

BARNSELY METROPOLITAN BOROUGH COUNCIL

North Area Council Meeting:
16th January 2023

Agenda Item: 5

Report of North Area Council
Manager

Environmental Priority - Future Direction

1. Purpose of Report

- 1.1 To apprise Members of the discussions that took place at a recent workshop which reflected on the current Environmental commissioning and considered options available.

2. Recommendation

- 2.1. **Members note the current position, section 4.**
- 2.2. **Members take the opportunity to reflect on the discussion that took place at the workshop 20th December 2022, section 6.**
- 2.3. **Members review the draft specification, Appendix 2.**
- 2.4. **Members confirm their commitment to develop robust Clean and Green Agreements with their respective Ward Alliances, to mitigate duplication risk, section 7.**
- 2.5. **Members review and agree the Environmental Priority and how value will be added to BMBC's core offer, section 8.**
- 2.6. **Members consider BMBC Neighbourhood Service's Community Caretaker model.**
- 2.7. **Members agreed which of the procurement options they wish to pursue, section 10. Delegating authority to the Area Manager to carry out required actions.**
- 2.8. **Members agree a maximum contract value for the new service provision, as per recommendation, section 11. A value of £125,000p.a. for a two year duration.**

3. Background

- 3.1. The North Area currently has 5 priorities: Anti-Poverty, Environment, Health and Wellbeing, Economic Regeneration, Young People; plus an overarching priority of Enabling Barnsley.
- 3.2. To address the Environment priority the North Area has historically commissioned a provider to work with the community. “Working in Partnership with Local People to Deliver a Cleaner, Greener North Area” and more latterly “Environmental Education Service”.
- 3.3. Contract one was delivered by Forge Community Partnership commenced on the 14th September 2015. This had a two year duration.
- 3.4. The second environmental contract commenced on the 2nd October 2017 at a value of £85,000 per annum. The provider, Twiggs Grounds Maintenance Ltd, commenced service delivery on the 2nd October 2017. On the 25th March 2019 the Area Council took the decision to utilise the contract extension clause and extend the contract until the end of September 2020.
- 3.5. The current contract was tendered in autumn 2020. Twiggs Grounds Maintenance Ltd secured a two-year contract with the opportunity for a final one-year extension. The contract commenced on 1st April 2021 and is now in it’s second year of delivery.

4. Current Position (In brief)

- 4.1. Both parties (Twiggs GM Ltd and North Area Council) have agreed that the current contract will conclude on the 31st March 2023.
- 4.2. Councillors requested an opportunity to discuss the future options available.
- 4.3. A new specification has been drafted.
- 4.4. The Area Manager has been requested to liaise with BMBCs Neighbourhood Services in the first instance to establish if an SLA is practicable.

5. Workshop Discussion – 8th November 2022

- 5.1. The workshop was attended by: Cllrs Crisp, Denton, Hunt, T. Cave, Lofts and Leech.
- 5.2. Reflections
Members were asked what they had appreciated most about the current service:
 - Ability to deal with problem areas
 - Solutions to problems

- Access to resources
 - Expertise and Equipment - that volunteers can't bring e.g. hedge cutting
 - Horticultural Knowledge
 - Support to plant more trees and supporting volunteers to do so
 - Cleaning up litter
 - Valuable work with SEND learners
- 5.3. Members stated that they wished to move away from a volunteer led model, favouring a defined schedule of works. They wish to define the schedules to add value to the work delivered by BMBC's core offer, delivered by Neighbourhood Services.
- 5.4. SWOC of Identified Future Direction
A discussion took place that assisted to populate a Strengths, Weakness, Opportunities and Challenges template for moving away from volunteer led to a scheduled programme of work.
Please refer to Appendix 1.

6. Workshop Discussion – 20th December 2022

- 6.1. The workshop was held at the time scheduled for the Environmental Steering Group. It was attended by: Cllrs Crisp, Hunt, Howard, and Leech. The meeting was supported by the North Area Team and Procurement Colleagues Yvette Everitt and Kerry Dalby-Wyatt.
- 6.2. At the Area Council meeting on the 14th November the Area Manager was requested to draw up a specification that would be weighted towards a schedule of planned maintenance work with a smaller proportion of community participation.
- 6.3. The specification was discussed at the workshop on the 20th December. Members were in agreement that it met the requirements of the Area Council. The Area Manager stressed that it is vital that each Ward take responsibility for populating a comprehensive 'Clean and Green Agreements' so that it is clear to a provider what is required in terms of delivery.
- 6.4. Please refer to Appendix 2 for the draft specification.
- 6.5. At the workshop Members requested that the Area Manager consult Neighbourhood Services to establish if there was appetite to deliver the services specified. This may mean that an internal service level agreement is the most practical solution provided that clear added value can be ensured. If this proves impractical then the preferred option would be to go out to tender.

