

MEETING:	South Area Council
DATE:	Friday, 18 December 2020
TIME:	10.00 am
VENUE:	Held Virtually

AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests

Minutes and Notes

- 2 Minutes of the Meeting of South Area Council held on 23rd October, 2020
(Sac.18.12.2020/2) *(Pages 3 - 4)*
- 3 Notes and Feedback from the Ward Alliances (Sac.18.12.2020/3) *(Pages 5 - 8)*
Hoyland Milton and Rockingham
Darfield – held on 19th November, 2020
Wombwell – held on 16th November, 2020

Performance

- 4 Report on the Use of Ward Alliance Funds (Sac.18.12.2020/4) *(Pages 9 - 12)*
- 5 Presentation from Barnsley Citizen's Advice Bureau (Sac.18.12.2020/5) *(Pages 13 - 24)*

Items for Decision

- 6 Procurement and Financial Update (Sac.18.12.2020/6) *(Pages 25 - 38)*

To: Chair and Members of South Area Council:-

Councillors Markham (Chair), Andrews BEM, Eastwood, Franklin, Frost,
Daniel Griffin, Lamb, Saunders, Shepherd, Smith, Stowe and Sumner

Area Council Support Officers:

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

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

Thursday, 10 December 2020

This page is intentionally left blank

MEETING:	South Area Council
DATE:	Friday, 23 October 2020
TIME:	10.00 am
VENUE:	Held Virtually

MINUTES

Present

Councillors Markham (Chair), Andrews BEM, Eastwood, Franklin, Frost, Daniel Griffin, Saunders, Shepherd, Smith and Stowe

1 Declarations of Pecuniary and Non-Pecuniary Interests

Councillors Franklin and Shepherd each declared a non-pecuniary interest in minute 3 in relation to their positions on the board of Forge Community Partnership.

Councillor Frost declared a non-pecuniary interest due to his position on the board of Age UK Barnsley, in so far as any discussion at the meeting pertained to that service.

2 Minutes of the Meeting of South Area Council, held on 25th September, 2020 (Sac.23.10.2020/2)

The meeting considered the minutes of South Area Council held on 25th September, 2020.

RESOLVED that the minutes of the South Area Council held on 25th September, 2020 be approved as a true and correct record.

3 Procurement and Financial Update (Sac.23.10.2020/3)

The Area Council Manager introduced the item, referring to the report circulated. The report featured updated timescales for the procurement of the Environmental, Education Tidy Service. It was noted that comments received from Members had also been included in the commissioning documentation.

A suggestion was made that Cllr Markham replace Cllr Daniel Griffin on the Tender Evaluation Panel as she now Chaired the Area Council.

RESOLVED:-

- (i) That the update relating to the procurement of the Environmental, Education Tidy Team Service be noted; and
- (ii) That Cllr Markham replaces Cllr Daniel Griffin on the Tender Evaluation Panel for the Environmental, Education Tidy Service.

4 District Enforcement (Sac.23.10.2020/4)

Warren Hodgson and Paul Wilcock from District Enforcement were welcomed to the meeting.

An update was provided on delivery of the contract to provide enforcement against parking and dog fouling violations in the South Area. It was noted that the service had increased to provide 22 hours of support from the beginning of the financial year. 18.5 hours per week focused on parking enforcement, with the remainder concentrating on dog fouling.

Dog fouling operations had focused around hotspots in Hoyland and Wombwell with 7 Fixed Penalty Notices issued in the previous quarter. Discussion had taken place with Neighbourhood Services and stencilling would now be undertaken.

Parking enforcement had concentrated on Hoyland and Wombwell Town Centres, with occasional enforcement in Darfield.

During the previous quarter 150 notices had been issued for parking violations, though it was noted that 141 drivers had driven off during the administration time when attempting to issue a fine.

Members heard how the Parking Enforcement Officer had developed a positive relationship with many of the businesses and residents within the area, and alongside issuing fines many drivers parking inconsiderately had also received warnings. Comments had been received about how the service had assisted in reducing congestion.

