

<b>MEETING:</b>	North Area Council
<b>DATE:</b>	Friday, 5 June 2020
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	THIS MEETING WILL BE HELD VIRTUALLY

## AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests
- 2 Welcome and Introductions

### Minutes

- 3 Minutes of the North Area Council meeting held on 16th March, 2020 (*Pages 3 - 8*)

### Items for Discussion

- 4 Covid-19 Presentation
  - a.Strategic Approach to the Recovery Phase – Paul Castle
  - b.Role of Area Councils and Ward Alliances in Recovery – Phil Hollingsworth
  - c.Implications for the Area Council Planned Approach – Rosie Adams
- 5 Discussion: reflection on the presentation and how the Area Council can assist our communities in recovery

### Items for Decision

- 6 Environmental Education Contract Specification (*Pages 9 - 30*)
- 7 Close of the meeting

To: Chair and Members of North Area Council:-

Councillors Leech (Chair), A. Cave, T. Cave, Charlesworth, Howard, Hunt, Lofts, Newing, Pickering, Platts, Spence and Tattersall

Area Council Support Officers:

Tom Smith, North Area Council Senior Management Link Officer  
Rosie Adams, North Area Council Manager  
Rachel Payling, 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)

Thursday, 28 May 2020



<b>MEETING:</b>	North Area Council
<b>DATE:</b>	Monday, 16 March 2020
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 1 - Barnsley Town Hall

## MINUTES

**Present** Councillors Leech (Chair), A. Cave, T. Cave, Howard, Hunt, Lofts, Pickering, Platts and Tattersall

### 48 **Declarations of Pecuniary and Non-Pecuniary Interests**

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

### 49 **Minutes of the North Area Council meeting held on 27th January 2020**

The Area Council received the minutes of the previous meeting held on 27<sup>th</sup> January 2020.

It was highlighted that development of the Violence Reduction strategy was well underway and will be shared with Members when it is completed.

**RESOLVED** that the minutes of the North Area Council meeting held on the 27<sup>th</sup> January 2020 be approved as a true and correct record.

### 50 **Stronger Communities Grant Outcomes report (March)**

The Area Council Manager introduced this item, updating Members about the North Area Council Stronger Communities Grant application and allocation process, the outcome of the grant panel meeting and the projects approved for funding, also outlining the performance management and monitoring arrangements for successful projects.

It was explained that it was a very competitive process, with 7 applications received before the deadline, totalling over £100,000. The Grants Panel met at the end of February, with each ward represented by a Councillor. Four applications were recommended for funding as follows: Emmanuel Methodist Church – Connections) £19,996.00; YMCA Youthwork £10,576.00; Making Space/Barnsley Dementia Gateway – Information, Advice and Wellbeing Café £10,000 and Citizens' Advice Bureaux – North Area Debt Advice Service £9,428.00. Members highlighted the difficulties of making decisions this year, as the same applications are submitted by organisations every year and the aim should be for projects to be self sustaining at the end of the grant funding. It was reported that the Mking Space Café project was to be delayed until the summer, with reduced funding, due to the current Coronavirus pandemic. This may also impact on other projects which are aimed at similar age groups. The Area Council Manager is attempting to contact the Emmanuel Church about this issue. It is known that Berneslai Homes is planning to close some of its Community Centres due to Coronavirus. A Member raised a query about confidentiality of information and GDPR requirements. It was explained that

confidential information is not shared across projects, although larger organisations do retain their own information and are able to contact local stakeholders.

**RESOLVED** that:

- (i) Members note the NAC Stronger Communities Grant update;
- (ii) Members note the projects that have been approved for funding, and
- (iii) Members agree the performance and monitoring arrangements outlined in Section 7 of the report.

#### **51 Young People's Health and Wellbeing Project Specification - procurement (verbal update)**

The Area Council Manager gave a detailed update of discussions that took place at a recent workshop which explored the opportunity for a North Area Council funded young people's project. It was explained that when the commission went out to tender only one application was received, which did not meet the project criteria, rendering the procurement unsuccessful. Provider feedback indicated that problems had been experienced with the process, particularly YorTender. The procurement panel met on 12<sup>th</sup> March to discuss the outcome and way forward and along with other stakeholders, developed a number of recommendations to adapt the model. It is recommended that the focus of delivery shifts away from in-school delivery to after school and holiday provision in the community, with beneficiaries identified and informally referred by schools to ensure those most in need are supported. Members were made aware of the Beyond Words initiative. Beyond Words is a charity that provides books and training to support people who find pictures easier to understand than words, with resources to empower people through pictures. Kexborough Primary School currently have a staff member trained to use this resources and have found it beneficial when working with children with emotional needs, with positive results. It was felt that it would be of benefit for Beyond Words to be delivered in 3 geographical areas – St Helens, Darton and Old Town, with the same programme running in each area in terms of after school activities and school holiday provision. All 6 local schools will be involved, with 2 TAs and 2 volunteers trained in each organisation. It is anticipated that the project will lead to establishing better links between schools and communities in a positive manner. The children supported wouldn't necessarily meet the criteria for special educational needs, but would benefit from additional input to manage their emotions. Members were asked to note that the out of school provision may not be available until September to allow for transition work to be undertaken with Years 5 and 6 from September 2020.

