

BARNSELY METROPOLITAN BOROUGH COUNCIL

**Central Area Council Meeting:
11th January 2016**

Agenda Item: 5

**Report of Central Area Council
Manager**

Central Council Procurement and Financial Update Report

1. Purpose of Report

- 1.1 This report provides members with an update on the procurement of the following Central Area Council services:
- A service to “create a cleaner and greener environment in partnership with local people”.
 - An Environmental Enforcement Service
- 1.2 The report also provides further information regarding the contract extensions for the following 2 services to 31st March 2017, and seeks formal approval to implement this approach:
- RVS-Reducing loneliness and isolation in older people
 - YMCA-Improving the overall health and wellbeing of children and young people aged 8-12 years.
- 1.3 The report provides information about the revised recommended way forward for identifying a Provider to deliver a “Private rented home visiting and support service for families with young children” (currently delivered by Homestart)
- 1.4 The report also provides feedback from the Youth Programme collaborative approach to identify Providers to collectively deliver “a service to improve the overall health and wellbeing of children and young people aged 13-19 years” across the Central Council area.
- 1.5 Finally the report outlines the current financial position for 2015/16 and the projected position for 2016/17.

2. Recommendations

It is recommended that:

2.1 Members note the update on the procurement of the following services:

- **Enforcement Service**
- **Cleaner and Greener**

2.2 Members formally approve the extension of the following contracts to 31st March 2017 (as outlined in the report), and authorisation be given to the Executive Director Communities to complete the

necessary paperwork in order to waive the relevant contract procedure rules to allow the contract extensions to be progressed:

- RVS –Reducing loneliness and isolation in older people- £85,000
- Improving the overall health and wellbeing of children and young people aged 8-12 years-£80,000

2.3 Members formally approve the 2 stage approach outlined in Para 7.4 of this report to identify a Provider to deliver a “Private rented home visiting and support service for families with young children” (currently delivered by Homestart), and authorisation be given to the Executive Director, Communities, in order to allow the process outlined to be progressed.

2.4 Members note the feedback from the Youth Programme collaboration approach and the resulting successful Providers who will collectively deliver a service to improve the overall health and wellbeing of young people aged 13-19 years across Central Council area.

2.5 Members note the current and projected financial position for 2015/16 and 2016/17, reflecting the financial commitments contained within this report.

3.0 Existing Contracts/SLA’s –Brief overview

3.1 At previous meetings of Central Area Council a series of actions for how each of the **existing** contracts/SLA’s should be taken forward was agreed in principle.

It was also agreed that formal approval to take forward each of these actions would be sought from Central Area Council at a later date when accurate financial information would be provided. Table1 below outlines the current situation:

Table 1:

Priority	Service and Current Provider	Contract duration, cost and end date	Agreed way forward
Older people	RVS – Service to reduce loneliness and isolation in older people	2 years –to end of June 2016 £200,000	Variation to contract to extend to 31 st March 2017 – Formal approval to be sought at today’s meeting
Young People	YMCA-Service to improve the health and wellbeing of children & young people aged 8-12 years	2 years-to end on 31 st July 2016 £199,781	Variation to contract to extend to 31 st March 2017- Formal approval to be sought at today’s meeting

Environment	Twiggs-Creating a cleaner and greener environment in partnership with local people	18 months –to end on 31 st March 2016 £150,000	Re-let contract for 1 year + 1 year – formally approved at meeting of Central Area Council on 9th November 2015.
Environment	Kingdom and BMBC SLA - Environmental Enforcement	12 months with 8 month extension to contract-to end on 31 st March 2016 £54,771	Re-let contract as part of a wider European procurement exercise with other Areas Council’s - 1 year + 1 year contract- formally approved at Central Area Council on 9th November 2015.
Environment	BMBC SLA -Private sector rented Housing Management and Enforcement	22 months –to end on 30 th January 2017 £140,000	Extend to 31 st March 2017- Formal approval to be sought at a later Central Council meeting.

4.0 Procurement Update-Creating a Cleaner and Greener Environment in Partnership with local People

4.1 A final copy of the revised specification of requirements for “a service to create a cleaner and greener environment in partnership with local people,” together with the associated Procurement Strategy synopsis, were approved by Central Area Council on 9th November 2015.

4.2 The procurement timetable as outlined below is being followed with no significant amendments to date:

- Finalise tender pack documentation – December 2015
- Place tender advertisements: w/c 14th December 2015
- Tender return: 29th January 2016
- Tender evaluation completed: mid-February 2016
- Tender Report and approval to award: End February 2016
- Standstill Period and Feedback: early March 2016
- Issue Letter of Intent/Contract: mid-March 2016
- Contract to commence: 21st April 2016

5.0 Procurement Update - Environmental Enforcement

5.1 A final copy of the revised specification of requirements for “an environmental enforcement service,” together with the associated Procurement Strategy synopsis, were approved by Central Area Council on 9th November 2015.