Members raised concerns about issues in the area in a number of areas, including parking near the Aqua Inn in Wombwell, the Coop in Darfield and around schools in the area. It was suggested that enforcement needed to include the outskirts of centres in order to avoid merely displacing inconsiderate parking. Members were encouraged to continue to provide intelligence including days and times of issues.

RESOLVED that the update be noted.

5 Community Safety Update (Sac.23.10.2020/5)

Unfortunately, Fiona Tennyson, Community Safety Team Leader, was unable to attend. It was therefore suggested that a Member Briefing be arranged, feeding into a future meet of the Area Council if necessary.

RESOLVED that a Member Briefing be arranged to consider Community Safety, with outcomes feeding into a future meeting of the Area Council as necessary.

Chair

Darfield Ward Alliance

Notes of the meeting via Microsoft Teams on Thursday 19th November, 4pm

Present: Cllr Pauline Markham, Cllr Caroline Saunders, Cllr Trevor Smith, Tanya Dickinson Community Development Officer, Barbara Tindle (Secretary)

1. Welcome and apologies
Pauline welcomed everyone. Apologies from John Davies, Michael Fenna, Brian Moore, Colin Ward, Margaret Barlow and Nicola Farrar. Pauline apologised to anyone who was unable to get on the virtual meeting due to difficulties.

2. Notes from last meeting – Due to technical issues the last meeting didn't go ahead. Instead decisions on future work were collated via individual conversations which have gone into a workplan for the WA October 2020 to March 2021. These decisions were ratified via tonight's meeting and via telephone by members who were unable to connect to the Microsoft Teams meeting.

3. Ward Alliance Fund

Funding Report – Unspent monies from the Volunteer Training programme of £2,054 as well as £1,625 reimbursed to the WA from the Covid support fund for their summer healthy holidays project has now been transferred onto the WAF balance which currently stands at £19,400.

WAF Applications:

Low Valley Flood Group – Inflatable Sandbags £2,500 after a brief discussion it was decided to fund in full on the proviso that the inflatable bags were used to protect homes not gardens and that residents flooded in 2007 and 2019 received an equal footing when it came to distribution of the packs.

Barnsley Leaders Basketball Club – Winter Training Sessions £350 after a brief discussion it was agreed to fund in full.

Greenspace Volunteers – Colin Ward has declared an interest. Additional piece of equipment £323.90 after a brief discussion it was agreed to fund in full.

Darfield Cricket Club – Winter Cricket Nets £1,000 after a brief discussion it was agreed to fund in full due to the group not having the opportunity this year to fundraise due to Covid 19.

DWA – Healthy Holidays (Christmas 2020 to May 2021) - £5,000 after a brief discussion it was agreed to fund in full.

DWA – Covid Support Packs - £645 after a brief discussion it was agreed to fund in full.

4. Ward Alliance Projects

- October 2020 to March 2021 Workplan – Tanya informed the members that we missed the deadline for the hanging baskets and that the mini Christmas trees were not cost effective due to the brackets not being dual purpose – they can't then be used for hanging baskets. A discussion regarding spring/summer baskets and exploring a sponsorship scheme by local business or in memory of, needed exploring further. Trevor suggested a working group to meet in January to discuss further possibilities. Trevor to take the lead. A local resident has also offered to be involved with this. If any WA member would like to volunteer to bring this project forward please let Tanya know.
- Winter Wellbeing Packs – The Alliance made an in-principle agreement to support such an application. The detail of the project to be shared with the WA after tonight's meeting. Pauline declared an interest for this application.

5. Update on Principal Towns - the consultation deadline has finished. The results of the survey will be discussed at a meeting next week. An update will follow shortly after that.
6. Any other business – Pauline asked if Tanya could contact Thornhill House with regards to funding help as soon as possible.

Trevor raised concerns over losing members of the WA due to the virtual meetings not being possible to some members. Tanya to raise these concerns with her line manager with the hopes that in the New Year things may be different.