**RESOLVED** that:

- (i) Members note the procurement update;
- (ii) the focus of the project be adapted to allow for great invest in community provision;

- (iii) the process be redesigned and the opportunity converted into a more accessible grant, dividing the opportunity into smaller 'lots' based on geography;
- (iv) the feasibility of training key locality based staff to use 'Books Beyond Words' resources be fully explored, and
- (v) an additional budget be allocated to allow for staff training in the use of 'Books Beyond Words'.

## **52 Environmental Education Contract**

The Area Council Manager introduced this item, summarising the project development activity that had taken place regarding the North's Environment Priority and associated Environmental Education Contract and asking the North Area Council to consider next steps regarding future investment in this priority area.

**RESOLVED** that

- (i) The North Area Council note the key points identified at the priority workshop held on the 5<sup>th</sup> March 2020;
- (ii) The Area Council Manager be tasked with refining the specification of the project to improve the overall environmental appearance of the four wards that make up the North Area Council area and how to increase volunteering and engagement associated with this priority area;
- (iii) A further workshop be arranged for 16<sup>th</sup> April, and
- (iv) Councillors give some consideration to the educational outcomes they wish the redefined specification to include.

## **53 Commissioning, Project Development and Finance**

The Area Council Manager introduced this item, providing Members with a financial position and forecast for expenditure based on the projects that have been proposed. Detailed information was provided with regard to projects attracting significant commitment, including the Anti-Poverty Community Outreach Project, the Clean and Green Service and the Housing Migration and Private Sector Housing Officer post. Health and Wellbeing projects, the Stronger Communities Grant, devolved funding to Ward Alliances and the Community Magazine were also discussed.

**RESOLVED** that

- (i) The North Area Council note the existing budget position and funding commitments;

- (ii) Members agreed to fund the Anti- Poverty IAG contract for two years (+1yr) from September 2020
- (iii) Members agreed to fund the environmental education provision for two years (+1yr) from October 2020
- (iv) Members will meet for a 2<sup>nd</sup> workshop to redefine the environmental specification prior to a decision to re-commission.
- (v) Members noted information regarding the Housing and Cohesion Officer, and
- (vi) Members agreed to the final year's extension of the Warm Connections Project (Sept 2020 – Aug 2021)

#### **54 Performance Management Report - Commissioned Projects & Grant Summary - Q3**

The Area Council manager introduced this item, providing Members with a comprehensive North Area Council Performance report for the period October to December 2019. Projects were discussed in detail and case studies were provided for a number of projects including CAB/Dial; Twiggs Grounds Maintenance; the work of the Housing Cohesion and Participation Officers and the Reds in the Community Healthy Lifestyles project.

**RESOLVED** that Members note the contents of the Performance Management Report

#### **55 Report of the Ward Alliance Fund**

The Area Council Manager updated the North Area Council with regard to the financial position and the Ward Alliance budget for each ward for the 2019/20 period. Information included base budget allocations; carry forward from 2018/19 and funding devolved from the Area Council.

**RESOLVED** that

- (i) The update be noted, and
- (ii) each Ward in the North Area Council area continues to prioritise the efficient expenditure of the Ward Alliance Funds 2019/20, in line with the guidance on spend.

#### **56 Notes from the Area's Ward Alliances**

The meeting received the notes from the Darton East Ward Alliance held on 14<sup>th</sup> January and 11<sup>th</sup> February 2020; Darton West Ward Alliance held on 15<sup>th</sup> January and 5<sup>th</sup> February 2020; Old Town Ward Alliance held on 29<sup>th</sup> January and 11<sup>th</sup> February and St Helen's Ward Alliance held on 16<sup>th</sup> January 2020. Additional updates were provided as follows:

*Darton East:* The local action plan for the year has now been agreed. A number of applications for funding have now been agreed, including £500 for the defibrillator at the LIDL supermarket. The pantomimes took place at Greenside church hall, raising money for both the church and for charity. The Greenspace group is to carry out litter picking on alternative Saturdays, focussing on three areas – Mapplewell park, the War Memorial and the Community Gardens. Hanging baskets are to be sponsored by local businesses this year.

*Darton West:* Fencing at Dearne Hall Road is still awaited, as Twiggs need to get a licence to work on Highways land, although funding was agreed last July. The Darton Village in Bloom project is underway and 2 projects are to be chosen to work on, which will be entered into the Barnsley in Bloom competition next year. A defibrillator has been installed at Redbrook Community Centre, with another coming on stream in Priestley Avenue. Officers were thanked for their assistance with this.

