



Special Town Council Meeting 17th June 2024

8. Old Town Quarry Main Contractor Appointment

Report from the Town Clerk

1. Background

Following the successful bid and approval of planning permission for necessary works at the Old Town Quarry, the Council have undertaken a full procurement exercise to identify a build contractor to carry out all refurbishment works. The deadline for completion for works identified in the scheme is December 2024.

2. Options for Council

Members to appoint main contractor, to allow contract issue.

3. Reason for Recommendation

To meet requirements within the accepted grant award and allow works to commence with immediate affect. The project will be overseen by the Council's Contract Administrator, Hong Lau – Currie & Brown.

4. Expected Benefits

Refurbishment of the main two buildings, to include essential health and safety repair, and preparation for artist cabins to allow site to reopen 2025.

Other benefits include:

- Community use from 2025, following development of programme detailed in grant award.
- Sympathetic refurbishment of buildings to take into account environmental factors such as: sustainable heating, lighting, insulation and energy use.
- Relocation of grounds team, to increase operational capacity and more effective and efficient ways of department service delivery.

5. Implications

5.1 Legal

Planning permission was received on the 19th April 2024.

5.2 Risks

Non-appointment of contractor will delay programme and ability to complete the grant funded project.



WESTON-SUPER-MARE TOWN COUNCIL

The contract cannot be formally issued until the formal lease has been signed, following completion of work and all legal requirements having been met in order to do so (clearance, boundary fencing and clearance of title deed).

5.3 Financial

The original budget for capital refurbishment works was £505,992. Following grant award, there was an additional £200,000 available across the entire grant funded project, which includes other community engagement and programme deliverables. This £200,000 is therefore potentially able to be used against any quote difference.

5.4 Timescales

Will be contractors to commence works following acknowledged lead in time, advised within tender return. In addition, works will need to have full consideration for the ecological surveys which determine periods of time certain build activities are able to commence.

5.5 Contractors

To be appointed.

6. Appendices

Please see **appendix 1, report from Hong Lau – Currie & Brown** with full tender analysis and recommendation for appointment.

7. Recommendation

Members are recommended to:

Consider the report from Hong Lau and appoint John West Contractors for the Old Town Quarry refurbishment works (see page 11 of Currie & Brown's report for full recommendation).

Sarah Pearse

Chief Executive Office / Town Clerk

Drafted 10/06/2024



Weston-super-Mare Town Council

Old Town Quarry

Tender Report

10 June 2024

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Executive summary

The purpose of this report is to review the tender submissions for the proposed refurbishment of the main building and the workshop building at the Old Town Quarry site, including the associated mechanical and electrical works ('the project').

The report addresses the commercial aspect of the tender submissions along with quality and social value considerations from the written submissions. Matters relating to design, constructability, etc are outside the scope of this report.

The project has been procured on a single stage procurement process via the Town Council's public procurement process.

Tenders were evaluated on a 70% price and 30% quality submission. This report focuses on the pricing submission.

Tenderer	Tender sum (including any adjustments in arithmetical errors)	Total weighted score (70% Cost / 30% Quality)	Position
John West Contractors Ltd	£ 807,873.00	92	1
CW Duke & Sons	£ 832,173.33	91	2
MD Group	£ 888,227.90	77	3
Lancer Scott	£ 1,152,463.39	50	4
Snape Contracting	£ 1,175,594.98	48	5

Table one: Tender submission with total weighted score and position ranking

The above table shows the tender sums adjusted for arithmetical errors, and the overall weighted score for the tender.

John West Contractors Ltd provided the lowest tender price even after adjustment for errors and scored the highest total weighted score. CW Duke & Sons were a close second.

All tenders were above the estimated contract value of £505,992. John West Contractors Ltd were £301,881.00 above the estimate, representing a difference of 37.4%.

The client have advised that an additional £200,000 from their funds could be available which would result in a shortfall of £101,881. In addition, there may be opportunity for value engineering and cost reductions to make up the shortfall subject to further negotiation with the contractor.

1. Introduction

The purpose of this report is to review the tender submissions for the proposed refurbishment of the Old Town Quarry site ('the project') and make recommendations on the next steps to move the project forwards.

The report addresses the commercial aspect of the tender submissions along with quality and social value considerations from the written submissions. Matters relating to design, constructability, etc are outside the scope of this report.

This report focuses on the quality of the tender submissions, in particular the costings contained within the tenderers' priced documents including arithmetical checks and a general analysis and comparison across the submissions.

2. Tender process

2.1 Tender process

Tenders were sought via Weston Super Mare Town Council's public procurement procedure which included public notices seeking expression of interests from local building contractors.

2.2 Tender documentation

The tender documentation comprised the following:

507218 - WSMTC - Old Town Quarry - Tender Specification

Currie & Brown UK Ltd drawings

507218-LOC-01-Block Plan proposed

507218-MB-01-Main Building - Plan as existing

507218-MB-02-Main Building - Sections as existing and proposed

507218-MB-03-Main Building - Plan as proposed

507218-MB-04-Main Building - elevations

507218-MB-05-Main Building - Roof plan

507218-MB-06-Main Building - Fire exit strategy plan

507218-WS-01-Workshop - Plan as existing

507218-WS-02-Workshop - Plan as proposed

507218-WS-03-Workshop - elevations as existing and proposed

507218-WS-04-Workshop -Sections as existing and proposed

507218-WS-05-Workshop - Roof plan as existing and proposed

Concept consulting Ltd M+E design documents

CB-CON-M&E-OTQ-Design Report

CB-CON-M&E-OTQ-SP

CONC-XX-OTQ-E-001- Ground floor Lighting Layout

CONC-XX-OTQ-E-002 - Ground Floor Small Power Layout (1)

CONC-XX-OTQ-E-003 - Workshop Electrical Services Layout (1)

CONC-XX-OTQ-F-001 - Main Building Indicative Fire Alarm layout

CONC-XX-OTQ-F-002 - Workshop Indicative Fire Alarm Layout

CONC-XX-OTQ-M-001 - Domestic Services Layout

CONC-XX-OTQ-M-002 - Workshop Mechanical Services Layout

CONC-XX-OTQ-M-003 - Heating & Ventilation Layout

CONC-XX-OTQ-M-004 - Sections Layout

CONC-XX-OTQ-M-005 - External water Layout

Site location and topographical plans

A337-12312-1A-Topographical Survey Plan

Weston Quarry-01 Location Plan

Ecology reports

Arboricultural Impact Assessment Report

Arboricultural Impact Assessment

Bat and Breeding Bird Assessment Survey Report

Tree Constraints Plan

Tree Protection Plan

2.3 Instruction to tenderers

Tenderers were instructed to provide a lump sum fixed price and submit a Form of Tender supported with a fully priced document. More specifically, contractors were instructed to insert prices for each item contained in the schedule of works and then bring costs forward to the tender summary form where the General Conditions and Preliminaries were to be included.