5.2 Some discussion took place at the last Area Council meeting about the absence of Area Council member representation on the proposed Environmental Enforcement Evaluation Panel. This was due to the combined nature of the procurement and the resulting potential size of the Panel if members from each area were to be involved. In addition, members from other Area Council’s have

not been involved in Procurement Evaluation Panels.

5.3 Taking this information into account, and, as a result of discussions with other Area Council Managers, it has been agreed that the Central Area Council Manager will be a member of the Evaluation Panel and will feedback throughout the process to the Central Area Council Chair.

5.4 The procurement timetable for the Environmental Enforcement Service, as outlined below, is being followed with no significant amendments to date:

- Finalise tender pack documentation – November 2015
- Issue OJEU advertisement: 30th November 2015
- Place YORtender Advert
- Tender return: 5th January 2016
- Tender evaluation: by 22nd January 2016
- Tender Report and approval to award: By 27th January 2016
- Standstill Period and Feedback: ends 8th February 2016
- Issue Letter of Intent/Contract: 9th February 2016
- Contract to commence: 1st April 2016

5.4 To ensure that the Environmental Enforcement Service being procured operates as part of the Council's broader approach, complements the Council's "core offer", operates with the same degree of integrity, benefits from existing local infrastructure, and can legitimately act on behalf of the Council as the primary enforcement agent in the Central Council Area, the **Service Level Agreement** with BMBC's Safer Communities Services and Parking Services is currently being revised. Once finalised, a copy will be circulated to Central Area Council members. This element of the service will cost approximately £10,500/annum.

6.0 Continuation of Central Council Services to 31st March 2017

6.1 Given the timescales and end dates for the services currently provided through the contracts with RVS and YMCA, the need for continuity in service provision, and the uncertain budget position beyond 2016/17, it was agreed in principle at the Central Area Council meeting on 9th November 2015 that the RVS and YMCA contracts would be extended to 31st March 2017, by way of waiver.

6.2 It was agreed that formal approval of these contract extensions would be sought at a later date when the cost for the extended period would be presented. This information is now provided as follows:

- RVS- Continuation to deliver, in its current form, a service to reduce loneliness and isolation in older people: June 2016-31st March 2017 (9 months) - **£85,000**
- YMCA-Continuation to deliver, in its current form, a service to improve the overall health and wellbeing of children and young people aged 8-12 years: 29th July 2015-31st March 2017(8 months) - **£81,000**

- 6.3 Subject to formal approval at today's meeting, all the necessary paperwork in order to waive the relevant contract procedure rules will be progressed and signed off by the Executive Director (Communities).
- 6.4 In addition, revised outcome indicators, targets, quarterly contract reporting/monitoring dates and payment schedules for the extended period will be agreed. This will enable the existing contracts with RVS and YMCA to continue in their current form until March 2017.

7.0 Home (start) to Home Service Continuation/Extension

- 7.1 Homestart received a total of £21,778 from the Central Area Council's Working Together Fund (between November 2014 and December 2015) to deliver a "Home(-start) to Home" project. This project aimed to support families across the Central Council area living in private rented accommodation, by providing a home visiting service for those eligible families with children under the age of five. The home visiting service is operated by trained and committed volunteers under the deployment, guidance and support of a part-time volunteer Coordinator.
- 7.2 The project has delivered all the outcome indicators and targets, and has provided much needed support to vulnerable families living in the Central Council area, many of whom are now being referred through Central Area Council's Private rented Housing Management and Enforcement Service
- 7.3 Concerns raised by Homestart about the lack of ongoing support for vulnerable families living in private rented accommodation in the Central Council area once their Working Together Fund funding ceases at the end of December 2015, were raised at the last meeting of Central Area Council on 9th November 2015.

Given that the Private Sector Housing and Enforcement Service will continue until 31st March 2017, and the "Home (start) to Home" project directly addresses the health and wellbeing needs of young children and their carers, at the same meeting members agreed that this is a project they would want to provide additional support to beyond December 2015.

It was agreed that details of the proposed extension to the Home (start) to Home project would be provided and considered for formal approval at the next meeting of Central Area Council on 11th January 2015.

- 7.4 Reflecting the tight timescales, and following advice from the newly established Strategic Commissioning and Procurement Service, the revised recommended way forward to ensure an open, transparent and fair process to the identification of Providers to deliver a "Private rented home visiting and support service for families with young children" (currently delivered by Homestart), is to undertake the following 2 stage approach:
 - 1. To ensure continuation in service delivery by Homestart beyond 31st December 2015, it is proposed that the current contract/agreement is

extended to 31st March 2016 at a cost of **£ 5300**. Subject to formal approval at today's meeting, all the necessary paperwork in order to waive the relevant contract procedure rules will be progressed and signed off by the Executive Director (Communities).