*Old Town:* Various applications for funding have been agreed, including funding for a disability football challenge and a Writing competition prize of £100. Community groups are being approached for help to purchase 'live' Christmas trees. The writing group supported by Lee Swift is very positive. Two information boards have now been erected at the Fleets. The cost of using mains electricity for Christmas tree lights has been explored but this is very expensive.

*St Helens:* The Christmas events were very well received in the community, with local schools all involved. A number of funding applications have been agreed, including £365 to reduce Carlton Road bollards to knee height for safety reasons and an Environmental working budget of £5000. Galas are in the planning stage and the ward plan is being developed. Ideas for the Great British Spring Clean are being put forward. An event for young people is to take place at the end of the summer holidays. Good discussion about mental health, self harm etc. event for yp – at end of summer holidays. Two events are being planned to restore the Barnsley PALS flags with input from an organisation in Manchester. Thanks were expressed to all who had contributed to this.

**RESOLVED** that the notes of the respective Ward Alliances be noted.

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Chair

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# Item 6

## BARNSELY METROPOLITAN BOROUGH COUNCIL

North Area Council

Report of North Area Council  
Manager

### Environmental Education Contract Specification – Sign Off

#### 1. Purpose of Report

- 1.1 This report summarises the project development activity that has taken place regarding the North's Environment Priority and associated Environmental Education Contract. The report asks the North Area Council to consider next steps regarding the future investment in this priority area.

#### 2. Recommendation

- 2.1. **The North Area Council should note key points identified at the priority workshop held on the 16<sup>th</sup> April 2020.**
- 2.2. **The North Area Council should indicate if they agree to the with the content of the specification Appendix1.**
- 2.3. **The North Area Council should agree to proceed with the procurement of the specification to ensure continuity of service delivery.**

#### 3. Background

- 3.1. The Clean and Green Service commenced on the 14<sup>th</sup> September 2015. This was a two-year contract delivered by Forge Community Partnership. In 2017 the contract opportunity was retendered and was awarded to Twiggs Grounds Maintenance Ltd. commencing on the 2<sup>nd</sup> October 2017 on a term of two years, plus one year extension option.
- 3.2. The project has been live for 29months and will reach the end of it's contractual lifespan on the 1<sup>st</sup> October 2020.
- 3.3. In November 2019 the North Area Council agreed funding for a continuation of a similar project for the remainder of 2020/21 and 2021/22.
- 3.4. On the 5<sup>th</sup> March the following Environmental priority working group representatives (hereafter referred to as the 'working group') of the North Area

Council met to reflect on the existing service and discuss possible refinements to a future specification. The workshop was attended by Cllr Leech, Cllr Trevor Cave, Cllr Tattersall, Cllr Lofts, Cllr Howard, Cllr Alice Cave, Cllr Hunt and Cllr Pickering. The group conducted a SWOC (Strengths, Weaknesses, Opportunities and Challenges) Analysis on the existing service provision.

#### **4. Existing Service's Aim and Objectives**

- 4.1. To improve the physical appearance of the North Area in partnership with local residents and/or local community groups/organisations.
- 4.2. Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the provision of both proactive and reactive work as agreed with Ward Alliances.
- 4.3. Inspire local people and encourage sustainability through engagement with volunteers, residents, local community groups and organisations.
- 4.4. Reduce the amount of littering, dog fouling in the area through education in schools and within local communities.
- 4.5. N.B. THE PROVIDER DOES NOT have a maintenance contract for North Area. BMBC Neighbourhood Services retain this function and every effort must be made to prevent duplication.

## 5. Findings from the SWOC Analysis

Strengths	Weaknesses
<ol style="list-style-type: none"> <li>1. Engagement with volunteers is fantastic</li> <li>2. Developing a volunteering culture</li> <li>3. Establishing positive relationships with local people</li> <li>4. Approachable and supportive</li> <li>5. Explain technical aspects in a way that can be understood by others</li> <li>6. The team is hard working and good to work with</li> <li>7. Open and flexible to new ways of working</li> <li>8. Easy to contact</li> <li>9. Quick resolutions to issues</li> <li>10. Starter finishers</li> <li>11. Ability to remove waste at the end of a task</li> <li>12. Right Equipment for the job</li> <li>13. Referral process generally works</li> </ol>	<ol style="list-style-type: none"> <li>1. Project start times aren't as punctual as they could be – always on site at the time but not ready to begin at stated time</li> <li>2. Not enough forward notice of activities (commissioner and volunteers can't attend at short notice)</li> <li>3. Short notice means opportunities can't be widely publicised eg Chronicle</li> <li>4. Forward planning dates are not routinely logged with central team</li> <li>5. Delivery across the area is not consider equitable</li> <li>6. Not all activities that the Ward Alliances want to complete are included in the contract</li> <li>7. Responding to work requests without insisting that the referrer goes through the referral process</li> <li>8. Synergy with Neighbourhood Service could be improved</li> <li>9. More feedback on completed work is needed.</li> <li>10. More before and after reporting on social media and beyond</li> <li>11. Use of the North Clean and Tidy Facebook Page has reduced</li> </ol>
Opportunities	Challenges
<ol style="list-style-type: none"> <li>1. Work more closely with local stakeholder inc YWT.</li> <li>2. Increase communication with local Councillors to ensure that projects can be promoted</li> <li>3. Opportunity to develop a programme of work with groups to maintain engagement over a longer time period</li> <li>4. Refine project coordination skills to rally and to rally and direct volunteers</li> <li>5. Include weed spraying in the contract (consider contract purpose and cost)</li> <li>6. Actively look for more volunteers</li> <li>7. Support the planting of '10,000 trees'</li> <li>8. Could be used to help and do projects around climate emergency – education worker?</li> <li>9. Education around pot to plate, recycling, growing skills, tool use, climate change etc. could link with Incredible Edible</li> <li>10. Identify opportunities and support NCS and Princes Trust projects</li> <li>11. Support strategic priorities: 2030 vision and planning, carbon reduction, Integrated health and wellbeing</li> </ol>	<ol style="list-style-type: none"> <li>1. Producing a programme of work ( a forward plan of activities)</li> <li>2. Weekend working - missing opportunities to work with volunteers at weekends</li> <li>3. Attracting brand new volunteers to avoid working with the same people repeatedly</li> <li>4. Setting up new groups</li> <li>5. In St Helen's there are a lack of groups willing to engage and will only do so with additional incentives e.g. a meal</li> </ol>