Tanya asked if anyone would like to appear in a video promoting the WA / sending a Christmas message for the South Area Team's facebook page. If anyone is interested can they please let Tanya know.

7. Date and time of next meeting:

2021 dates based on meetings being 3rd Thursday of the month. Meetings to start at 4pm via Microsoft Teams or Darfield Community Centre as soon as restrictions allow:

21st January, 18th March, 20th May, 15th July, 16th September, 18th November

Pauline closed the meeting and wanted to wish all Ward Alliance members a Merry Christmas, stay safe and stay well.

Wombwell Ward Alliance

Notes from virtual meeting held 16th November 2020

Present: Cllr Frost, Cllr Eastwood, Carmel Seston, Keith Seston, Sabeena Chavan, Karen Whiting, Chelsey Rigby, Leanne Cook (Berneslai Homes), Amanda Bradshaw (BMBC)

Guests: Fiona O'Brien, Teresa Williams, Jess Whiting (BMBC Principal Towns) Tracey Hughes (Age Uk), Kay Tinkler (BMBC NEO)

Apologies: Margaret Morgan

Cllr Frost chaired the meeting and welcomed members and introduced the guest speakers

Principal Towns – Fiona O'Brien updated the meeting on the recent online consultation re Wombwell High St (Presentation attached) that was circulated via Wombwell Wise facebook page. There had been a good response and she thanked the admin of Wombwell wise for their support.

Questions . - Cllr Frost made enquiries re the Burton Building and was informed that this would be covered under Phase 2 currently securing funding. Business case will be sent to Commissioning Board within next 2 weeks. Problems with the toilet block is much slower requires Asset Management to contact the owner. They don't envisage any issues with the market stalls and the meeting was informed that the Business grants were being rolled out.

Kay Tinkler (Neighbourhood Engagement Officer) Kay explained her role e.g. linking the Council with Businesses and supporting vulnerable people and community groups about Covid 19 restrictions and regulations. It is difficult when the situation is constantly changing e.g. Tier 2 moving to tier 3 and then lockdown. The role involves working with public health and regulatory services to ensure everyone is working to current guidelines. Action AB to pass on Kay's contact details to community members.

Tracy Hughes Age Uk Social Inclusion Worker. Cllr Frost declared that he is a Trustee of Age Uk Presentation attached of Tracy's work so far within Wombwell. Action AB to pass on Tracy's contact details to members.

Minutes of last meeting/matters arising

AB thanked the members of FOWP for supporting the delivery of the Autumns children's activity packs. 66 packs were given out. South Area Tidy Team also came along on the day demonstrating how to make a bug house. The workshop was delivered outdoors following social distancing rules. This activity was funded by the remaining Healthy holiday budget of £152.70

The Ghost Trial in Wombwell woods was very successful. It was promoted by the South Area Facebook page and had a reach of over 43.500. It got people visiting the page and seeing more informative posts re covid and importance of keeping safe.

At the end of the summer FOWP working with Public health and the South Area Team invited local children to design posters for the smoke free park signs. We had 4 winners. Unfortunately, there has been a delay in getting the posters made into signs, but we hope to see some movement on this in the next few weeks.

Healthy Holidays. Due to success of summer fruit & vegetable boxes the Alliance were asked if they wanted to support a Christmas hamper project. (everything for Christmas dinner meat, vegetables). This would be a targeted provision aimed at families financially affected by Covid 19 and its restrictions. Families would be identified by Parent support workers, Berneslai homes housing officers, South Area Councils private housing officer, & CAB.

Running alongside this hamper would be children Christmas activity packs delivery will be partially targeted via primary schools, plus general distribution via 2 local community venues.

The Alliance supported this project and it was agreed £7,000 to be ring fenced for this project. Any funds remaining from this application would be used to deliver Healthy Holiday activities during February and Easter breaks.