In addition, tenderers were asked to complete a written submission that included:

- A programme for the works
- Details of relevant experience for key members of the team
- Their approach to health and safety in relation to the project
- Their approach to subcontractor selection
- A series of questions that related to social value.

Tenderers were instructed to submit their documents to Weston-super-Mare Town Council. Tenders were received on 24/05/2024.

2.4 Tender period

The tender period was 6 weeks to midday 24th May 2024.

3. Tenders received

3.1 Tender figures and arithmetical check

The following tenders were received by Weston-Super-Mare Town Council and supported by their Form of Tender. Each tender sum was arithmetically checked for errors and adjusted as follows:

Tenderer	Tender return (unadjusted)	Errors	Adjusted tender	Adjusted tender position (Lowest to Highest)
John West Contractors Ltd	£797,873.00	-£10,000	£807,873.00	1
CW Duke & Sons	£832,173.33	None	£832,173.33	2
MD Group	£888,227.90	None	£888,227.90	3
Lancer Scott	£1,142,463.39	None	£1,142,463.39	4
Snape Contracting	£967,639.06	-£207,955.92	1,175,594.98	5

Table 2: Tender returns and arithmetical check

The quality of the pricing documents was generally of high quality. The submissions from CW Duke & Sons, MD Group and Lancer Scott did not contain any arithmetical errors. The submission from John West Contractors Ltd failed to include the £10,000 contingency sum that was shown on the Tender Summary page. This has been added and is reflected in the adjusted costs in table 2 above.

Snape Contracting did not include the M+E costs in their tender sum, when this is added they become the most expensive of the tender.

MD group provided costs for the Workshop building and the Siteworks on the Tender Summary page but did not include a cost breakdown for these areas in the Schedule of Works.

Both CW Duke & Sons and John West Contractors Ltd provided a priced breakdown of the M+E costs.

3.2 Comparison of tenders

The top three adjusted tender returns were all within 10% of each other and are therefore considered to reflect current market prices (see table 3 below):

Tenderer	Adjusted tender figure	Difference
John West Contractors Ltd	£807,873	0.00%
CW Duke & Sons	£832,173.33	3.01%
MD Group	£888,227.90	9.95%
Lancer Scott	£1,152,463.39	42.65%
Snape Contracting	£1,175,594.98	45.52%

Table 3: Price comparison between tenders

Both Lancer Scott and Snape Contracting were significantly above the lowest tender by 43% and 46% .

The main differences in costs between the top three tender returns related to the higher priced items such as the roof refurbishment. So, for example MD Group priced the roof for the main building as £137,434 vs £95,997 from CW Duke & Sons, and £85,164 from John West Contractors and these costs varied mainly due to the Provisional Sums provided for the roof structure.

3.3 Comparison to budget

The estimated contractual value for the project at feasibility stage was £505,992. Table below compares the tender to the budget estimate:

Tenderer	Adjusted Tender return	Difference above estimated value	% Difference
John West Contractors	£807,873	£301,881.00	37.4%
CW Duke & Sons	£832,173.33	£326,181.33	39.2%
MD Group	£888,227.90	£382,235.90	43.0%
Lancer Scott	£1,152,463.39	£646,471.39	56.1%
Snape Contracting	£1,175,594.98	£669,602.98	57.0%

Table 4: Tender comparison with estimated contractual value

The lowest tender sum by John West Contractors have exceeded the estimated construction value by £301,881.

The client have advised that an additional £200,000 from their funds could be available which would result in a shortfall of £101,881.

We believe that there may be opportunity for value engineering and cost reductions to make up the shortfall. For example, consider alternative suppliers for the windows, the wall insulation system, and the roof/wall cladding system. This will be subject to further negotiation with the contractor.

3.4 Quality assessment

The tender assessment followed a points system awarding 70% for the cost submission and 30% for quality Table.

Tenderers written submissions were evaluated by interview panel comprising local councillors and Hong Lau (Currie & Brown) conducted in accordance with the Town Council's procurement process.

Based on their tender returns, the three most competitive tenderers were invited to interview on Tuesday 4th June 2024. Table 5 (below) summarises Quality Assessment evaluation.

Contractor	MD Group	Lancer Scott	CW Duke & Sons	Snape Contracting	John West
Cost Points (out of 70 points)	63.04	40.14	67.89	38.14	70.00
Interview points (out of 10)	7.89	0.00	7.33	0.00	9.33
Quality Points (out of 10)	3.00	4.00	10.00	6.50	7.00
Social Value Points (out of 10)	3.33	6.27	5.33	3.33	6.00
Total (no rounding)	77.26	50.41	90.56	47.97	92.33
Total	77	50	91	48	92

Table 5: Weighted Score comparison table

John West Contracting Ltd had the highest weighted score after the quality questions in the written submission, the social value proposals, and the interview performance were considered. CW Duke and Sons were a close second but scored less well at interview.

3.5 Programme

Providing a detailed programme for the project was part of the quality assessment for the tender submission. John West Contractors, CW Duke and Sons, and Snape Contracting provided a detailed programme.

Lancer Scott provided a high-level programme with start and end dates. MD Group omitted a detailed programme but provided lead times and works duration on the tender summary page.

Tenderer	Lead time	Start Date	Completion Date	Duration (wks)
John West Contractors	4 weeks	01/07/24	10/01/25	26
CW Duke & Sons	4-6 weeks	17/06/24	17/01/25	26
MD Group	4 weeks	-	-	20
Lancer Scott	4 weeks	-	-	24
Snape Contracting	6 weeks	18/06/24	13/12/24	22

4. Conclusion and recommendations

Following our review of the tenders, we can summarise our conclusions as follows:

4.1 John West Contractors Ltd

- Lowest tender price of £797,873.00 which omitted £10,000 contingency from the tender summary page. The adjusted sum is £807,873.00.
- This is £301,881.00 above the estimated contract value. This is a difference of 37.4%.
- John West Contractors Ltd (JWC) provided a detailed price breakdown on the Schedule of Works including a priced breakdown for the M+E.
- JWC provided some qualifications relating to provisional items for the roof and tanking to the main building, for example. If successful, details to be confirmed on site.
- JWC had the highest score of 92 using a 70% / 30% cost to quality weighting.
- A detailed programme was provided.
- JWC are based in Weston-Super-Mare.
- They have made a commitment of £2000 per annum to support local causes.