7. Risks

- 7.1. The Area Manager has highlighted that the new model is unlikely to be popular with community groups who worked closely with Twiggs because the deliver model will be directed by the Ward Alliances.
- 7.2. Due to the current financial climate any new provision is likely to require a larger financial commitment hence the importance of the Ward Alliance 'Clean and Green Agreements' to make sure that added value is clear.
- 7.3. To ensure that the Clean and Green Agreements are effective it is important for Members to understand what the BMBC Core offer is how value can be added.

8. Environmental Priority – Adding Value:

8.1. Based on the conversations that have taken place at the with the Environmental Working Group, the added value of the new contract/service can be explained by the following points:

- What the Area Council wants to achieve?
Enhance community greenspaces, public footpaths, and village centres. Ensuring that local people have a sense of pride for where they live and work. Contributing to Barnsley 2030.
- What will change?
Working with the ward alliances, we aim to deliver a model that encourages community participation in determining the service delivery of localised environmental maintenance and creates volunteering opportunities for residents to actively support improvement of public green spaces.
- Who will the provision benefit?
Everyone who lives in and works within and visits the North Area.
- How will success be measured?
Each Ward Alliance will review their Clean and Green Agreements to ensure that the new service is adding value to BMBC's core service provision.
- How will success be reported and celebrated?
Monthly updates will be required for each ward, accounting for time and demonstrating the outcomes achieved. It is recommended that this is a short narrative document with supplementary photos.

9. Neighbourhood Services – Community Caretake Model

9.1. Following consultation with Neighbourhood Services, it would be possible to introduce a Community Caretaker Model in the North Area. This would deliver an in-house version of the specification detailed in Appendix 2.

9.2. An SLA would be developed by the North Area Council manager and Neighbourhood Services service manager. The Area Manager would aim for the SLA to commence on 1st April 2023 and finish 31st March 2024 as a 12-month trial.

9.3. Neighbourhood services proposal costings = £120,963 to include:

- Team Leader (G6)
- Development and Demand Team (G4)
- Apprentice
- Vehicle, training, fuel, waste license, tools and contingency budget.

9.4. The contingency budget is £21,160 (20% of the resource requirement £100,803.00). The Area Manager recommends that this amount is committed by the Area Council, if this option is selected, but only released when an exceptions report is received by the Service Director Communities, detailing the requirements.

9.5. Members please note that use of herbicide application for weed control is not recommended as part of the SLA due to the increased cost implications. This would require the recruitment of a specialist team member. Herbicide application has not previously been a requirement of the Area Council environmental contracts.

- 9.6. Section 4.2 of the specification has been amended regarding electrical installation for Christmas Trees which is not part of the environmental service that would be procured.
- 9.7. To ensure adequate cover over weekends as per the specification, a five days in seven working pattern has been discussed and identified as the preferred option.

10. Options

- 10.1. Members are requested to approve that the specification (Appendix 2) meets the requirements of the Area Council; delegating responsibility for minor amendments to the Area Council Manager based on Members recommendations within the Area Council meeting.
- 10.2. Members are requested to reach a decision regarding their preferred option:
- 10.3. Option 1, Work with BMBC Neighbourhood Services to develop a Service Level Agreement based upon the costs detailed above.
- 10.4. Option 2, Complete soft market testing with a view to advertising an external tender opportunity.

11. Cost Implications

- 11.1. Historically the North Area have committed £85,000 per annum. This value has not increased since October 2017. At a challenging financial time, it will be necessary to increase the contract value to enable a horticultural team to operate in the North Area.
- 11.2. It is recommended that a budget of £125,000 p.a. is committed to this priority for a period of 2 years from April 2023. Any less than this time period and it will be difficult to recruit staff and embed and effective service.