Christmas Lunch for over 55's. It was discussed and agreed that £640 would be allocated for Wombwell Community Lunch club to cook and deliver a Christmas lunch on Thursday 17th December. Lunch club members who haven't met since early March would be targeted alongside Age UK service users and those socially isolated individuals who have or are accessing the BMBC community responder service. This project will provide opportunities for volunteering as well as joint working with our partners.

AB informed the group that she would be doing a Reindeer Trail in Wombwell woods to encourage families to get out and about into the local area. This would be a no cost project. The trail would be promoted via Southteam facebook page.

Funding applications

Barnsley Junior Basketball club £350 approved

Ward Alliance Christmas tree £360 approved

The group were informed that Wombwell Dam Community Angling club had donated £100 towards the tree. Cllr Frost recommended that a sign be put up declaring their support. Acton AB to organise.

A.O.B Keith Seston has drawn some lovely Christmas Carols/Songs pictures, which are going to be utilised for a Guess the Christmas carol/song competition. They are going to be placed in the windows of independent shop. The aim is for the public to engage in a competition via facebook and have the chance to win a hamper of goodies, promoting shop local, support your local High St.

Date of next meeting

Monday 18th January 2021 6pm.

2020/21 WARD FUNDING ALLOCATIONS

For 2020/21 each Ward will have an allocation of £10,000 Ward Alliance Fund.

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

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

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

The carry-forward of any remaining balances of the 2019/20 Ward Alliance Fund will be combined and added to the 2020/21 Allocation, to be managed as a single budget with the above conditions.

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

DARFIELD WARD ALLIANCE

For the 2020/21 financial year the Ward Alliance have the following available budget.

£10,000	base allocation
£9,484.84	carried forward from 2019/20
£3,774	unspent grants
£23,258.84	total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining	Allocation Remaining £23,258.84
			£11,629.42	
Billingley Village History group	£240	£756	£11,629.42	£23,018.84
Darfield Summer Gala	£1315	£1334	£11,629.42	£21,703.84
Healthy holidays Covid 19	£1625	£324	£11,629.42	£20,078.84
Barbara Tindle Q2 & Q3	250.00	£0	£11,629.42	£19,828.84
Low Valley Flood Group	2,500.00	£0	£9,129.42	£17,328.84
Barnsley Leaders Basketball Club	350.00	£6,484.80	£9,129.42	£16,978.84
Greenspaces group - equipment	323.90	£1,513.12	£9,129.42	£16,654.94
Darfield Cricket Club	1,000.00	£6,160.56	£9,129.42	£15,654.94
Healthy Holidays Post Covid	5,000.00	£567.42	£9,129.42	£10,654.94
Covid Support Packs	642.95	£216.16	£9,129.42	£10,011.99
Winter Welbeing Packs	615.00	£4,431.28	£9,129.42	£9,396.99

HOYLAND MILTON/ROCKINGHAM WARD ALLIANCE

For the 2020/21 financial year the Ward Alliance have the following available budget.

£10,000 base allocation
£10,692.30 carried forward from 2019/20
£20,692.30 total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £10,346.15	Allocation Remaining £20,692.30
Autumn Planting	1,100.00	£81.06	£10,346.15	£19,592.30
Rockingham band Equipment	1,500.00	£9,186.80	£10,346.15	£18,092.30
Christmas in Birdwell	874.00	£486.36	£10,346.15	£17,218.30
Chirstmas in Hoyland	1,271.90	£0	£9,074.25	£15,946.40

WOMBWELL WARD ALLIANCE

For the 2020/21 financial year the Ward Alliance have the following available budget.

