

BARNSELY METROPOLITAN BOROUGH COUNCIL

Penistone Area Council
October 1st 2020

Report of the
Penistone Area Council Manager

Penistone Area Council Procurement and Financial update report

1.0 Purpose of Report

1.1 This report provides members with an update on the following commissioning and procurement activity:

- Supporting Vulnerable and Isolated Older people service
- Working Together Fund
- Clean & Tidy Service

1.2 The report provides an update to members on the current financial position of the Penistone Ward Alliance

1.3 The report outlines the agreed current priorities for Penistone Area Council 2019/2020 and highlights intended changes for agreement to reflect how the Area Council will support local recovery needs emerging from the Covid-19 pandemic.

1.4 The report provides an update for members on the use of the Penistone community magazine to promote the work of PAC and outlines spend associated with this.

1.5 The report outlines the 2020/2021 financial year position for Penistone Area Council and current budget update, outlining available finance to support with funding recommendations from with the report.

2.0 Recommendations

2.1 **That members receive the update on the procurement activity.**

2.2 **That members note the update and progress of contracts funded by the existing Supporting Isolated and Older People Grant fund from within this report, and agree the allocation of £70K of funds with devolved responsibility for the formal approval of the grants to the Executive Director for Communities, following recommendations from the grant fund Panel Members to address the impacts of the Covid-19 pandemic on vulnerable older people in the Penistone area.**

2.3 **That members receive the update and current financial position of the Penistone Working Together Fund, and agree to the widespread promotion of this grant to support with community recovery in the wake of the Covid-19 pandemic**

2.4 **That members agreed the allocation of £40K ringfenced funds within the existing Working Together Fund to establish specific activities that will support young people in the wake of the Covid-19 pandemic**

2.5 **That members note the updates on the new Clean and Tidy contract started in April 2020 from within this report.**

2.6 **That members note the current position of Penistone Ward Alliance Funds**

2.7 **That Members agree the update to the existing Area Council priorities in light of the recent review of these resulting from the impact of the Covid-19 pandemic.**

2.8 **That members agree the allocation of £3K funds to support the communication of Area Council updates to the community via the Penistone Living magazine**

2.9 **That Members note the current position for the 2020/21 budget**

3.0 **Supporting Vulnerable and Isolated Older People Service**

3.1 At a Member briefing on 17th May 2018 Members reviewed the existing commissioned service to address the needs of isolated and vulnerable older people in the Penistone East and West area, delivered by Age UK. It was concluded that whilst outcomes from the existing contract were being addressed satisfactorily, there was a need for further work beyond the lifespan of the contract to ensure a more sustained approach can be made to addressing the needs of isolated and vulnerable older people in the Penistone East and West area.

3.2 At the Penistone Area Council meeting 19th July 2018 , it was agree that £70k was made available from 2018/9 Penistone Area Council fund allocation to set up a 'Supporting Vulnerable and Isolated Older People Fund' (SVIOP) with devolved responsibility for the formal approval of the grants to the Executive Director for Communities, following recommendations from the grant fund Panel Members.

3.3 Grant applications were received and assessed by the SVIOP grant fund panel on December 11th 2018 and Age UK were recommended as the preferred supplier for delivery of all three lots of the grant fund to commence January 17th 2019.

3.4 Following presentation and update from Age UK at PAC on August 1st 2019 it was noted that current projects delivered through the SVIOP grants were making a good impact but that benefit would be gained from extended delivery to allow much of this work to complete and embed.

3.5 At the Penistone Area Council 3rd October 2019, members agreed to allocate additional funds of £70k (£17,500 from the 2019/20 Area Council commissioning budget and £52,000 earmarked from 2020/21 budget) to enable an extension of 1 year to contracts within this grant fund.

3.6 At the PAC meeting of February 13th 2020 Members agreed to receive a full review of the service provided by Age UK at the meeting of 4th June to help determine any potential future options for meeting this priority. As a result of the impacts of the Covid-19 pandemic, the PAC members received this via a workshop on 27th August 2020.