12. Recommended Next Steps

- 12.1. The Area Manager will arrange to carry out procurement actions based on Members' decision in at the Area Council meeting, reference section 10.

Officer Contact:
RosemarieAdams@barnsley.gov.uk

Date:
23rd December 2022

Appendix 1.

SWOC Analysis of North Area Council's Intention to Move Away from a Volunteer Led Model to a Scheduled Maintenance Programme to address the Area's Environmental priority	
Strengths	Weaknesses
<p>Defined schedule of works Continued improvement of public open spaces and green spaces Outputs are demonstrable, therefore easier to monitor and evaluate performance</p>	<p>Prescriptive offer with reduced flexibility Reduced opportunity for the community to influence delivery Reduced opportunity to contribute to environmental priorities including:</p> <ul style="list-style-type: none"> • Zero Carbon • Biodiversity • Recycling & Sustainability • Incredible Edible / Food Growing Projects <p>Detrimental impact of the Area Councils ability to contribute initiatives including Barnsley / Yorkshire in Bloom</p>
Opportunities	Challenges
<p>Identify locations for a prescriptive planned maintenance Include a proportion of reactive work Schedule of works can be developed by Councillors with the support of Ward Alliance representatives</p>	<p>Need for clarity between BMBC core offer and the potential added value of procuring a maintenance service Risk that the new service could be used to fill gaps in the BMBC core service that result from austerity Detrimental Impact to Area Performance Indicators on Social Action (KPIs) – North Area will stand out Does not meet the 2030 priority – Enabling the Community New model will not 'double the money' – original challenge to Area Councils to maximise core budget through needs-based commissioning Erosion of volunteer capacity building Loss of opportunity to influence behaviour change and community guardianship Loss of educational opportunities Loss of input to schools e.g. Eco Council & growing projects Loss of green prescribing opportunities</p>

Appendix 2.

1. 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 that will improve and maintain a clean, green well presented and welcoming physical environment across the North Area: Darton East, Darton West, Old Town and St Helen's Wards. It is essential that all delivery is complementary to the Council's existing "core" offer from Neighbourhood Services to improve the overall environmental appearance of the four wards that make up the North Area Council's locality footprint. It is also important that work undertaken through this contract builds on the positive work already carried out by the current Provider.

Service delivery will focus on a programme devised by the North Area Council and four Ward Alliance's: including proactive maintenance, reactive work, and support for volunteer groups. This work will require the provider to:

- Maintain a clean, green, well-presented, and welcoming physical environment in the North Area. Include proactive approaches to the issues of littering, grass cutting, untidy areas, shrub bed maintenance, cutting back, scraping etc.
- Respond to reactive requests for service in response to local need as directed by the North Area Council and Ward Alliances.
- Undertake environmental improvements alongside Ward Alliances and community groups
- Working with existing community groups, as directed by the Ward Alliances.
- Support the Ward Alliances and North Area Team to develop new environmentally focussed community groups

In developing and delivering this service, the provider should ensure that it is contributing to the Council's corporate priorities and outcome statements. This includes but it not exclusive to Barnsley 2030 and the Borough Litter Strategy (currently in development).

Barnsley 2030 includes: Enabling Barnsley which is our underlying priority to ensure that our council is modern, inclusive, efficient, productive and high-performing. Therefore, engaging with local residents (including those who are "hard to reach"), community groups, volunteers and businesses will therefore be an integral part of this service which should inspire people to *Love Where They Live*.

This contract will also work closely with other North Area Providers.

Sustainability, community support, self-reliance, resilience, and reciprocity should therefore be built into the service design and delivery. Also and where possible, work experience placements, apprentice opportunities and local labour should be used.

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).

A new Governance Framework was introduced by Barnsley Council in 2013 which incorporates:

- 6 Area Councils- Councillors responding to strategic priorities on an area basis and commissioning services with a strong social value ethos to meet these challenges.
- 19 Ward Alliances-Councillors working alongside community representatives to mobilise and enable community responses to local challenges.
- Our “love Where You Live” campaign-to inspire people to get involved in volunteering locally to make a difference in their community.

The North Area Council comprises of four electoral wards and is made up of the twelve elected members (three from each ward); providing a localised approach to addressing the needs of the North area. The area is supported by the North Area Council Manager.

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 44,101 people.

The area, which covers 28km², 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.