£10,000 base allocation
£12,058.29 carried forward from 2019/20
£2,000 Covid Income
£24,058.29 total available funding

Project	Allocation	Match funding element of allocation	Non Match funding allocation remaining £11,029.14	Allocation Remaining £24,058.29
Childrens Activity Packs – Covid 19	£750	£0	£10,279.14	£23,308.29
Healthy Holidays Covid 19 Recovery	£2,000	£743	£10,279.14	£21,308.29
Healthy Holidays 20/21	£2500	£2296	£10,279.14	£18,808.29
Defib	£700.00	£40.53	£10,279.14	£18,108.29
Christmas Tree	£360.00	£189.14	£10,279.14	£17,748.29
Barnsley Leaders Junior Basketball Club	£350.00	£6,079.50	£10,279.14	£17,398.29
Wombwell Community Lunch Club	£640.00	£540.40	£10,279.14	£16,758.29
Covid Healthy Holidays	£7,000.00	£135.10	£10,279.14	£9,758.29

South Area Council

Community Outreach Project

Project Report During Current
COVID Pandemic
December 2020

Project Overview (1)

- Prior to the introduction of the Government's lockdown restrictions at the end of March 2020, project was delivered as face to face advice as below
- This project is delivered solely by Citizens Advice (Project 1 was delivered as joint working with BMBC Welfare Rights)
- The service delivers Generalist and Specialist Benefit advice to residents and workers of Rockingham, Hoyland, Darfield and Wombwell Wards

Project Overview Pre Lockdown (2)

- Drop-in services take place four times a week in community venues
- The service is delivered from Hoyland and Wombwell Libraries, as well as Darfield Family Centre
- In addition a twice monthly appointment service is offered for clients that require more in-depth support and assistance with form filling

Project Overview During Lockdown (3)

- Currently, all services are provided via telephone contact and digital means
- All initial contact is through Citizens Advice Barnsley's Adviceline Tel 0800 144 8848 or our website for emails
- Those clients who require ongoing casework, both general and welfare rights, have pre-booked telephone appointments

Project Overview During Lockdown (4)

- We are currently finalising the process and procedure for delivering advice via video
- Service delivery methods are under constant review in line with legislation and Government and Local Authority guidance
- It is proposed that as soon as we are able, taking into account the above, we will recommence face to face advice alongside all our current delivery methods

Lockdown Client Numbers

- Since the 1st April 2020, the project has assisted **252** unique clients and made a total of **777** client contacts
- The service has supported **251** clients that are classed as vulnerable



Comparison Client Numbers 2019

- From the 1st April to 30th November 2019, the project assisted **817** unique clients and made a total of **1029** client contacts
- The service supported **534** clients that are classed as vulnerable



Current Lockdown: Financial Outcomes

- From 1st April to 30th November 2020 the project has helped clients claim **£769,958** of additional welfare benefits
- From 1st April to 30th November 2020 the project has helped clients manage **£116,845** of debt



Comparison 2019 : Financial Outcomes

- From 1st April to 30th November 2019 the project helped clients claim **£2,191,207** of additional welfare benefits
- Year to date the project helped clients manage **£364,459** of debt



Lockdown: Enquiry Issues

- Many of our clients gain assistance with more than one issue... So far from 1st April to 30th November 2020, our advisers have supported clients with:

1,219 individual issues – including **443** relating to benefits, **268** universal credit, **151** employment and **61** debt

Comparison 2019: Enquiry Issues

- Many of our clients attended outreach and gained assistance with more than one issue... from 1st April to 30th November 2019, the advisers supported clients with:

2,398 individual issues – including **1,146** relating to benefits, **515** universal credit, **257** debt and **64** employment

Thank you

BARNSELY METROPOLITAN BOROUGH COUNCIL

South Area Council:
18th December 2020

Report of South Area Council Manager

South Area Council – Procurement and Financial Update

1. Purpose of Report

- 1.1 To provide a procurement update and recommendations for consideration in order to inform and provide a steer on future commissioning intentions for the District Enforcement and the One Stop Shop Advice contract.
- 1.2 To consider recommendations presented in this report.