- 3.7 As a result of the review workshop on 27th August 2020, members acknowledged the progress made by the current contract but agreed that as a result of the covid-19 pandemic, many vulnerable older people were now needing further support to improve their physical and mental wellbeing and encourage a return to social engagement to address enforced isolation.
- 3.8 It is recommended that in order to address the impacts of the covid-19 pandemic on vulnerable and isolated older members of the Penistone community, **£70K** is made available from the 2020/21 Area Council budget to set up a further 'Supporting Vulnerable and Isolated Older People Fund' (SVIOP) with devolved responsibility for the formal approval of the grants to the Executive Director for Communities, following recommendations from the grant fund Panel Members.
- 3.9 Members will receive a grant outline for consideration and comment at the end of October to enable a time line for grant applications to be received and approved by panel by mid December. Members will be invited to self select to participate in the grant panel. A progress update will be provided to PAC at the meeting of December 3rd 2020.
- 3.10 The current grant contracts held by Age UK have continued to perform satisfactorily, however these contracts have been flexed during the Covid-19 period which is reflected in the Q1 performance report presented within this meeting.

4.0 Penistone Area Council Working Together Fund

- 4.1 At a Penistone Area Council meeting in June 2015 Members agreed **£120,000** over an 18-month period to establish a Penistone Working Together Fund. Successful applications meeting BMBC and Penistone Area Council priorities would be awarded between £5,000 and £20,000.
- 4.2 Further to this decision, at the Member Briefing meetings on the 17th and 24th November 16 the Penistone Area Council Members considered their priorities for the 17/18 financial year and following a review of the projects funded to date agreed to support the continuation of the Penistone Working Together Fund. It was recommended that the remaining **£32,038** of the Penistone Area Council 2016/17 commissioning budget be allocated to the Penistone Working Together fund and that **£50,000** from the 2017/18 commissioning budget be allocated to continue the fund for 2017 /18. This gave a working total budget of **£202,038**
- 4.3 At the Area Council meeting on the 5th October 2017 it was recommended to transfer £10,000 from the remaining underspend to top up the Penistone East and West Ward Alliance budget
- 4.4 At the Area Council meeting on the 8th February 2018 it was agreed that the remaining underspend of the Working Together Fund was carried forward to 2018/19 and that funds be promoted widely to attract applications.

- 4.5 At the Area Council meeting on 5th April, 2018 Members considered an option to use an allocation of remaining Working Together Funds to support the continuation of running the Community Transport bus pilot operated by South Pennine Bus Company for a further 12 months at a cost of £20,000. It was agreed that an application would be welcomed for consideration by the Working Together Panel and subsequently Working Together Funds were not widely publicised.
- 4.6 At the Area Council meeting on 19th July 2018 it was agreed to accept appropriate informal requests for funding from PWTF, and that any decision to make further additions to Working Together funds from Area Council budget reserves be considered at a later date following a review of Area Council priorities later in the year.
- 4.7 At the Area Council meeting on February 14th 2019, following a priority review workshop in January 2019, members agreed to allocate the Area Council underspend of £18,448 from 2018/19 budget to the Working Together Funds, giving a unallocated grant fund of **£28,596** which was carried forward for spend within the 2019/2020 financial year.
- 4.8 At a PAC forward planning workshop with members on July 11th 2019, members gave further consideration of the Working Together Grant fund and it was agreed that the grant provides a good means for supporting a wide range of projects that will enable the Area Council to meet its' current priorities.
- 4.9 At the Area Council meeting of 1st August 2019, members therefore agreed to an allocation of an additional £50k to the Working Together Fund from the Area Council commissioning budget in order to attract further projects to the funds in support of PAC priorities, providing a working total of £ 64,596.
- 4.10 At the Area Council meeting of 3rd October members were advised of two pending applications to the grant funds totalling £12,774. Members are advised that the grant panel approved only one of these for the CAB debt service and has asked for further information in support of the Young people's mental health project. The current total remaining for allocations is therefore **£61,030**.
- 4.11 At PAC meeting of December 3rd 2019, members noted the remaining amount and potential to utilise this in support of applications to support young people, pending outcomes from a workshop to be held to discuss this further in March 2020.
- 4.12 Members are advised that as a result of the impacts of the Covid-19 pandemic, the Working Together Fund was not promoted. However, following a member workshop on 2nd September 2020 members indicated that these funds should now be promoted again to encourage applications which support recovery.
- 4.13 At present one application has been received from CAB to apply for an extension of their services in the Penistone area at a cost of £8,118 for a 12 month delivery period. This is awaiting consideration by the grant panel in October. Should the grant panel approve the CAB application this will leave a working total of **£52,912**.
- 4.14 It is recommended that the grant is now widely promoted to accept applications to fund activities which will support covid recovery intentions as indicated at 7.8 of this report, with a deadline of 27th November 2020.