4.2 CW Duke & Sons

- CW Duke & Sons provided the second lowest tender price of £832,173.33.
- There were no arithmetical errors.
- This is 3.1% above the lowest tender price.
- CW Duke & Sons provided a detailed price breakdown on the Schedule of Works but didn't provide a priced breakdown for the M+E.
- CW Duke & Sons had the second highest weighted score of 91.
- A detailed programme was provided.
- Considered the ecological nature of the site in the submission.
- Provided detailed CVs with relevant experience for team members.
- Provided detailed list of subcontractors and supply chain.
- CW Duke & Sons are based in Bristol
- They would seek to support local initiatives such as Weston in Bloom and Weston Tree Planting group.

4.3 MD Group

- MD Group provided the 3rd lowest tender price of £888,227.90. No arithmetical errors.
- This is 9.95% above the lowest price tender.
- They had a weighted score of 77, which was placed third overall.
- They did provide a priced schedule for the M+E and main building but did not provide a detailed price breakdown for the workshop and Siteworks.
- A detailed programme was not provided.
- MD Group are based in Bristol.

4.4 Lancer Scott

- Provided the 4th lowest tender of £1,152,463.39.
- There were no arithmetical errors.
- The tender was 42.65% above the lowest price tender.
- Provided a detailed breakdown of costs including M+E.
- Provided a high-level programme only, but which did include key start and finish dates.
- Lancer Scott are based in Bristol
- Lancer Scott were not invited to the interview process due to the significant difference in their tender submission and low scoring on the quality submission documents.

4.5 Snape Contracting

- Arithmetical errors were identified within their priced documents.
- After adjusting for the M+E costs Snape Contracting were the 5th lowest tender of £1,175,594.98.
- This is 45.52% above the lowest tender price.
- Snape Contracting (SC) did provide a detailed programme.
- They did not provide CVs for key members of the team.
- SC are based in Cheltenham but have a depot at Avonmouth.
- Snape Contracting were not invited to the interview process due to the significant difference in their tender submission and low scoring on the quality submission documents.

4.6 Recommendations

John West Contractors Ltd (JWC) provided the lowest tender price, even after the adjustment for the £10,000 contingency omitted from the tender summary page. They also scored the highest weighted score that includes the written submission and interview.

Based on the tender price and the weighted score and subject to a value engineering exercise, we would recommend award of contract to John West Contractors Ltd.

Their programme has a 26-week duration, starting 1st July 2024 and completing on the 10th January 2025.

JWC did provide some qualifications in their submission which will require further discussion and negotiation but can be confirmed on site.

We believe that there may be opportunity for cost reductions, particularly with regards to the wall insulation and cladding system suppliers. This will be subject to further negotiation and value engineering.



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Special Town Council Meeting 17th June 2024

9. Water Adventure and Play Park – Play Area Refurbishment Contractor Appointment

Report from the Senior Development Officer

1. Background

The Town Council resolved to allocated £200,000 for the refurbishment of the play area at the waterpark within the budget for 2024/2025. This excludes any upgrades to the splash element, and the three newly replaced piece of equipment, identified for early upgrade due to the previous pieces being at the end of their useable life.

The deadline for completion of the refurbishment is Easter 2025, in time for the start of the new season.

2. Options for Council

Members to appoint main contractor, to allow contract issue.

3. Reason for Recommendation

To upgrade the play area ahead of the 2025 tourism season. The current equipment was installed in 2009 following the opening of the waterpark and is now deemed to be at the end of its usable life. This park is a flagship park to the Town Council, as the site is multi-use and included a café and visitor information point. It also has income generation ability due to the splash and recreational offer. It is therefore a requirement that equipment remains fit for purpose at all times.

4. Expected Benefits

Refurbishment of the play area, increasing play value for the community, in line with industry standards, in preparation for the 2025 tourism season.

Other benefits include:

- Community use from 2025
- Increase site offer to allow for increased income generation across the site.



5. Implications

5.1 Legal

Proposed schemes have the capacity to remove items above 4m, removing the need for planning permission, should this have a knock-on affect on programme timeline.

This is replacement of existing equipment, and whilst not expected to require further planning permissions, officers will check full requirements ahead of final contract award.

5.2 Risks

Non-appointment of contractor will delay programme and ability to complete the refurbishment ahead of the 2025 tourism season.

5.3 Financial

The procurement exercise and subsequent tender was on a design and build basis, with a budget for refurbishment works at £200,000. All of the tender returns are within this budget.

5.4 Timescales

Within the tender process, contractors were informed that the start date would be September 2024 to keep outside of School Holidays. During the interview process, contractors were asked whether they had flexibility within the installation window to allow for variation. It was noted that should the weather be nice beyond the school holidays, it might be prudent to extend the tourism season, and therefore delay the start of works. It was also suggested that the refurbishment could be delayed to allow for a build completion date of March 2025, the ideal time to undertake works would be late autumn early winter, taking into consideration the start of the 2025 tourism season.

5.5 Contractors

To be appointed.



6. Appendices

Please see **appendix 1, report from Weston-super-Mare town Council** with full tender analysis and recommendation for appointment.

7. Recommendation

Members are recommended to:

Consider the tender report from Weston-super-Mare Town Council and appoint Proludic for the Water Adventure Play Park – play area refurbishment works (see page 10 of the tender report for full recommendation).

Molly Maher

Senior Development Officer

Drafted 10/06/2024



Tender Report

Design and Build of a Play Area at Water Adventure and Play Park in Weston-super-Mare

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1. Executive Summary

This Tender Report provides an analysis of the tenders returned in response to enquiries sent for the procurement of a Contractor for the Design and Build of a Play Area at Water Adventure and Play Park in Weston-super-Mare.

Within this report the suitability of the design and playability of the equipment have been assessed together with a technical assessment of the guarantees, warranties, method statements and operational information submissions from the contractors, this assessment is a vital part of the selection of the contractor for the new design and will aid the Town Council during the contractor selection process.

Five tenders have been submitted in accordance with the tender instructions, one of the tenderers failed to submit a form of tender which is a requirement of our financial regulations. All of the submissions have been assessed within the report. The proposals that have been submitted are all technically compliant.

Generally, it is felt that the tenders received are suitable for assessment

The summary table below shows the total points, out of 100, achieved by each of the tenders together with confirmation of how they performed within the technical assessment and interviews.