Improving the local environment was identified as a North Area Council priority in 2014, and has remained priority from that point. Consequently, the Area Council has commissioned services to improve the area since 2015. Enabling local people to be part of the solution. This area of concern has also been highlighted by local residents across the four wards in a community listening exercise which took place in the summer of 2021 and is supported by the four Ward Alliances in the area. The environment features strongly in all of the Ward Alliance Community Plans. A series of workshops were also held with elected members across the wards who have also re-affirmed the Environment as a priority for local consideration and investment by the Area Council.

The Council's Neighbourhood Services currently provides a service across the Borough that includes litter picking, fly tipping removal, weed killing, grass cutting, hedge cutting, shrub bed maintenance, arboriculture work etc. Cleansing is delivered in the Principal Towns and Locality Centres limited to one visit per week.

A North Area Council Clean and Green service has been delivered by two different providers since 2015. This work has included: support provided to environmental groups; engagement of new volunteers; support to sustained volunteers; delivery of significant added value projects. To compliment this there is also a litter picking toolbank administered by the North Area Team. This was well utilised during Covid lockdowns enabling family units to litter pick as an alternative to group based community volunteering. The take up and the feedback from communities from this was fantastic.

The new service to be procured by North Area Council should therefore complement the Council's Neighbourhood's Service, build on the achievements of the current Provider and proactively engage the local community in taking ownership of areas of green space and/or keeping their neighbourhoods clean, green and tidy.

2. THE COUNCIL'S STRATEGIC OBJECTIVES

Vision

Our vision for 2030 is: 'Barnsley - the place of possibilities'

It's time to believe in the possibilities of Barnsley, to look to the future with excitement and optimism. Our borough is a place that fosters and grows ambition, enabling everyone to be the best they can be.

For more information please refer to the corporate plan:

<https://barnsleymbc.moderngov.co.uk/documents/s77521/Appendix%201.pdf>

2.4 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:

2.5 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 the local Area Governance model 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
- Environmental Improvement
- Health and Wellbeing
- Anti-Poverty
- Economic Regeneration

Running through all of these priorities is the golden thread 'Enabling Barnsley' which relates to changing the relationship between the council and the community, reducing dependence and enabling everyone to be the best that they can be.

3.0 SCOPE OF SERVICES

3.1 Description of Service to be provided

The North Area Council wishes to procure a Provider to deliver an effective and efficient Clean and Green Service across the four wards that make up the North Area to improve the overall environmental appearance of the area. The service will supply and manage services associated with improving and maintaining a clean, well presented and welcoming physical environment. Tackling issues such as fly tipping, dog fouling, littering, vegetation, weeding, pruning and maintenance of green areas.

Although the service will be expected to be responsive to local need, the key aim of the service will be to work flexibly in partnership with the Darton East, Darton West, Old Town and St Helen's Ward Alliances. The Majority of the work will involve delivery of an annual schedule of works and to a lesser extent the ability to respond to low volumes of reactive work. Clean and Green Agreements will be developed with each Ward Alliance in liaison with the Provider and will be delivered by the Provider on a weekly basis, ensuring that an equal amount of Provider time is spent in each Ward.

Supporting Ward Alliance projects and the North Area Team's community development work will form a significant part of this service. Working with volunteers, community groups, businesses and young people to encourage community ownership and build local resilience. The service should, over time, inspire local people and support and encourage sustainable schemes whilst growing volunteering opportunities, new groups and new volunteers across the North Area. As directed by the Ward Alliances, initiatives may include, but not limited to: 'Love your street' 'Adopt a verge/ Green space / planter/ flower bed' 'incredible edible' and stewardship type schemes in partnership with the community and many of the established groups. Support will also be required to local and national 'social action' events throughout the year including 'The Great British Spring Clean,' 'National Volunteering month' and 'Love Parks' week and 'In Bloom'.

The Provider will also be required to support other North Area Team and Ward Alliance led events and activities.

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.

The Provider may be asked to actively participate in an Environmental Steering Group or Clean and Green Partnership at the request of the Area Council. This brings those working to improve the environment together under a shared vision, action plan and supportive partnership network.

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 provider will work with enforcement services and provide intelligence to enforcement services in a timely manner when locations are identified as requiring or benefiting enforcement activity. The provider will empower communities to report local issues which relate to dog fouling, littering, flytipping to the Council in a way which builds community confidence.