- 4.15 Members also indicated at the workshop of 2nd September an intention to encourage applications for funds to provide activities which will support the physical and mental wellbeing of young people in the covid recovery process. To support this, it is recommended that an additional **£40k** is allocated from within the current 2020/21 PAC commissioning budget to be ringfenced within the Working Together Fund and promoted solely for the use of activities which will support young people.
- 4.16 This new Working Together Young People's Support Fund will be advertised widely with a closing date of November 27th 2020

Total allocations to date

Penistone FM	£ 15,627.00
Penistone Round Table	£ 11,660.00
Penisone Scout Group	£ 8,050.00
Sporting Penistone	£ 16,230.00
DIAL (Information and Advice service 2017)	£ 4,275.00
Barnsley Market – BMBC Market Barn additions lighting and Wi-fi	£ 6,740.00
Penistone Youth Project (TYS)	£ 8,730.00
The People Focussed Group (Bumping spaces)	£ 19,836.00
Cycle Penistone CIC	£ 5,990.00
Penistone FM Community Radio Older people	£ 19,840.00
South Pennine Community Transport CIC 2017 pilot	£ 5,000.00
Trans Pennine Trail Conservation Volunteers Penistone Station project	£ 6,630.00
Allocation to Ward Alliances	£ 10,000.00
DIAL (Information and Advice service 2018)	£ 4,395.00
South Pennine Community Transport CIC 2017 Pilot extension	£ 6,538.00
South Pennine Community Transport CIC Service Delivery 2018/19	£ 20,000.00
TPT conservation volunteers Penistone Station project extension	£ 2,890.00
Penistone FM Young Voices	£ 7,644.00
DIAL (Information and Advice service 2019 with option to extend to 2020)	£ 9,700.00
CAB Barnsley (Information and Advice Debt support 6 month Pilot to Sept 2019)	£ 2,115.00
South Pennine Community Transport CIC	£ 14,000

Service Delivery contribution 2019/20	
Barnsley CAB debt advice service operational costs to September 2020	£ 3566
Total Allocations to date	£ 209,456
<i>Current Amount remaining for allocation</i>	£ 61,030
Applications to Working Together grant currently pending	
<i>Citizens Advice Bureau Penistone Outreach Debt advice service</i>	£8,118
<i>Penistone FM 'Talk.Just Talk' young people project (still on hold pending further information)</i>	£ 9,208
<i>Proposal for additional ringfenced Young People's support fund</i>	£40,000
<i>Potential total amount of funding available to support all activities</i>	£101,030