Company	Total Points	30%	70%	
		Interview Position	Quality Assessment Position	
			Technical Assessment (60%)	Social Value (10%)
Kompan	83	Joint 1st	1st	3rd
Proludic	77	Joint 1st	2nd	2nd
Sutcliffe	58	3rd	3rd	5th
ESP	54	5th	4th	4th
Touchwood	52	4th	5th	1st
Green Play	36	6th	6th	6th

Kompan performed best in the technical selection process and joint first with Proludic during the interview process. Touchwood had the best social value submission. Whilst Kompan scored the highest across the process, the interview panel preferred the design from Proludic, specifically citing issues of Anti-Social Behaviour, for which Proludic's more open design concept was better suited for. The interview panel is therefore recommending on this basis that the Town Council enter into a contract with Proludic for the design and construction of the works, as this was unanimously their preferred design.

As per Weston-super-Mare Town Council's Financial Regulations: "The Council shall not be obliged to accept the lowest or any tender, quote or estimate." (11.1.9)

2. Introduction

2.1. Generally

This Tender Report provides an analysis of the quotes submitted in response to enquiries sent out to ten contractors for works associated with the design and construction of play park at Water Adventure and Play Park. The ten were:

1. Earth Wrights Limited - Woodlands Yard, Dartington, Totnes, Devon, United Kingdom, TQ9 6NS
2. Esp Play Limited - Eastham Place, Burnley, Lancashire. BB11 3DA
3. Green Play Project Limited - Berwick Lodge Farm, Berwick Drive, Bristol, England, BS10 7TD
4. HAGS-SMP Limited - Clockhouse Nurseries, Clockhouse Lane East, Egham, Surrey, TW20 8PG
5. Kompan Limited - Serenity House Shirwell Crescent, Furzton Lake, Milton Keynes, England, MK4 1GA
6. Proludic Limited - The Play Hub, Bradmore Business Park, Loughborough Road, Bunny, Nottingham, NG11 6QA
7. Sutcliffe Play (South West) Limited - Units 17/18 Freeland Bus Pk, Lytchett Matravers, Dorset, BH16 6FH
8. Timotay Landscapes Limited - Crispin House 14 Hinwick Road, Wollaston, Wellingborough, Northants, NN29 7QT
9. Touch Wood Enterprises Limited - Bower Ashton Wood Yard Kennel Lodge Road, Ashton, Bristol, BS3 2JT
10. Wicksteed Leisure Limited - Digby Street, Kettering, Kettering, Northamptonshire, United Kingdom, NN16 8YJ

2.2. Tenders

Tenders were due to be received by 17th May 2024 by 12 noon . Six contractors returned tenders in accordance with the tender instructions. Four companies failed to submit a tender . The contractors were asked to submit a scheme with a budget of £200,000. The six were:

1. Esp Play Limited - Eastham Place, Burnley, Lancashire. BB11 3DA
2. Green Play Project Limited - Berwick Lodge Farm, Berwick Drive, Bristol, England, BS10 7TD
3. Kompan Limited - Serenity House Shirwell Crescent, Furzton Lake, Milton Keynes, England, MK4 1GA
4. Proludic Limited - The Play Hub, Bradmore Business Park, Loughborough Road, Bunny, Nottingham, NG11 6QA
5. Sutcliffe Play (South West) Limited - Units 17/18 Freeland Bus Pk, Lytchett Matravers, Dorset, BH16 6FH
6. Touch Wood Enterprises Limited - Bower Ashton Wood Yard Kennel Lodge Road, Ashton, Bristol, BS3 2JT

All Tenders were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Tenders submitted were opened in the presence of Councillors and officers of Weston-super-Mare Town Council at the offices of Weston-super-Mare Town Council.

3. Tender Process

3.1. Process

This Tender Report provides an analysis of the quotes submitted in response to enquiries sent out to ten contractors for works associated with the design and construction of a play area at the Water Adventure Play Park . The tender returns are set out in section 2.2 above.

The tender process has been undertaken in accordance with Weston-super-Mare Town Council standing orders and standard JCT procedures.

The report considers the submissions in terms of the compliance of the Contractors submission with the Town Councils tender instructions and a technical assessment of the design and requested information submitted, an assessment of the contractors Social Value Impact information has also been undertaken.

As the contract is design and build there is a wide variety of options, and the final decisions will come down to which design offers the best value for money and most widely meets the user's criteria.

It is the intention of the Town Council to assess the fee bids through the use of a quality matrix weighted, 70% to the written submission (60% to the technical and 10% to social value) and 30% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100. This report covers the assessment process.

3.2. Tender assessment

The tender was sent out to procure a Design & Build contractor to design and build a play area at the Water Adventure and Play Area. The contractor is to operate within a fixed price to reflect the funding provided by the Town Council, the budgets for the project given to the Design & Build Contractors initially within the Tender were £200,000 plus VAT.

The instructions to tender issued to the contractors gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

While the majority of this information has been requested to enable the technical submission to be assessed, the instruction to complete and return the formal Form of Tender is to ensure the tender process and submission comply with the Town Council's financial regulations and the form of tender contains several statements relating to Social Impact, Health & Safety, Collusion and Validity of the Tender.

3.3. Tender Returns

Company	Tender Figures	Form of Tender Included	Budget breakdown Included	Companies own Terms & Conditions Imposed	Social value Impact Assessment Supplied

Touchwood	£199,795	YES	YES	NO	YES
Proludic	£200,000	YES	YES	YES	YES
Green Play	£198,905	NO	YES	YES	YES
ESP	£200,000	YES	YES	NO	YES
Kompan	£199,989	YES	YES	NO	YES
Sutcliffe Play	£200,000	YES	YES	NO	YES

The details of the documents to be provided with the tender and issued to the contractors is set out below, both printed and electronic copies of this information was requested: -

3.4. Schedule of Documents

A. Programme

Please submit a programme, outlining the key project dates, milestones, and stages.

B. Financial cost Statement

Please submit a Financial Cost Statement detailing how the project will be achieved within the Town Council's budget of £200,000, the submitted budget will include an elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides children's play for all users that have the ability to challenge within an acceptable level of risk.

D. Design Information

Please submit an initial design this should include:

1. a briefing document / design summary that explains how the design meets the requirements of the consultation undertaken by the Town Council.
2. a summary of any retained element
3. a summary of refurbished elements
4. a detailed summary of new equipment
5. Details of the key staff within the project team with a summary of experience and qualifications covering design and delivery of the project.
6. Detail and summary of ancillary elements i.e. Bins, Seating, Fencing and safety surfaces.