Provision of local skills development, work experience placements and Apprenticeship opportunities which strengthen the community's skill base across the North Area remains a feature of this service.

In developing and delivering this service, the provider should ensure that it is contributing to the Council's corporate priorities and outcome statements. Also, and where possible, work experience placements, apprentice opportunities and local labour should be provided.

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.

2. Specific Aims and Objectives of the Service

- To improve the physical appearance of the Barnsley North Area
- Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the delivery of proactive work as agreed with Ward Alliances in the Clean and Green Ward Agreements.
- Reduce the amount of littering, dog fouling in the area through embedding education and building community confidence in all delivery
- Complement existing provision provided by BMBC Neighbourhood Services
- Be additional 'eyes and ears' in the area to ensure that environmental crime is addressed efficiently
- Deliver in partnership with local residents and/or local community groups/organisations and businesses where direct by the Ward Alliances.
- Inspire and lead local people and encourage sustainability through engagement with volunteers, residents, local community groups and organisations, including those from BME communities and those who are "hard to reach"
- Support existing groups with specialist advice and supporting them to become independent and self sufficient
- Liaise with other key agencies as part of the Clean and Green Partnership Group/ Steering Group

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
- Use of local Voluntary Community Organisations and community groups
- Support and guidance of volunteers
- Development of strong community networks, community self-help and resilience
- Working with existing "friends of" groups and community groups to encourage local action
- Development of new environmental groups
- Local spend

- 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 develop and deliver a service that:

- Complements and builds on existing provision;
- Addresses the needs of each ward in the area;
- Meets the specified objectives; and
- Delivers the outcomes outlined in this document.

The service should also build on work undertaken during the existing contract period.

The key areas of responsibility and delivery are:

In liaison with each of the 4 Ward Alliance's develop 4 Clean and Green Ward Agreements that address the needs in each ward and identify hot spot areas requiring regular attention.

Deliver each of these 4 Clean and Green Ward agreements on a regular weekly basis ensuring that an equal amount of time is spent in each ward.

The interventions/activities to be delivered for each Ward as part of the Clean and Green Ward Agreements may include the following:

Independent delivery (80% Delivery Programme)

- Strimming Grassed Areas
- Removal and Disposal of Litter
- Removal of Dog Fouling
- Removal of Epicormic Growth
- Hedge Trimming
- Footpath Reinstatement / Scraping back
- Shrub bed maintenance/removal
- Remove fallen leaves- hot spot areas
- Winter Resilience Inc.Snow removal
- Community Christmas Trees – Installation, Dressing and Disposal

- Clear Up of Playing Fields Following (Or Prior To) A Local Event
- Weed control – developing environmentally friendly approaches where possible

Partnership Working & Wider Community Support (20% Delivery Programme)

- Tree planting
- Bulb Planting
- Maintenance of Community Planters
- Working with Local Volunteers on 'Clean Up Days' and Litter Picks.
- Working with Safer Communities on 'Clean Up Days'
- Assisting with improvement work to areas of natural beauty and
- Assisting with improvement work to unique habitats

The above are not exhaustive lists and there may be other activities that are required. The successful provider will, wherever possible, seek to develop eco-friendly methods of working that will respect the environment.

Support the four Ward Alliance's and North Area Team to deliver community social action initiatives organised by the Area Team. It is essential that the successful provider will maintain a high level of co-operation with the North Area Team.

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 service.

The service will need to be delivered equitably across the four wards.

The Provider will be expected to tailor their work to suit seasonal variations in demand and support for community events and/or community clean ups will be an integral part of the work. A flexible approach to the deployment of staff will therefore be required to ensure coverage of evening and weekend working requirements.

Split of time:

80% - Delivery of 4x Annual Clean and Green Agreements (one per ward) & Reactive Work - delivered independently

This will equate to an average of 1 day per ward / per week.

20% - Wider Community Support and Partnership Working – delivered with volunteers (as directed by the Ward Alliances and North Area Team)

This approach will require flexibility in the hours worked to cover both evening and weekend working. Ensuring that the provider is able to support volunteering activities and /or community galas as required by the Ward Alliances.

Annualised hours are recommended to enable staff to support:

x8 (minimum) early evenings to attend Wards Alliance meetings, providing a comprehensive update on delivery (twice per annum for each of the four Ward Alliances)

x8 (minimum) early evening (e.g. 5pm-8pm) community engagement activities per annum (two per ward)

x12 (minimum) Saturday working days to support each of the four Ward Alliances on three occasions during the year.