## **6. Redefining the service specification**

6.1. A further workshop took place on the 16<sup>th</sup> April 2020. The workshop was attended by Cllrs Leech, T.Cave, Tattersall, Platts and Hunt. . The workshop presented an opportunity to refine the current specification considering new strategic challenges. The productive discussion took place and following topics were covered:

- Strategic Influences – Climate Change Emergency, Carbon 40 and Barnsley 2030
- Adding Value
- Function
- Education - this was identified as the top priority for both the community and children and young people
- People and Organisation
- Process (How the service is delivered)
- Performance Monitoring (Data)

## **7. Specification**

Please refer to Appendix 1.

## **8. Contract Specifics – Input**

Contract Start Date	October 2020
Contract Value	£85,000.00 p.a.
Contract Duration	2 years (plus one year)

## **9. Next Steps**

- 9.1. Councillors have been given an opportunity to review the specification and prior to this meeting and are now asked to agree the specification prior procurement. The aim is to ensure that continuity is provided for the community.
- 9.2. It is recognised that this contract will be important to help people to readjust post COVID-19 lockdown and will support the recovery phase.

**Officer Contact:**  
**Rosie Adams**

**Tel. No:**  
**01226 773583**

**Date:**  
**30<sup>th</sup> April 2020**

Appendix 1:

**DRAFT**

Contract Title: North Area Council – Environmental  
Education Service

Contract ID: **DNxxxxxx**

Closing Date: **00/00/2020, 12 noon**

## **CONTENTS**

Section 1: Project Overview

Section 2: The Council's Strategic Objectives

Section 3: Scope of Services

Section 4: Requirements of the Provider

## **1.0 PROJECT OVERVIEW**

### **1.1 Introduction**

The North Area Council, via Barnsley Metropolitan Borough Council (The Council) is looking for a provider to supply and manage services associated with improving and maintaining a clean, well presented and welcoming physical environment across the North Area: Darton East, Darton West, Old Town and St Helen's Wards. The service will focus primarily on a proactive approach, encouraging people who live and work in the North Area to take greater personal responsibility for public green space. As local need evolves the North Area Council has been keen to respond and as a result this contract will have a strong educational theme running through it.

### **1.2 Background**

Barnsley is a Metropolitan Borough of South Yorkshire, England. The Borough was formed under the Local Government Act 1972. The Borough now forms part of both the Sheffield City Region (SCR) and the Leeds City Region (LCR). North Area Council is part of the Barnsley Borough and operates as a devolved Area Council of Barnsley Metropolitan Borough Council to provide a localised approach to addressing the needs of the North area.

The North Area Council area is a diverse area that is made up of 4 wards, namely Darton East, Darton West, Old Town and St Helen's. The population of the area is approximately 43,418 people. The area, which covers 28km<sup>2</sup>, to the centre and north of the borough of Barnsley, borders onto Wakefield district.

The North area has excellent transport links via the railway station located at Darton which leads to Wakefield to the north and Barnsley Central, to the North and via the M1 motorway and the A61 includes a number of high-density suburban areas with a mix of social and owner occupier housing. It also includes a number of green areas, small parks, and local village centres.

The local environment has been highlighted as a cause for concern by local residents across the 4 wards and this view is supported by the Ward Alliances who have highlighted the Environment as a priority for local consideration in their Ward Alliance Plans.

The North Area Council has made it a priority to commission a Clean, Green and Tidy Service for the last five years, in order to contribute to improving and maintaining a clean, well presented and welcoming physical environment for the neighbourhoods and villages of the North area. A diverse range of work has been undertaken with the support of residents and locally based business. Much has been achieved to date, and it is expected that any future provider will deliver a high-quality service to ensure that the standard of work can be both maintained and improved in the area.