7. 3-year Maintenance Costs Schedule
8. 3-year Maintenance Works Schedule
9. Detailed plan of equipment layout, position of equipment and ancillary elements along with circulation routes
10. Details of handover and certification procedure (to include post installation inspection report)
11. Details of the electrical power supply required for the installation.

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

1. Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects if sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.
2. Please provide details of your company 's environmental approach to waste and recycling.
3. Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.

G. Social Value

Please submit information in reference to the Social Value criteria listed previously.

H. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

Social Value Impact Assessment

Please submit a Social Value Impact Assessment for the project (which must include answers to questions in section 1.8.2) as part of the tender submission. The document will set out how the proposed project will be designed and constructed in accordance with the main Themes of the Town Councils policy.

In addition to the main themes the response will also need to cover the points set out below:-

- Please provide details of your company 's environmental

approach to waste and recycling.

- Please provide details of your specific approach to waste and recycling for this project.
- Please provide details of any proposed elements to be recycled during the project.
- A copy of your company's environmental impact statement may be submitted to supplement the submission, the statement should include the elements outlined above.
- Outline Method statement for the project to detail your approach to Health and Safety when working within a residential area.
- Please confirm that all employees are paid the Real Living Wage.
- Please provide details of the percentage of your employees that live within the Weston-super-Mare Town Area, within 20 miles of the Weston-super-Mare or over 20 miles from Weston-super-Mare.
- Please provide details of location of your depot supporting this project, within the Weston-super-Mare Town Area, within 20 miles of the Weston-super-Mare or over 20 miles from Weston-super-Mare.
- Please provide information on the sourcing and distance materials used within the project will travel. Please provide details of the percentage of your materials that will be sourced within the Weston-super-Mare Town Area, within 20 miles of the Weston-super-Mare or over 20 miles from Weston-super-Mare.
- Please provide information on the percentage of recycled materials that will be used within the project

4. Assessment of Written Design Submission

4.1. Outline

The specification issued to the contractors gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

A review of the designs and technical information included within the tender has been

undertaken by the Director of Community Services/Deputy Town Clerk and the Grounds Services Manager. The comments and scoring matrix are detailed below. The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview.

The technical submission was further broken down with 10% being awarded to the scoring of the Social Value Impact Statement and 60% to the technical assessment of the scheme.

4.2. Technical assessment

The assessment of the written submission has been broken down into several key elements which have been scored, these elements are: -

- Details of designer's team, including qualifications and experience of key members.
- Service provision details will the manufacturing and installing be one company or partnership between two.
- Outline programme of works with key dates to achieve completion within timescale outlined.
- Details of experience with local Councils and consultation groups
- Environmental consideration
- Health & Safety management
- Project finalization
- Design Innovation: Assessment of technical design and delivery of community desires which were outlined through consultation.

The submissions have been scored and the scores are set out in the table below: -

4.3. Technical Submission Score

Company	Points	Technical Position
Touchwood	24.43	5 th
Proludic	48.86	2 nd
Green Play	20.14	6 th
ESP	31.71	4 th
Kompan	55.29	1 st
Sutcliffe Play	33.00	3 rd

A review of the designs and technical information included within the tender has been

undertaken by the Town Council . The comments and scoring matrix are detailed within the technical evaluation matrix and tender evaluation note documents.

4.4. Social value impact statement

Weston-super-Mare Town Council have adopted a Social Impact policy within their procurement procedure and financial regulations, in order to comply with this requirement, the tender has been assessed on a interview/quality matrix with the quality matrix forming a social impact statement and used to assess the Social Value of the works.

Contractor:	Touchwood	Proludic	Green Play	ESP	Kompan	Sutcliffe
Real Living Wage						
Payment of RLW?	Yes	Yes	Yes	Yes	Yes	Yes
Social Value						
Score	5.87	5.20	1.27	3.20	5.00	1.87

4.5. Summary of Written submission

Set out below are the total scores from the quality element submission.

Contractor:	Touchwood	Proludic	Green Play	ESP	Kompan	Sutcliffe
Real Living Wage						
Payment of RLW?	Yes	Yes	Yes	Yes	Yes	Yes
Social Value						
Score	5.87	5.20	1.27	3.20	5.00	1.87
Quality Submission Points Awarded						
Score	24.43	48.86	20.14	31.71	55.29	33.00
Total points awarded for quality submission (out of 70)	30.30	54.06	21.41	34.91	60.29	34.87

5. Interview

The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview. The interviews were undertaken by a panel of three members comprising three Councillors. All contractors who submitted a tender were invited to interview.

The interviews were held on 29th and 30th May 2024 at Weston Museum . The interview panel was: -

- Councillor John Standfield
- Councillor Peter Crew
- Councillor Simon Harrison-Morse

The CEO/Town Clerk and Senior Development Officer were also in attendance but did not score the interviews.

The interview scores are set out below: -

5.1. Interview Score

Company	Points	Interview Position
Touchwood	22.00	4 th
Proludic	23.20	Joint 1 st
Green Play	14.40	6 th
ESP	18.80	5 th
Kompan	23.20	Joint 1 st
Sutcliffe	22.80	3 rd

6. Summary

Generally, it is felt that the tenders received are suitable for assessment. The tenderers made good presentations at interview.

The summary table below shows the total points, out of 100, achieved by each of the tenders together with confirmation of how they performed within the technical assessment and interviews.

Company	Total Points	30% Interview Position	70%	
			Quality Assessment Position	
			Technical Assessment (60%)	Social Value (10%)
Kompan	83	Joint 1st	1st	3rd
Proludic	77	Joint 1st	2nd	2nd
Sutcliffe	58	3rd	3rd	5th
ESP	54	5th	4th	4th
Touchwood	52	4th	5th	1st
Green Play	36	6th	6th	6th

7. Recommendation

Realistically a few of the companies would offer a scheme that represents the requirements of the consultation and Town Council, and this is reflected by the very close scores from the selection process.

Kompan performed best in the technical selection process and joint first with Proludic during the interview process. Touchwood had the best social value submission. Whilst Kompan scored the highest across the process, the interview panel preferred the design from Proludic, specifically citing issues of Anti-Social Behaviour, for which Proludic's more open design concept was better suited for. The interview panel is therefore recommending on this basis that the Town Council enter into a contract with Proludic for the design and construction of the works, as this was unanimously their preferred design.

As per Weston-super-Mare Town Council's Financial Regulations: "The Council shall not be obliged to accept the lowest or any tender, quote or estimate." (11.1.9)



Special Town Council Meeting 17th June 2024

10.1 Background with regards to current structure Report from the Chief Executive Officer / Town Clerk

10.1.1 Purpose of Report

The council has recognised the need to review committee structures / responsibilities and TOR's in order to meet its business and operational needs.