5.0 **Clean, Green and Tidy Service**

- 5.1 At its meetings on the 8th December 16 and 9th February 17, the Penistone Area Council agreed to tender a new Clean, Green and Tidy contract. Under a new procurement policy BMBC (the previous provider) would not be tendering for the service.
- 5.2 Twiggs Ground Maintenance Ltd were successful in being appointed as the preferred provider and started their contract on the 1st November 2017.
- 5.3 At the Area Council meeting of July 19th 2018, following demonstration of satisfactory performance, Members agreed to extend the current contract which was due to finish on 1st November 2018, for a further 12 months at a cost of £98,007. It was agreed that funding to support this would be allocated on the basis of 5 months at a cost of £40,836.25 from the 2018/19 Area Council budget, with the remaining amount of £57,170.75 to come from the 2019/20 Area Council budget.
- 5.4 Following a presentation given by the Twiggs service of performance to date at the PAC meeting on June 13th 2019, members were made aware that the contract was due to end in November 2019. As a result members approved spend of £40,836. to waive contract procedure rules in order to extend the current contract to the end of the financial year 2019/20

- 5.5 Following a PAC forward planning member workshop on July 11th 2019, members indicated an intention to continue to support a Clean, Green and Tidy service for the Penistone area from 2020.
- 5.6 At PAC 1st August 2019, members approved for delegated responsibility to the Executive Director, Communities, in liaison with a PAC Working Group, for approval of the service specification and associated procurement process for the procurement of a Clean, Green and Tidy service at an estimated cost of £98,007 for a 1 year period, (1st April 2020 – 31st March 2021), with an option to extend beyond this for a further one year, plus one year subject to procurement process and budget availability.
- 5.7 Following a robust procurement process, in which members participated, Twiggs Grounds Maintenance Ltd were successful in being appointed as the preferred provider and started their contract on the 1st April 2020 at a cost of £100,000 for this year from within the current area council budget allocation.
- 5.8 The current Clean Green and Tidy service contract started during the lock down period for Covid-19 and as a result it has been agreed to flex this to meet immediate needs during the crisis period. The outcomes of this are within the quarter one performance report.

6.0 **Ward Alliance funding**

- 6.1 A Ward Alliance fund allocation of £20,000 was made available outside of Area Council Funds for the financial year 2019/2020
- 6.2 At PAC meeting 3rd October 2019, Members approved an additional sum of £10k (£5k per ward) from within the area council funds 2019/2020 to support any likely increased uptake of funds over the next 6 months.
- 6.3 A further additional funding allowance of £10,000 per ward (£20K) was subsequently approved to all Ward alliances outside of Area Council funds.
- 6.4 Members were made aware at PAC on 3rd December 2019, that should future demand dwindle for ward alliance funds, they may wish to consider returning the additional amount allocated to PAC funds.
- 6.5 At the end of the financial year 2019/20 £16,970.05 remained with the Ward Alliance funds which was carried forward to the current financial year.
- 6.6 A Ward Alliance fund allocation of £20,000 was made available outside of Area Council Funds for the financial year 2020/21 which when added to the underspend provided WA funds of **£36,970.05** at the start of the current financial year.
- 6.7 A total of £26,380.43 remains in the WA funds for the current financial year. Approval has been given to two applications which directly supported the Covid-19 response and four applications that were on hold during the lock down period. The WA fund has been widely promoted following a priority setting process approved by the WA to ensure it will support community groups to recovery from the covid pandemic