Stakeholder relationships are key to this contract to enable mobilisation of the voluntary and community sector. The current service has developed close links with businesses in the area, supporting them to achieve their corporate social responsibility and maintain good environmental credentials, whilst also providing enrichment to school curriculums working with local schools to help pupils to develop environmental skills and learn the value of contributing to their local community. There is much scope to develop these aspects further into the future through the new contract.

## 2.0 THE COUNCIL'S STRATEGIC OBJECTIVES

### 2.1 Visions and Values

The Council's Vision is to 'Work together for a brighter future, a better Barnsley'

Our Values include:

#### Working Together

- We work as "One Council" to do the best that we can for our customers
- We build partnerships and work with others to achieve the best for Barnsley
- We are understanding and supportive of others, respecting and valuing differences

#### Honesty

- We are open and honest about what we are able to achieve, the decisions we make and how well we are doing
- We are true to our word, reliable and fair
- We are responsible and accountable for our actions

#### Excellence

- We are committed to quality and value for money
- We learn from our successes and mistakes
- We are flexible, adaptable and respond positively to change

#### Pride

- We are proud of the work we do and services we deliver
- We are proud to support our communities to make Barnsley a better place
- We are proud of our achievements

N.B. The vision is evolving, the new Barnsley 2030 is currently under development. The successful provider will form an integral part of the North toolbox, assisting the North Area Council to deliver on the Barnsley 2030.

### 2.2 Priorities and Outcome Statements

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

Thriving and vibrant communities	Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes to reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce
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Supporting resilient communities	<p>Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley</p> <p>Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering</p> <p>Ensure customer services and the citizen experience of access is improved-facilitate greater self-help</p> <p>Engage local communities in helping them shape decisions and services in their neighbourhood</p>
Citizens achieving their potential	<p>Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed</p> <p>Prioritise the safeguarding of vulnerable children and adults, and ensure that the risk of them getting harmed is kept to an absolute minimum</p> <p>Make the improvement of people's health and wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make</p> <p>Prioritise the reduction in health inequalities between different parts of the Borough</p> <p>Ensure that the Council plays a strong part in keeping the Borough safe, and work with others to improve community safety</p>

### 2.3 LOCAL AREA PRIORITIES AND OUTCOME STATEMENTS

The service is being commissioned by the North Area Council, which is a part of Barnsley Council's Area Governance arrangements, which have devolved significant commissioning budgets to local level since 2013.

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.

When developing and delivering the required service, the Service Provider will be required to demonstrate throughout the life of the contract contribution to the North Area Council's local priorities as outlined below:

- Opportunities for Young People
- Environment
- Health and Wellbeing
- Anti-Poverty
- Economic Regeneration

Running through all of these priorities is the golden thread 'changing the relationship between the council and the community.'

### **3.0 SCOPE OF SERVICES**

#### **3.1 Description of Service to be provided**

The commissioned service will supply and manage services associated with improving and maintaining a clean, well presented and welcoming physical environment across the North Area: Darton East, Darton West, Old Town and St Helen's Wards. The service will focus primarily on a proactive approach, encouraging people who live and work in the North Area to take greater personal responsibility for public green space. To a lesser extent the service will include a degree of reactive delivery and/or tasks completed in isolation to help maintain the local environment.

The provider will be expected to engage local stakeholders and collaborate on project identification, development, implementation and delivery. Working with the four Ward Alliances, schools, local businesses, the community and voluntary sector and individuals who live and work in the North area, to tackle issues such as fly tipping, dog fouling, littering, vegetation, weeding, pruning and maintenance of green areas. The provider will be required to identify sustainable solutions which empower local people with new knowledge and skills and ensure a lasting legacy for the community.

Stakeholder relationships are key to this contract to enable mobilisation of the voluntary and community sector. The current service has developed close links with businesses in the area, supporting them to achieve their corporate social responsibility and maintain good environmental credentials, whilst also providing enrichment to school curriculums working with local schools to help pupils to develop environmental skills and learn the value of contributing to their local community. There is much scope to develop these aspects further into the future through the new contract. The Area Council is keen to see more opportunities for 'Incredible Edible' and 'Plot to Plate' style projects.

As Barnsley Council commits to tackle climate change in future years, we will also be looking for providers who can demonstrate an understanding and willingness to deliver services which will seek to reduce our carbon footprint and respect the biodiversity of the unique green spaces found within the North area. As need evolves the North Area Council is keen to respond, consequently this contact will have a strong educational theme running through it.

It is expected that the service will lead by example providing a professional service that respects both the area and those who live and work here.

### **3.2 Specific Aims and Objectives of the Service**

The Council requires the service to complement and build upon existing service provision such as the work of BMBC Neighbourhood Services, Public Rights of Way, Parks and Green Spaces team and Highways department, and work in partnership with other groups and agencies who have an interest in maintaining the green environment in and around the North area.