The current structure is outdated, inconsistent and is not felt to be effective or efficient (for both councillors and staff) with frustrations having been aired over a prolonged period of time. The current structure has evolved over the years with all good intention resulting in additional committees being implemented (perhaps in silo) without full regard for the complete picture or indeed full review.

The peer review scheduled for July should not delay the ability to get on and undertake the review. Consideration should be given to deferring the peer review until October 2024 when any changes made can be reviewed for any further observations, learning and improvement.

The committee structure and calendar (diagrams below) has been produced for consideration following extensive research into best practice across 6 large town councils. Importantly with an enhanced focus on councils which run the same services to ensure that what is being suggested is both tried, tested and relevant to our size organisation. The comparable researched councils also run the following services;

- Grounds / Park & Play Areas
- Tourism Services
- Cemetery Management
- Allotments
- Museum & Heritage Assets
- Cultural Facilities (Live entertainment venues)
- Community Facilities – including town improvement initiatives
- Markets

10.2.1 Background

Committee resolutions:



- **E & G – Jan 23**

Officers continue to explore streamlining options for the councils committee structure and meetings and bring further proposals to the following meeting in March for consideration.

- **E & G March 23**

1. That the streamlines committee structure be accepted but reflect the change back to community services committee.
2. That the proposal for streamlining committee and meeting cycles be referred for consideration by the new council administration post-election

- **E & G July 23**

To recommend to full town council that a full review of streamlining committees and meeting cycles be delayed in order for the new members to experience the current system and give all members more time to review before annual council meeting on 16th May 2024.

- **E & G Jan 24**

To accept the opportunity to undertake a peer review from 1st July 2024 onwards.

1. To recommend reintroducing a Grants Subcommittee to the P & F committee
2. To leave the review of the council's decision-making process to the peer review to commence from July 2024.

- **P & F Feb 24**

To recommend the forming of a grants sub committee consisting of 6 members, to be filled at the discretion of group leaders, to full council for consideration.

- **Town Council March 24**



To formally adopted the amended TOR for use with immediate effect with the exception of the Grants Subcommittee for further scrutiny.

10.1.3 Key Implications for Consideration

- Consistency with numbers on each tier of committee structures – this should be uniformed and set from the outset.
- Governance of specific areas should be identified in structure – but this does not mean that they have to meet routinely they are in place to be evoked as and when we required. (inclusion of this has been based on last 3 years business activity).
- Political Balance – should be maintained across all tiers of committee structure to ensure fairness and opportunity for councillors across all parties to be involved.
- Meeting times & frequency – Each tier of structure should determine how frequently the committee meets for consistency and to recognise business needs.
- Consistency with services and the need for them to have individual committees – rational on why this is needed should be reviewed, what is its purpose.
- Avoidance of duplication – there is currently too much cross over and duplication within the current structure which causes confusion and frustration with councillors and staff. (Blurred lines).
- Business decisions requirements V 's Business communication – Currently there is practice to have meetings for business communication and update rather than there being a need for formal decision. A revised committee structure needs to be complimented with effective communication to **all** councillors. A monthly / Bi-monthly service update report in form of a newsletter or bulletin would enable all councillor's to be informed of day to day updates (this is a wide spread comment from councillors that they do not know what is going on as they are not allocated to the relevant committee!!).
- Calendar dates are based on previously issued (Jan 24). Where committees have changed, dates have remained for alternative suggested committees to avoid problems with dual hatted and councillors who may have work commitments.
- Need for flexibility within 'static' structure to allow for increased or new



service's needs, projects, business reviews, change to business operations, procurement of new services etc as examples of this.

- **Start and Finish Project Groups & Community Consultative groups** would allow this.

Benefits of this would be;

- Timely process (only in place when needed).
- Councillors with relevant skills and experience can be involved to work with staff which in turn will be more effective and efficient.
- Councillors feel valued and involved and will have opportunity to lead groups that they have interest in potentially.
- Community involvement is routine and allows community-based projects and devolved services to be 'enabled' and supported effectively by the council; i.e. is it a project we need to deliver or should we just be involved in (examples being Allotments, HAZ, WIB, Anti-Racism).
- Start & Finish Groups to support main committees for one off previous project could have been more consistent to improve efficiency, some examples for explanation only are shared below:
 - New Website Implementation (Council & Visit Weston)
 - Museum refurb (this was in place)
 - Old Town Quarry (recognised as needed)
 - Change of business operation (Waterpark)
 - Blakehay review (already in place)
 - CCTV Procurement

10.1.4 RISKS

- The review is now in its second year of being discussed following recognition that change is needed. The council is in an exciting period and now has a 3-month window opportunity for change (April – Financial / new budgets, May – new Civic / business year, June – move to HQ). In addition, there is a need to undertake a staffing review focusing on central services teams (May 24) to meet business needs. How the council operates should ideally be done alongside this staffing review to ensure all business needs are implemented at



the same time.

- Waiting for the Peer review in July does not allow the Town Clerk to implement efficiency measures needed and which have been identified. This is delaying ability to manage the council's business needs effectively. Furthermore, the Peer review will not provide a revised structure so this exercise will still need to be undertaken. It is highly likely the peer review will identify the same issues that have been recognised already by councillors and staff (of course it could still identify more).
- Currently with new Leadership (clerk & new council administration) there is an appetite and expectation for change to occur. Missing this opportunity could easily lead to apathy, disengagement and frustration from both staff and councillors.

10.1.5 Committee Membership

Political parties were emailed the committee membership blank form on 21st May 2024, for completion ahead of the meeting. Any changes to the structure would require adjustment to this membership which can be done at the meeting.

10.1.6 Recommendations

Members are requested to consider and adopt a revised committee structure for use with immediate effect, as follows:

1. Approve document 10.2 Committee Review – Proposed Committee Structure and Terms of Reference
2. Appoint membership to the revised structure using document previously emailed 21st May 2024.