7.0 **Penistone Area Council Priorities 2019/2020**

- 7.1 A member briefing was held on 24th January 2019 , where PAC members were presented with current statistical information from BMBC business intelligence unit about the Penistone area, as well as findings from a short on-line community consultation exercise carried out in December 2018 in order to review the current PAC priorities.
- 7.2 Members concluded that information available demonstrated that current PAC priorities were still valid but would welcome the opportunity to undertake more robust investigation of local issues by consulting more widely from within the community, taking into account town and parish plans over the next 12 months.
- 7.3 At the PAC meeting 14th February 2019, Members agreed to carry forward existing PAC priorities for the next financial year 2019/2020 whilst further consultation work is carried out, and also agreed to a further review of priorities based on findings from consultation to take place in January 2020.
- 7.4 A member workshop held on July 11th 2019, considered a forward plan for meeting current PAC priorities and a review of existing budgets in order to meet these.
- 7.5 Members received findings from the PAC priority consultation exercise carried out with residents over the summer at it's meeting of 3rd October 2019. On the basis of these findings it was agreed that current PAC priorities are maintained going forward, and that any future spend should reflect these.
- 7.6 At the extraordinary meeting of the Penistone Area Council on June 4th 2020, members were presented with information in relation to initial outline recovery plans for the Borough in the wake of the Covid-19 crisis. It was recommended that Area Councils review existing priorities to ensure that they might impact on both local need, and contribute to the wider recovery priorities for the borough. To assist in this process, further information was presented at PAC 23rd July and at a workshop on 2nd September 2020.
- 7.7 Following the workshop on 2nd September 2020 members concluded that current PAC priorities were valid in terms of providing support for any emerging needs for the Penistone area in the wake of the covid-19 pandemic.
- 7.8 It is recommended that Members agree that existing PAC priorities are carried forward and that all funds allocated should meet these priorities, with some flexibility shown in terms of any emerging need as a result of the covid-19 crisis.

8.0 **Penistone Area Council Community Magazine**

- 8.1 Following discussion at the Area Council meeting on February 14th 2019, Members agreed the option for communicating the work of the Area Council and Ward Alliance to the Penistone area via content for the Penistone Living Magazine.
- 8.2 Members agreed at PAC on April 11th to allocate £2,664 from 2019/2020 budget to provide up to six pages of content for inclusion in each of two editions of Penistone Living Magazine

over a 12 month period. Information updates were included in the August 2019 and February 2020 editions of Penistone Living and were well received by members.

- 8.3 At PAC meeting of February 13th 2020 Members were asked to consider whether they may wish to continue to use Penistone Living to communicate area council and ward alliance activity. As a result of the PAC meeting of April 9th cancellation no decision was taken on spend for this, but members indicated an intention to continue to use Penistone Living at their meeting of 23rd July 2020, pending further investigation into the current status of this publication in the wake of the covid-19 crisis.
- 8.4 Members are advised that Penistone Living magazine is returning to publication from end of October 2020 and space for 6 pages of content can be made available to Area Council for this edition. It is recommended that funds are made available for this from within the current budget at a cost of £921.60. It is further recommended that additional funds are earmarked for up to 6 pages of content for inclusion in each of two further editions of the magazine over the next 12 months at a total cost of **£3000**.

9.0 **Finance Update**

- 9.1 At the end of the financial year 2019/2020, there was a budget allocation of £178,171, giving a total amount of **£21,829** remaining which has been carried forward for spend within the 2020/21 financial year.
- 9.2 A further underspend of **£93,396** has been identified within the Area Council's budget resulting from cumulative underspend on contracts which failed to draw down allocated funds at the outset of Area Council budgets in 2014. It has been agreed that this amount may be brought into the new 2020/21 PAC budget allocation of £200,000.
- 9.3 Area Council decisions taken in 2019 agreed the allocation of **£100k** for the provision of the Clean and Tidy service starting on April 1st 2020, and **£52K** remaining costs for the Supporting Vulnerable and Isolated Older people grant fund extension to be allocated from the current budget.
- 9.4 The current amount available for allocation of spend from within this year's budget is therefore now **£163,225**
- 9.5 Subject to approval of recommended funding allocations from within this report (3.8) Supporting Vulnerable and Isolated Older People Grant £70k , (4.15) Working Together Supporting Young people grant £40K, (8.4) Penistone Living content space £3k. will leave a total working budget of **£50,225**

9.6 2020/21 Budget allocations

Approved spend items in operation in 2020/2021	Current approved expenditure from 2020/2021 budget
New Clean Green and Tidy contract	£100,000
Supporting Older people Fund extention	£52,000