The Council requires the service to work with local people in sustaining their own neighbourhoods and green spaces, continuing to inspire residents to take pride and to '**Love Where You Live**', working alongside the Ward Alliances and North Area team to promote this.

The engagement of the service with local residents, young people, businesses, community groups and volunteers is essential to the services.

The service will provide some reactive work however the emphasis will be on 'doing with' the community to develop skills and capacity, rather than 'doing for' i.e. prevention of littering, educational activity, developing sustainable green spaces and not solely focused on clean- up operations.

Volunteering and stakeholder engagement will therefore be a key element, and will encourage/ promote local volunteer initiatives as well as being proactive in involving the local community, young people and businesses in taking pride in the area.

The service will work with volunteers, community groups, and local stakeholder to help them to sustain a clean, green and tidy environment for the North area. It is recognised that there is already a foundation of active groups and volunteers in North. The service will help to develop this further, creating new opportunities for involvement and actively recruiting new volunteers to increase the number of locally active groups with an interest in public open spaces, growing projects and the environment.

Encourage residents, community groups, schools and local businesses to take greater responsibility for their own immediate environments, including the active development of adoption/stewardship schemes for specific green spaces.

This service contract will recognise the active volunteer groups in the area and aims to put in place opportunities for groups and volunteers to share skills, resources and support to develop an approach that is sustainable and self-reliant in the longer term.

The service will have a particular focus on educating community members, young people, volunteers and residents with regards the environmental, economic and health related impact in relation to clean, well maintained neighbourhoods and green spaces. The

education is intended to produce short term results and have a long term benefit for the local community.

This service will also have a particular focus on support, self-reliance, resilience, education and reciprocity in the local area.

### **3.3 Social Value Objectives**

Under this contract the successful provider will be required to actively contribute to the achievement of specific social value objectives. These reflect the vision and corporate priorities of the Council outlined in Section 2, and include:-

- Provision of local skills development, work experience placements and apprenticeship opportunities
- Employment and training opportunities within the locality which strengthen local skills and which support local residents and offer chances to marginalised groups and vulnerable individuals
- Use of local Voluntary Community Organisations and community groups
- Recruitment, training, support and deployment of existing and new volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents to initiate social action and to Love Where They Live
- Working with existing “friends of” groups and community groups to encourage local action
- Development of new environmental groups
- Maximum levels of local spend
- Use of local supply chains and local sub- contractors
- Provide a strong Social Return on Investment which can be evidenced
- Link with other North Area Council commissioned services to support the overarching aims of Area Governance shown previously.

## 4.0 REQUIREMENTS OF THE PROVIDER

### 4.1 Service Providers Responsibility

The successful provider will be responsible for the development of a strong collaborative working relationship with the with the Ward Alliance members in each of the four wards will be key to the success of this project.

The provider is required to work closely with the four Ward Alliances; the Councillors in the community leadership role and with existing active community groups in relation to community based environmental and horticultural projects. The service will need to be delivered equitably across the four wards.

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

The provider will work collaboratively with local resident volunteers and business owners to increase social action and personal responsibility within communities.

The successful provider will be capable of promoting the work of the clean and tidy service in order to reach and galvanise existing and new groups and volunteers and clearly demonstrate and articulate the impact and value of the service.

The successful provider with be expected to support the work of the Area Council in continuing to promote social action through the BMBC 'Love Where you Live' and 'Love It' branding.

The successful provider will ensure a high profile of the service via Facebook and provide content in a style that is engaging to all members of the community. The North Area Team will be tagged in social medial posts.

All requests for work should be submitted through a central email portal to enable routine scheduling of the Team's work. Referrals are anticipated to originate from: ward alliances, residents, community groups and councillors' surgeries, as well as the general public.

**The provider will produce a programme of work for each ward is required that plans activities over the coming six months. Activities that are delivered in with the community will be promoted 10 days before the delivery date and made available to the North Area Team and Ward Councillors.** This will ensure that essential project preparation can take place and that stakeholders can assist with promotion of planned activities.

The emphasis of this project is on community participation. However it is acknowledge that not all of the work can realistically be proactive and include resident volunteers. The provider is expected to observe the following split in their operational delivery:

- 50% of operational activity will be proactive and involve volunteers
- 25% of work will be reactive and/or completed in isolation
- 25% Promotion, Recruitment and Training of volunteers (this should include time spent in schools and in the community promotion and engagement)

In addition, and in liaison with the North Team, the successful provider will be expected to:

- Support other community groups in their clean and tidy operations
- Educate the community on environmental issues associated with fly tipping, littering and sustainable planting
- Support community grow projects, providing a lead for developing an Incredible Edible network for the North area
- Organise / assist / lead with community clean ups
- Promote street pride

Please note this list is not exhaustive and there may be other functions required of a similar nature. The Service Provider would be required to give evidence of how the requests for reactive work would be promptly met.