Sarah Pearse
Town Clerk
10th June 2024

10.2 Committee Review – Proposed Committee Structure and Terms of Reference



WESTON-SUPER-MARE TOWN COUNCIL

Committee Review – Proposed Committee Structure and Terms of Reference

Including: Terms Of Reference Of Committees, Structure Review and Suggested Meeting timetable (DRAFT at 17th June 2024)

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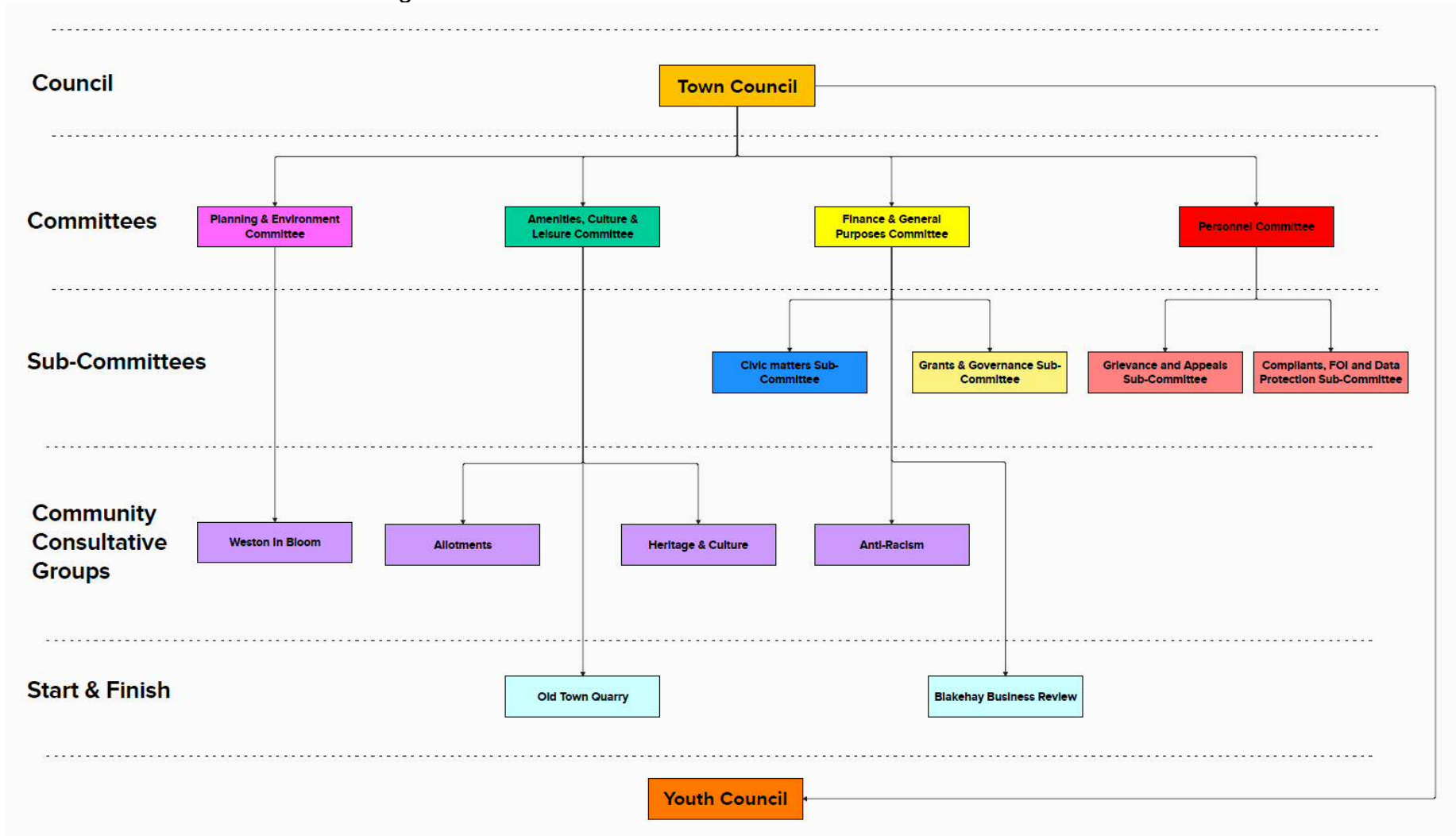
10.2 Committee Review – Proposed Committee Structure and Terms of Reference



WESTON-SUPER-MARE TOWN COUNCIL

Draft Proposed Committee Structure

The Town Council will have the following Committee Structure:



10.2 Committee Review – Proposed Committee Structure and Terms of Reference



WESTON-SUPER-MARE TOWN COUNCIL

Committee Structure Review April 2024 - Calendar Of Meetings June 2024 – May 2025 (Draft)

MEETING	DAY/TIME & VENUE	FREQUENCY	2024							2025				
			JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Council														
Town Council	Mon, 7pm @ Town Hall	Bi-monthly (Jan budget & May Mayormaking)		15		23		25		20		24		15 Thur 5pm
Youth Council	Tues 6pm @ the YMCA	Monthly	11	9	tba	tba	tba	tba	tba	tba	tba	tba	tba	Tba
Committee														
Finance & General Purposes Committee	Mon, 7pm @ Museum	Bi-monthly	17		19		14		16		17		14	
Amenities, Culture & Leisure Committee	Mon, 7pm @ Museum	Bi-monthly		1		9		4		13		10		12
Personnel Committee	Wed, 11am @ Museum	2 x per year (then called as required)					30							6
Planning & Environment Committee	Wed, 7pm @ Grove House	Every 4 weeks	26	24	21	18	16	13	11	8	5	5	2 & 30	28
Sub Committee														
Grants & Governance Sub-committee	Thur, 10am @ Museum	Quarterly			1			21			8			29

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

Civic Matters Sub Committee	Thurs, 1.00pm @ Blakehay	2 x per year (then called as required)				12						13		
Complaints, Freedom of Information and Data Protection Committee	Reports to Personnel Committee	As and when required												
Grievance Committee and Appeals	Reports to Personnel Committee	As and when required												
Community Consultative Groups														
Allotments	Reports to Amenities, Culture & Leisure Committee	2 x per year (dates tbc)												
Weston in Bloom	Reports to Planning & Environment Committee	Quarterly (dates to be confirmed)												
Heritage & Culture	Reports to Amenities, Culture & Leisure Committee	Quarterly (dates to be confirmed)												
Anti-Racism	Reports to Finance &	Quarterly												

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

	General Purposes Committee	(dates to be confirmed)												
Start & Finish Project Groups														
Old Town Quarry	Reports to Amenities, Culture & Leisure Committee	Bi-Monthly For duration of Project												
Blakehay Business Review	Reports to Finance & General Purposes Committee	Bi-Monthly For duration of Project												

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

Committees

Finance and General Purposes Committee

Membership: Ten members of Full Council

Quorum: Five

Role of the committee: The overall purpose of this standing committee is to ensure that the council's finances, resources and statutory obligations are conducted in accordance with legislation, statutory regulations and good practice, and to administer services, which are not the responsibility of the other standing committees.