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

- Discarded needles
- Graffiti which is racist or homophobic
- Fly Tipping
- Problems with trees
- Asbestos / Plasterboard
- Dog fouling
- Fly posters
- Unsafe parking

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

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

It is also expected that the successful Provider uses a suitable vehicle which is in good working condition. Details of the vehicle specification will be provided as part of the tender return. The running costs, including fuel, tax, insurance and maintenance will be provided by the successful Provider and updated as and when any changes to the vehicle occurs.

The Provider will be responsible for disposing of all waste (excluding green waste) generated by them, and recycling should be carried out wherever possible. Green waste can be disposed of at the Council's Smithies Depot following confirmation with the Contract Manager.

Any waste generated by the provider as part of community activities or projects instigated by the Area Team will be disposed of by Barnsley Council at no cost. The provider will have their own Waste Carriers License and should provide evidence as part of the procurement process of their waste disposal and recycling arrangements.

Work with local media and through social media channels should be implemented to highlight the work taking place. This information should be shared with the North Area Team and respective Ward Alliance to highlight the work and the improvements being made in order to promote the service and encourage other people to get involved. The successful provider will be expected to support the work of the Area Council in continuing to promote social action through the BMBC 'Love Where you Live' branding.

It will be very important that this service is delivered in close liaison with the Council's Neighbourhood Services to ensure that overall service delivery is co-ordinated and complementary. The provider is also expected to work closely with Environmental Enforcement services.

The Provider will be required to collate information regarding the work that has been undertaken and provide the Area Manager with regular reports, data and case studies.

4.2 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.

The Ward Alliance Clean and Green Agreements will also include: installation, dressing and disposal of community Christmas trees.

(Installation of electric points to service community Christmas trees and the electrical connection of lights remain the responsibility of BMBC Street Lighting. Works are not part of the core offer and will incur a fee, payable by the respective Ward Alliance)

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.

N.B. It is vital that the provider can flex service provision in accordance with government guidelines (e.g. during the COVID-19 pandemic) and equally important that that provider is able to dynamically risk assess and return to business as usual when it is safe to do so.

4.3 Equipment

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.

4.4 Vehicles

The successful provider will be required to supply a suitable vehicle which is in good working condition. (3.5 tonne caged pick-up is highly recommended for adequate waste disposal.)

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.

4.5 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. The team will be required to commit to working x12 Saturdays a year. These dates will be determined by the Ward Alliance to enable partnership working with 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 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 positively to biodiversity and natural habitat creation.

5.0 REPORTING REQUIREMENTS

5.1 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 four Ward Alliances, 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 milestones) 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 (see milestones)

- An end of Project report and lessons learned to be submitted 1month before the contract end date.

5.2 Reporting Requirements

Outcome	Key Performance Indicators
<p>Creating a well maintained, clean, safe, well presented and welcoming physical environment</p>	<ul style="list-style-type: none"> • Delivery of annual Clean and Green Ward Agreements • Added value work
<p>Increase the number of people engaged in volunteering activities in the community</p> <p>Local communities involved in ensuring areas are kept clean and litter free</p>	<ul style="list-style-type: none"> • No. of Environment Community Engagement Activities Supported in collaboration with Ward Alliance • No. of Provider supported interventions with North Area Team • No. and nature of Provider supported interventions with emerging local community groups • No. and nature of Provider supported interventions with established groups <p>The following equality information should be gathered for all volunteer related data:</p> <p>Gender, Age, Nationality, Disability.</p> <ul style="list-style-type: none"> • No. of new adult volunteers engaged • No. of new young people volunteers engaged • No. of young volunteers engaged • No. of adult volunteers engaged • No. of volunteering hours undertaken - adults and children • No. of new local Businesses engaged

	<ul style="list-style-type: none"> No. of different local businesses engaged & undertaking community social action
Residents/community groups taking responsibility for green areas/ shrub beds/planters etc.	<ul style="list-style-type: none"> No. of new community groups established No. of stewardship schemes delivered
Building Sustainability-supporting existing and new groups to become independent and self reliant	<ul style="list-style-type: none"> No. of existing groups supported and nature of support provided