The successful provider will be responsible for disposing of the waste generated by them, and recycling wherever possible. Any waste generated by North Area Council or the four Ward Alliances will be disposed of by Barnsley Council at no cost. Any waste generated by the provider on provider led projects and activities will be disposed of by the provider.

The successful provider will, wherever possible, seek to develop eco-friendly methods of working that will respect the environment.

The successful 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 contaminated waste including but not limited to: asbestos, plasterboard or tyres will be reported to Neighbourhood Services for collection.

## **4.2 Community Education and Engagement**

The provider will place a strong emphasis on education both for children and adults, increasing the knowledge and skills of local residents so that they have greater awareness of how their day to day actions impact on the environment around them. This contract is about influencing people's behaviour, providing information, skills and empowerment that enables participants to make informed decisions when planning projects that will create a visibly positive impact throughout the area and encourage sustained community engagement.

The provider will be capable of interpreting community environmental improvement aspirations and recommending appropriate and practical solutions where appropriate. Crucially they will possess the ability to identify suitable projects and see them through to completion with responsibility for design, development, management and delivery – in partnership with the community.

**The provider will be expected to adopt a community educator role and community organiser function.** It is essential that the team delivering this project can demonstrate leadership and have the skills and experience necessary to motivate and engage new and existing volunteers.

The provider will be expected to lead by example with enthusiasm, focussed on 'doing with' not 'doing for' – engage, enable, empower. Enhancing the skills and building the confidence of local people will be paramount and will be demonstrable in the project outcomes. This will

lead to increased capacity within the North Area to maintain and improve the physical environment of the North Area for the communities of the future.

The service provider will need to demonstrate work within local schools to promote young people taking pride in the local environment through social action, by being involved in clear up activities and the promotion of caring about how their area looks and feels.

Similarly the successful provider will demonstrate work with local businesses to involve them in environmental initiatives and liaison with organisations involved in clean-up work i.e. Employee Supported Volunteering schemes.

The interventions/activities to be delivered may include delivering the following activities in partnership with the community:

- Encourage and develop new community groups focusing on environmental and growing activities
- Support existing community environmental projects and groups – for example, community growing projects, 'Friends of' groups and resident action groups.
- Support and training of volunteers/community groups in the four wards around environmental skills, including the use of specialist equipment including power tools.
- Support to community-based litter picks and environmental clean-ups alongside local residents and/or groups including the four local Ward Alliances
- Support the development of 'Love Your Street' 'Adopt a Verge' 'Adopt a Green Space' type schemes
- Provide support to a range of community events, including galas
- Support the Ward Alliances and community groups with 'In Bloom' projects
- Drive and coordinate projects linked to annual 'calls to action' including: 'The Great British Spring Clean', 'National Volunteering Month' and 'Love Parks'
- Erection, maintenance and dismantling of public Christmas trees and decorations, as and when required by the ward alliances and established community groups

#### **4.3 Seasonal Work and Community Resilience**

The successful provider will be expected to tailor their work to suit seasonal variations in demand. In the main this would include support for Community Events and Community Clean Up days as required.

Seasonal determined by the season may include leaf litter removal in the Autumn to areas of green space as identified by the North Area Team, assisting with snow clearance, gritting during the Winter, and erecting, trimming and disposal of community Christmas trees (where volunteers are involved).

The provider will also be expected to flex their contract to support the Council if and when community resilience plans are activated. This could include (but is not limited to) support in the event of flooding.

#### **4.4 Reactive Work & Work Completed in Isolation**

The provider will also be expected to tackle a range of reactive work as outlined below. Working in areas identified by the Area Team in liaison with the Ward Alliance, North Area

Council elected members and the local voluntary and community sector. This should account for no more than 25% of the overall service delivery.

Activities that the provider would be expected to deliver include:

- Pruning and clearing of Vegetation around footpaths (Inc Public Rights of Way)
- Renovation of Street & Picnic Area Furniture
- Minor Repairs to Fencing
- Strimming Grassed Areas
- Removal and Disposal of Litter
- Removal of Dog Fouling
- Removal of Epicormic Growth
- Hedge Trimming
- Grass Cutting
- Assisting with improvement work to areas of natural beauty and
- Assisting with improvement work to unique habitats
- Working with Local Volunteers on 'Clean Up Days' and Litter Picks.
- Clear Up of Playing Fields Following (Or Prior To) A Local Event.
- Shrub bed maintenance/removal adopting sustainable planting schemes
- Tree planting
- Snow removal
- Community Christmas Trees
- Remove fallen leaves- hot spot areas
- Remove graffiti which is not racist or homophobic
- Removal of fly posters
- Weed control – developing environmentally friendly approaches where possible

Please note this list is not exhaustive and there may be other functions required of a similar nature. These will be as instructed by the local Area Council, identified by residents or the provider themselves.

The successful 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
- Damage and vandalism

Instructions on how these reports should be made will be provided by the Area Council.