2. Recommendations

- 2.1 That members consider the recommendations within the report regarding the District Enforcement and the One Stop Shop Advice contracts and provide a steer.
- 2.2 That Members are asked to consider the options at 3.6 and provide a recommendation for the preferred option for the future of the District Enforcement contract.
- 2.3 That Members are asked to consider the options at 4.3 and provide a recommendation for the preferred option for the future of the One Stop Shop Advice contract.
- 2.4 That if Members preferred option is option b, to retender the service, that Members are asked to agree the recommendation at 4.6 for a contract value of **£82,000** and at 4.7 a contract length of **3 years with** an initial one year plus one year plus a final third year. This would allow an annual review of performance, continued evidence of need and funding availability.
- 2.4 That Members are asked to agree the procurement timescale set out at 4.8.
- 2.5 That Members are asked at 4.9 to **nominate two Members to take part in the tender process, scoring and sit on the tender interview panel.**
- 2.6 That Members are asked to approve the recommendation at 5.4 that the **South Area Council Manager pulls together a specification for consideration by Members** following details from this meeting.
- 2.7 That Members are asked **to delegate authority to the Executive Director Communities to agree the final specification and tender information for all commissioning work outlined in this report following consultation with Members of South Area Council.**

3. District enforcement contract

- 3.1 The South Area Council currently commission District Enforcement Ltd to deliver Parking enforcement targeted at Wombwell, Hoyland Town Centre and Darfield Local Centre.

- 3.2 The contract commenced on 1st April 2019 for an initial period of 1 year with an option to extend for an additional 2 years, to give a maximum contract period of 3 years, if all extensions to the contract are granted.
- 3.3 The aim of this contract is to encourage behavioural changes and keep traffic flowing safely. The contractor takes an educational approach to delivering the contract and no targets are set for issuing tickets.
- 3.4 In the second year the contract value and hours were extended to provide additional resources relating to the dog fouling and litter element of the specification for a duration of the period 1st April 2020 to 31st March 2021. The contract value increased by £3,442 for an additional 4 hours per week. The current contract value is £18,220 per annum.
- 3.5 The second year of the contract will be completed on the 31st March 2021. The contract allows for an extension of a further year from 1st April 2021 to 31st March 2022, subject to performance, continued need and available funding.
- 3.6 District Enforcement Ltd attended the South Area Council meeting on the 23rd October where they presented their performance to date and provided a contract update to Members. Following the South Area Council meeting a Members Briefing was held on the 12th November 2020 to further discuss the contract, consider the performance data in more detail and consider the options below:
Options and steer required from South Area Council:
- **Option a)** Contract to be terminated on the 31st March 2021, all enforcement as part of this contract would cease from the 1st April 2021
or
 - **Option b)** Recommendation to extend contract for 1 year from 1st April 2021 to 31st March 2022 with no variations to contract at a cost of £18,220.
or
 - **Option c)** Recommendation to extend contract for 1 year from 1st April 2021 to 31st March 2022 with Darfield hotspot areas that were included during the second year of this contract forming part of a formal variation to contract and discussions regarding the need to patrol the outskirts of the town centres to ensure displacement issues aren't being created also form part of the variation to contract. No additional costs would be incurred by the inclusion of these additions to the contract. Contract cost = £18,220.
- 3.7 Members are asked to provide a steer on the preferred option above. The recommendation in this report is option C.

4. One Stop Shop Advice Sessions

- 4.1 In this report Members are being asked to provide a steer on the future commissioning intentions for the One stop Shop Advice sessions contract.
- 4.2 CAB Barnsley have been funded for 2 years with the contract running from 1st July 2019 to 30th June 21. The contract value is £79,572 per annum for a welfare rights and generalist advisor. At this point the current contract ends and if the South Area Council choose to continue a welfare rights service across the South Area Council this will need to be advertised on YORtender as an open, transparent and competitive tender opportunity.

- 4.3 At a Members briefing on the 12th November 2020 Members considered performance data, case studies provided and discussed the following options :
- Option a) Contract to be terminated on the 30th June 2021, all welfare rights and advice support under this contract would cease to be delivered and Members will consider reallocating the funding to a different priority.
 - or**
 - Option b) Recommendation that the service is retendered and that the opportunity is advertised on YORtender as an open, transparent and competitive opportunity.
- 4.4 Members preferred option discussed at the Members Briefing was option b. On this basis Members are asked to provide a steer on the following tender details for the South Area Council Manager to develop a new specification and tender pack with the Strategic Commissioning and Procurement team.
- 4.5 Members are asked below to consider the timescales, contract value amount, contract length and commissioning panel representatives in order to run a competitive retendering process for a new service.