2. Undertake a procurement process, commencing in early January 2016 via the "3 written quotations" route, for a "Private rented home visiting and support service for families with young children," based on the current delivery model, to be delivered from 1st April 2016 – 31st March 2017. Support will be provided by the new Strategic Commissioning and Procurement Service to ensure that this process can be undertaken in a proportionate and timely manner. The approximate cost of this service is **£21,000**.

7.5 Should no additional Providers for this service be identified through the 3 quotations process, a further waiver would be sought for Homestart to provide the service for the period 1st April 2016-31st March 2017.

7.6 Subject to formal approval at today's meeting, it is proposed that authorisation be given to the Executive Director Communities to complete the necessary paperwork in order to allow the process outlined above to be progressed.

8.0 Youth Programme

8.1 The following table outlines the 5 step approach agreed by Central Area Council to develop and deliver a Youth Programme to improve the overall health and wellbeing of young people aged 13-19 years.

AGREED STEPS TO BE TAKEN	PROGRESS
STEP 1: Establish a stakeholder group in order to identify need and develop a framework for the young people's programme	A stakeholder group meeting was held on Tuesday 15 th September 2015 when the framework for a Central Area Council Youth Programme Fund was developed.
STEP 2: Hold a Stakeholder/Provider Workshop session	A Provider workshop session was held on Thursday 8 th October with 30 people attending the session and 10 different local providers/community groups/organisations represented.

<p>STEP 3: Inviting proposals to meet the identified need and the application process</p>	<p>Youth Programme application form and guidance notes developed and circulated. Information also disseminated through Ward Alliances and Neighbourhood Networks.</p> <p>Copies of these documents were presented at Central Area Council meeting on 9th November 2015.</p>
<p>STEP 4: Agreeing successful proposals</p>	<p>Eight Youth Programme proposals were submitted by 27th November 2015. These were evaluated by Central Area Team against the YP framework criteria.</p> <p>Five organisations met the criteria and were invited to present their proposal to the Youth Programme Panel (YPP) on 8th December 2015.</p> <p>The YPP was made up of the following Ward Alliance members: Central Ward-not represented Dodworth-Robert Green Kingstone-Peter Roberts Stairfoot-Sam Crossley Worsbrough-Kevin Williams</p> <p>Carol Brady and Lisa Lyon from the Central Area Team, and Angie Kelly from BMBC's Targeted Youth Support Service were also in attendance to support and advise the Panel.</p> <p>The Panel recommended that the following 3 projects would be invited to be part of Central Council's Youth Programme and would receive Youth Programme funding accordingly. A brief description of each of these proposals and the funding amount agreed can be found at Appendix 1: Addaction- YMCA- Exodus Project-</p> <p>Feedback has been provided by the Central Council Manager to all unsuccessful Youth Programme proposals.</p>

<p>STEP 5: Programme Implementation and Performance Management</p>	<p>As agreed at the Central Area Council meeting on 9th November 2015, responsibility for awarding the payments to the successful organisations has been devolved to the Executive Director for Communities and funding agreements are currently being developed. These should be signed off in early January 2016.</p> <p>Quarterly reporting will form part of the performance management arrangements for each of the successful projects. This information will be reported to Central Area Council as part of its regular quarterly performance management reports.</p>
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8.2 To ensure that the 3 successful Youth Programme projects are working together effectively and are providing a complementary service across the Central Council area, a 13-19 Youth Programme Collaboration Group is to be established. An initial meeting of this group is scheduled to take place on 6th January 2016 with the 3 successful projects and a representative from the Council's Targeted Youth Support Service invited to attend.

8.3 Once an initial Central Area Council Youth Programme delivery schedule is developed this will be circulated to members, community networks and partner organisations.

9.0 Current financial position

9.1 Based on updated information relating to Central Council's current contracts and Service Level Agreements, Working together Fund projects, income from the payment of Fixed Penalty Notices (FPN's), and all proposals contained in this report, Appendix 2 attached provides a revised position statement on Central Council funding. The table shows actual expenditure for 2014/2015 and allocations and projected expenditure for 2015/16 and 2016/17.

9.2 As noted in previous meetings, members should be aware that some of the figures provided at Appendix 2 remain indicative projections and may be subject to change depending on the payment schedules submitted and agreed as part of the ongoing procurement and contract management processes.

9.3 Based on the financial statement attached at Appendix 2 an amount of approximately **£188,973** remains unallocated for 2015/2016, and approximately **£126,372** for 2016/2017.

9.4 The 2016/2017 unallocated figure of **£126,372** does not however include the outstanding income from FPN's issued by Kingdom Security in 2014/2015

and all income from FPN's issued in 2015/2016. The approximate amount of this income is £30,000

Taking this approximate figure into account the revised unallocated expenditure available for 2016/2017 is **£156,372**

**Appendix 1- Youth Programme – Synopsis of successful proposals.
Appendix 2- Central Area Council Commissioning -Budget Financial Analysis
2014/15-2016/17**

**Officer Contact:
Carol Brady**

**Tel. No:
01226 775707**

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21st December 2015.**