#### **4.5 Materials**

The provider will have access to specialist mechanical equipment is essential to maximise the efficiency and effectiveness of the service.

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, and where possible provide the most environmentally friendly option.

#### **4.6 Vehicles**

It is expected that the successful provider uses a suitable vehicle which is in good working condition. Details of the vehicle specification will be provided by tenderers as part of their tender return. The running costs, including fuel, tax and insurance and maintenance, and storage will be provided by the successful service provider and updated as and when any changes to the vehicles used are made.

#### **4.7 Staffing**

The successful provider would be responsible for providing all staff required to support the service. The Council would anticipate this as a minimum to include a team of two people, plus an apprentice.

The successful provider will recognise the need to provide flexibility to engage people in both a traditional Monday to Friday working week, and also at evenings and weekends. The successful provider will be required to undertake weekend work a minimum of once a month, but more as and when deemed necessary in order to support active residents in the community.

The provider will be required to demonstrate they would be able to resource the service to provide all key objectives, allowing for provision for sickness and holiday cover.

The successful provider would be responsible for providing all training and development in the team to support the delivery and development of the overall service.

#### **4.8 Target Groups and/or Areas**

The services to be provided are for the Wards of Darton East, Darton West Old Town and St Helen's.

The provider will be required to engage with all members of the community who live, or work, in the Wards of Darton East, Darton West Old Town and St Helen's.

The commissioning body have stipulated that this project should help to identify opportunities for community groups and their member and young people to actively participate in positive activities within their own community. The provider is asked to ensure that young people are provided with opportunities to gain valuable life experiences that increase their life chances. This may include working with school leavers, National Citizen Service and Princes Trust.

#### **4.9 Quality Standards**

The Provider will have all relevant policies and procedures in place.

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

The Service Provider will submit reports summarising any complaints, investigations and remedial actions

#### **4.10 Health and Safety**

The Provider of this service will be required to adhere to the Health and Safety at Work Act 1974 at all times and any other relevant guidance and directives in force or subsequently issued. In addition the Provider is required to achieve accreditation under one of the Safety Schemes in Procurement.

The Service Provider will ensure that:

- All materials used in carrying out the service comply with the Control of Substances Hazardous to Health Regulations
- All materials, and equipment, are stored in a safe and proper manner
- Environmentally friendly materials are used whenever possible
- All staff are equipped with appropriate training, (including needle search training) staff development and supervision.
- 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
- It holds a valid Waste Carriers Licence (Throughout the contract term)
- 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.

#### **4.11 Environmental Requirements**

Project sustainability is key. The successful Provider will be expected to give consideration to the whole lifespan of the project, beyond the term of this contract.

The Provider will be required to comply with all legislation and Council policy in relation to the disposal and recycling of waste.

The Provider will be encouraged to develop eco-friendly methods of working that will respect the environment and contribute to the reduction of Barnsley's carbon footprint.

This contract will be key to enabling the North Area Council to contribute to the current Climate Emergency status. The community educator role will be crucial to help local people understand how they can positively contribute to local behaviour changes.

#### **4.12 Branding Requirements**

The successful Provider will be supplied with details of all relevant brand guidelines associated with the Council and Area Council schemes and is expected to adhere to these with any associated materials produced.

#### **4.13 Equality and Diversity Requirements**

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

Please also refer to Appendix Eight – Form of Contract (Terms and Conditions).

### **5.0 PERFORMANCE MEASURES**

#### **5.1 Service Outcomes and Measures**

*In Development*

#### **5.2 Contract Monitoring and Recording Requirements**

Following the award of the contract the Council will hold an inception meeting with the successful Provider to review the following;

- The appointment/assignment of a Contract manager for both parties
- An overview of the staff to be engaged in the service delivery
- A contract management meeting schedule for the duration of the contract (Quarterly as a minimum)

The Provider will need to be able to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and outputs. Throughout the contract term the successful Provider will provide regular reports to the Area Council in regards to the

types of services provided, both reactive and proactive to demonstrate contract delivery against all of the key objectives outlined.

There is a key requirement of the Provider to:

- Meet the Contract Manager for a monthly operational meeting for the first six months of the contract.
- Provide a quarterly report to the Contract Manager against the performance measures. This information will be shared with the North Area Council and will form part of public documents.
- Collect, collate and report on a range of agreed indicators on a quarterly basis (see indicative outcomes) as part of a quarterly report. This should also include the submission of supporting case studies (at least 2 per ward showing groups, individual or illustrating good practice/ innovative work) together with supporting photographs (with evidence of signed permission from those shown)
- Provide relevant evidence of engagement of volunteers which would include securely stored copies of volunteer signing in sheets for activities and events which are DPIA compliant
- Attend quarterly meetings with the contract manager to discuss the quarterly report and request any additional information/provide clarification, if required.
- Attend the Area Council Meeting as requested.
- An end of year report to be submitted
- An end of Project report and lessons learned to be submitted 2 weeks before the contract end date.



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