Contract Value

- 4.6 Members are asked to consider and agree the maximum contract value for a new One Stop Shop Advice Session contract. The contract value recommended in this report is **£82,000**. This was the consensus discussed at the Members Briefings.

Contract length

- 4.7 Members are asked to agree the length of a new One Stop Shop Advice Session contract. A two year and three-year contract length was discussed at members briefings and based on a majority consensus a **three-year contract** is being recommended in line with other contracts. The contract length is being recommended in recognition that this contract can add a great deal of value to the Council's 5-point recovery plan and the South Area council priorities through the pandemic and acknowledgement that this will take time.

Tendering timescale

- 4.8 Working alongside the procurement team the following timescale has been developed. In previous years Members have always been keen to allow sufficient time between contract award and start date to allow a new provider or existing contractor to manage staffing arrangements and prepare for the contract start date. **Members are asked to agree the recommended timescale below:**

Task	Date
Area Council recommendations	18th December 2020
Development of tender documents	December 2020 – February/ March 2021
Publication of tender documents	February / March 2021
Submission deadline	March / April 2021
Evaluations including Social Value	March 2021 to April 2021
Award	May 2021
Contract start date	1 st July 2021

Tender Interview Panel

- 4.9 Previously two Members have formed part of the tender interview panel alongside the South Area Council Manager and an additional officer. Tender interviews and presentations will be carried out by Microsoft teams and tender scoring and paperwork will need to be completed individually and submitted prior to the tender panel meeting. Informal training through the procurement team will be available. **It is recommended that two Members are nominated to sit on the tender interview panel.**

5. Developing a specification

- 5.1 During the pandemic the South Area Council contracts, including the CAB contract, have been able to flex their contracts in order to continue to offer appropriate and emerging support across the community. A new specification is going to have to take into consideration that we are still working through a Covid 19 recovery stage which has impacted on how all our contracts are able to deliver services.
- 5.2 Any new specification will need to reflect social distancing and anticipate / provide flexibility in how services can be delivered and follow the up to date Government guidelines.
- 5.4 This report is recommending that the **South Area Council Manager pulls together a specification for consideration by Members** following details from this meeting.

Officer Contact: Lisa Lyon, South Area Council Manager

South Area Council

Darfield, Hoyland Milton, Rockingham, Wombwell

South Area Council – Procurement and Financial Update

South Area Council Manager

Purpose of Report

- To provide a procurement update and recommendations for consideration in order to inform and provide a steer on future commissioning intentions for the District Enforcement and the One Stop Shop Advice contract.

Commissioned services:

District Ltd parking and dog fouling enforcement: to encourage behavioural changes, keep traffic flowing safely targeted at Wombwell, Hoyland Town Centre and Darfield Local Centre and reduce dog fouling across the area.

Area Council Priorities:

IMPROVING
THE LOCAL
ECONOMY

CHANGING THE
RELATIONSHIP
COUNCIL &
COMMUNITY

IMPROVING
OUR LOCAL
ENVIRONMENT

Page 30

Point recovery Plan

Business Economy: To ensure that the boroughs' communities and businesses positively move on from COVID-19. To bring back public and investor confidence in our local economy.

Infrastructure & the Environment: To safely reinstate infrastructure and transport networks as soon as practicable.

District Ltd parking and dog fouling enforcement

- Contract started on 1st April 2019 for an initial period of 1 year with an additional 2 years option.
- 2nd year: contract value and hours extended to provide additional resources for dog fouling and littering enforcement. Contract value increased by £3,442 for an additional 4 hours per week.
- Current contract value is £18,220 per annum.
- Second year of contract will complete on 31st March 2021. The contract allows for an extension of a further year from 1st April 2021 to 31st March 2022, subject to performance, continued need and available funding.

