

# BARNSELY METROPOLITAN BOROUGH COUNCIL

South Area Council:  
18<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> April 2020 to 31<sup>st</sup> 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 31<sup>st</sup> March 2021. The contract allows for an extension of a further year from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, subject to performance, continued need and available funding.
- 3.6 District Enforcement Ltd attended the South Area Council meeting on the 23<sup>rd</sup> 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 12<sup>th</sup> 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 31<sup>st</sup> March 2021, all enforcement as part of this contract would cease from the 1<sup>st</sup> April 2021  
**or**
  - **Option b)** Recommendation to extend contract for 1 year from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 with no variations to contract at a cost of £18,220.  
**or**
  - **Option c)** Recommendation to extend contract for 1 year from 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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 1<sup>st</sup> July 2019 to 30<sup>th</sup> 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 12<sup>th</sup> November 2020 Members considered performance data, case studies provided and discussed the following options :
- Option a) Contract to be terminated on the 30<sup>th</sup> 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:**

<b>Task</b>	<b>Date</b>
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 <sup>st</sup> 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**