Scrap Yard)
- Shafon ALC
- Hasting Street, Grimethorpe
- Path from Common Road to Brierley Primary School
- Lay-bys on The Common, Great Houghton

## **Street Cleansing**

### **Monk Bretton and Royston Wards**

#### **Daily Street Cleansing**

##### **Monk Bretton Ward**

- Lundwood A628
- Monk Bretton High Street

##### **Royston Ward**

- Royston Midland Road

#### **Weekly Hot Spots**

##### **Monk Bretton Ward**

- Monk Bretton Parks
- Carlton Park
- Littleworth Lane
- Preston Way
- King Edward Street
- Harold Avenue
- Fish Dam Lane
- Heysham Green
- Top part of Priory Road

##### **Monthly Hot Spots**

- Abbey Lane Car Park
- Snickets:
- Lewis Road to Harold Avenue
- Harrington Court to Wilson Grove
- Willman Road to Vincent Road
- Darrington Place to Harold Avenue
- Fish Dam Lane to Carr Street
- Back of Saint Helens Primary School

##### **Royston Ward**

- Royston Parks
- Klondyke Car Park
- Royston Park Midland Road to Pavilion
- Children's play areas
- Footpath at side of Cemetery in Carlton
- Travel to School route at the side of Meadstead Primary

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