Total	£152,000
Current Total remaining from base budget of £ 200,000	£48,000
Underspend from 2019/20 budget	£21,829
Underspend from cumulative lack of draw down from allocated spend	£93,396
Total available for spend	£163,225
Recommended budget allocations from within current budget	
Supporting Vulnerable and Older people grant 2021	£70,000
Working Together Young people support grant	£40,000
Penistone Magazine content space 2020/21	£ 3,000
Potential final budget total following approved recommendations	£50,225

9.7 Penistone Area Council full budget summary for previous years to 2020/2021 allocation

PENISTONE AREA COUNCIL - COMMISSIONING BUDGET FINANCIAL ANALYSIS - 2014/15 TO 2019/20											
Contract Name	Delivery Body	Start Date	Length of Contract	Total Cost of Contract	Commissioning Budget 2017/18		Commissioning Budget 2018/19		Commissioning Budget 2019/20		Commissioning Budget 2020/21
					Budget	Spend	Budget	Spend	Budget	Spend	Budget
Base Expenditure					£200,000.00		£200,000.00		£200,000.00		£200,000.00
Base Expenditure plus underspend from previous year					£279,679.00		£292,417.00		£263,358.75		£315,224.75
Countryside Skills Training	Growforest	01-Oct-14	1 yr	£100,000.00							
Countryside Skills Training Extension	Growforest	08-Sep-15	6 months	£54,800.00							
Clean & Green	BMBC	01-Nov-15	18 months	£160,000.00							
Clean & Green extension					£15,974.00						
Working Together Fund	Various			£270,486.00	£50,000.00	£58,393.00	£18,448.00	£42,349.00	£50,000.00	£17,655.00	
Allocation to Ward Alliances/DWB 15-16	N/A	Aug-15		£40,000.00							
Allocation to Ward Alliances 16-17	N/A	Apr-16		£20,000.00							
Reducing Isolation in older people	Age UK				£17,500.00	£17,500.00	£52,000.00	£52,000.00			
Public Health Funds	Age UK								£3,820.00	£3,820.00	
Supporting Older People Fund	Various			£70,000.00			£70,000.00	£70,000.00			
Supporting Older People Fund ex		Jan-20		£70,000.00					£17,500.00	£17,500.00	£52,000.00
Community Magazine distribution costs	Various			£6,724.00	£3,362.00	£3,362.00	£3,873.00	£3,873.00			
Allocation to Ward Alliances 17-18	N/A			£10,000.00	£10,000.00						
Allocation to Ward Alliances 18-19				£20,000.00			£20,000.00	£20,000.00			
Allocation to Ward Alliance 19-20				£10,000.00					£10,000.00	£10,000.00	
Clean & Green 2017/18 (Y1)	Twiggs	TBA		£98,007.00	£98,007.00						
Clean & Green 2017/18 - extension Nov 19 (Y2)	Twiggs	Nov-18	12 months	£40,836.25			£40,836.25	£40,836.25	£57,171.00	£57,171.00	
Clean & Green 2017/18 - extension April 2020 (Y2)	Twiggs	Nov-19	11/1 April 2020	£32,670.00					£40,836.00	£40,836.00	£100,000.00
Penistone Living Inserts		Jun-19	One off	£2,864.00					£2,864.00	£1,152.00	
Income											
Public Health Monies	Healthier Communities	Jun-19		-£3,820.00					-£3,820.00		
Expenditure Incurred In Year					194,843	187,262	205,157	229,058	178,171	148,134	152,000
What funds are available					5,157	92,417	63,359	63,359	85,188	115,225	163,225
Earmarkings (to include C/F & unspent allocation)						92,417	63,359			115,225	
Actual spend for year						187,262	229,058			148,134	
Balance Including Any Base Expenditure Not utilised In Previous Financial Year											

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