A Members Briefing was held on the 12th November 2020 to discuss the contract, consider performance data to date and consider the options below:

Options and steer required from South Area Council:

Option a) Contract to be terminated on the 31st March 2021, all enforcement as part of this contract would cease from the 1st April 2021

or

Option b) Recommendation to extend contract for 1 year from 1st April 2021 to 31st March 2022 with no variations to contract at a cost of £18,220.

or

Option c) Recommendation to extend contract for 1 year from 1st April 2021 to 31st March 2022 with Darfield hotspot areas that were included during the second year of this contract forming part of a formal variation to contract and discussions regarding the need to patrol the outskirts of the town centres to ensure displacement issues aren't being created also form part of the variation to contract. No additional costs would be incurred by the inclusion of these additions to the contract. Contract cost = £18,220.

Recommendation:

The recommendation in this report is option C:

Option c) Recommendation to extend contract for 1 year from 1st April 2021 to 31st March 2022 with Darfield hotspot areas that were included during the second year of this contract forming part of a formal variation to contract and discussions regarding the need to patrol the outskirts of the town centres to ensure displacement issues aren't being created also form part of the variation to contract. No additional costs would be incurred by the inclusion of these additions to the contract.
Contract cost = £18,220.



Commissioned services:



One Stop Shop Advice: Free impartial and confidential generalist and welfare rights advice.

Area Council Priorities:



Page 34

Point recovery Plan

Business Economy: *To ensure that the boroughs' communities and businesses positively move on from COVID-19. To bring back public and investor confidence in our local economy.*

One Stop Shop Advice: Free impartial and confidential advice

- CAB Barnsley funded for 2 years from 1st July 2019 to 30th June 2021. Contract value = £79,572 per annum for a welfare rights and generalist advisor.
- If the South Area Council choose to continue this service across the South Area the opportunity will be advertised on YORtender as an open, transparent and competitive tender opportunity.
- At a Members briefing on the 12th November 2020 Members considered performance data, case studies provided and discussed the following options :
 - Option a) Contract to be terminated 30th June 2021, all welfare rights and advice support under this contract would cease and Members will consider reallocating the funding to a different priority.
 - Option b) Recommendation that the service is retendered through YORtender as an open, transparent and competitive opportunity.

Members preferred option discussed at the Members Briefing was option b. On this basis Members are asked to provide a steer on tender details to develop a new specification and tender pack.

Contract Value: Members are asked to consider and agree the maximum contract value for a new One Stop Shop Advice Session contract. The contract value recommended in the report is **£82,000**. This was the consensus discussed at the Members Briefings.

Contract length: Members are asked to agree the length of a new One Stop Shop Advice Session contract. Contract length was discussed at the members briefings and consensus is for a **three-year contract** in line with other contracts.

Tendering timescale: The timescale has been developed by the procurement team. In previous years Members have been keen to allow sufficient time between contract award and start date to allow a new provider or existing contractor to manage staffing arrangements and prepare for the contract start date. **Members are asked to agree the recommended timescale below:**

Task	Date
Area Council recommendations	18th December 2020
Development of tender documents	December 2020 – February/ March 2021
Publication of tender documents	February / March 2021
Submission deadline	March / April 2021
Evaluations including Social Value	March 2021 to April 2021
Award	May 2021
Contract start date	1 st July 2021

Tender Interview Panel: Previously two Members have formed part of the tender interview panel alongside the South Area Council Manager and an additional officer. Tender interviews and presentations will be carried out by Microsoft teams and tender scoring and paperwork will need to be completed individually and submitted prior to the tender panel meeting. Informal training through the procurement team will be available. **It is recommended that two Members are nominated to sit on the tender interview panel.**

Developing a specification: This report is recommending that the **South Area Council Manager pulls together a specification for consideration by Members** following details from this meeting.

Members are asked **to delegate authority to the Executive Director Communities to agree the final specification and tender information for all commissioning work outlined in report following consultation with Members of South Area Council.**