Finance

1. To consider the financial estimates of the Council and recommend the precept to be levied. To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review to include:
 - 1.1. To be responsible for the Council's Revenue and Capital Budget including monitoring, and the works scheduled therein (for all services).
 - 1.2. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
 - 1.3. To be responsible for the banking, financial and accounting methods adopted by the Council.
 - 1.4. To deal with applications for small and voluntary grants or assistance over £1,000.
 - 1.5. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
2. To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.
3. To have charge of the financial and accounting arrangements of the Council.
4. To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
5. To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years
6. To review all charges and fees made or proposed by all committees.
7. To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

8. To be responsible for the Councils' Revenue & Capital Budget and Programme and any works scheduled therein.
9. To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
10. To oversee the preparation of the End of Year Accounts and the Annual Governance and Accounts Return including the Council's commitment to its Governance Statement for recommendation to Full Council.
11. To be responsible for expenditure within the limits previously approved by the Council.
12. To appoint internal & external auditors and receive annual reports and act on any recommendations.
13. To manage any external funding receipts including s106/Community Infrastructure.
14. To approve all tenders above which delegated authority has not been given to officers.

General Purposes

15. To guide the Council in the formulation of its objectives.
16. To identify the need for new services and facilities.
17. To be responsible for allocating and controlling the financial and manpower resources of the Council.
18. To advise the Council on the distribution of functions between Committees and Sub Committees and any major policy changes in the Council's management or administrative procedures. **To consider and keep under review:**
 - 18.1. The strategic vision/main objectives of the Council.
 - 18.2. All major issues of policy affecting the Town Council's area.
 - 18.3. The development of existing, and introduction of new, services.
 - 18.4. The order of priorities between services or projects, and to advise other committees accordingly.
 - 18.5. Relationships with North Somerset Council and other public bodies and outside organisations.
19. To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers recommend amendments to the Council.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

20. To authorise Members' attendance at conferences, courses and meetings.
21. To make appointments to outside bodies between Annual Meetings of the Council.
22. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
23. To enter into legal proceedings on the Council's behalf.
24. To consider the delegation of appropriate services to the Town Council from other authorities.
25. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
26. To respond to consultations from Government and other bodies that will not admit of delay.
27. To manage health and safety policy and issues.
28. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
29. To consider and decide upon recommendations from service committees for variations in staffing.
30. To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
31. To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
32. To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
33. To be responsible for the Council's assets, records and archives.
34. To oversee the provision of Council Markets and be responsible for Council's market rights and investment properties and other premises owned or leased to the council

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

(save for council properties reserved to other committees according to their responsibilities).

35. To oversee any contract provision with external organisations including North Somerset Council.
36. To be responsible for all external communications and publicity matters, including any Annual Report, and the production of any town newsletters.
37. To be responsible for the council's electronic governance arrangements, including the council's website and social media platforms
38. To review the Council's risk including provision of insurance (including any potential claims).
39. To initiate and oversee any legal proceedings on behalf of the Council.
40. To consider the provision of any new service, facility or asset.

Planning & Environmental Committee

Membership: 10 members of Full Council

Quorum: Five

Role of the committee: The overall purpose of this standing committee is: (a) to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; (b) to ensure local knowledge is brought to bear in relation to highway, road safety and transportation matters affecting the Town Council's geographical area and (c) to contribute to the formation of planning policies both locally and nationally

Planning

1. To consider all applications received for planning and pre-planning consent within the town, other than those emanating from the Town Council itself, and to submit comments and/or objections thereon to North Somerset Council within appropriate time limits; also, to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.
2. To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers as required.
3. To consider key development and planning policies and issues and make recommendations to the relevant body or the Council as required.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
5. To consider all appeals against planning refusal, non-determination or the imposition of conditions by the North Somerset Council within the town and to submit comments to the appropriate government department.
6. To consider any proposals relating to national, regional, or North Somerset unitary plans, including Additions and Amendments to Conservation Areas and to submit comments to the appropriate body on behalf of the Council.
7. To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
8. To liaise as necessary with other bodies on traffic, and transport, including public transport and road safety, and to make proposals as necessary.
9. To receive and consider any representations or consultations in relation to the provisions of the Localism Act
10. To respond to any street naming/numbering requirements.
11. To respond to local, regional and national consultations on behalf of the Council.

Environment

12. To oversee and action the Council's Climate Change Commitment to become net carbon neutral by 2030 and the Road Map to Zero making recommendations to the Town Council or the appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation
13. To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year.
14. To be responsible for expenditure within the limits previously approved by the Council.
15. To make recommendations on spending relating to the Council's Environmental budget.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

16. To represent the views and needs of relevant community organisations or community members regarding the environment and Climate Change Commitment as required.
17. To help identify high level strategic direction, opportunities, and goals that will address the wider climate emergency agenda in Weston-super-Mare, which can be implemented practically as required.

Amenities, Culture and Leisure Committee

Membership: Ten members of Full Council

Quorum: Five

Role of the committee: The overall purpose of this standing committee is to discharge effectively and economically the Council's duties in the spheres of its community, leisure and cultural amenities and activities.

1. To consider and implement, as appropriate, proposals for the promotion and development of playing fields, recreation grounds, children's play areas and public open spaces and tourism services.
2. To consider the amenities of the town generally and to liaise as necessary with other bodies on tourism and to make recommendations for change as appropriate.
3. To encourage and promote, recreational, social and cultural activities throughout the town.
4. To ensure the proper management of the recreation and amenity facilities provided by the Council, including any buildings plant and equipment associated therewith (not limited to: Weston Museum, The Blakehay Theatre, The Old Town Quarry and Parks and Play Areas)
5. To oversee the general operational provision of services.
6. To be responsible for matters relating to the council's community facilities.
7. To ensure the proper management of the allotment sites provided by the Council and to undertake consultations thereon with the Allotment Community Consultative Group within the town council's area, including provision of new facilities.
8. To consider any crime and disorder and anti-social behavior issues on land within the committee's remit.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

9. To maintain liaison with North Somerset Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
10. To ensure that where approved developments require the provision and/or maintenance of children's play areas or public open space areas etc. by the town council, that adequate funding (by way of Section 106 Agreements or similar) is made available to the town council for such purposes.
11. To be responsible for the provision and maintenance of street furniture provisions as may be decided (not limited to: public seats, bus shelters, dog bins and litterbins).
12. To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year and to make recommendations relating to scales of charges.
13. To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
14. To oversee the Community events programme.
15. To consider the provision of markets within the Parish
16. To manage the provision of Cemeteries within the Parish.
17. To manage the provision of public toilets
18. To deal with all matters in relation to the Christmas Lights provision and switch on ceremony as required
19. To deal with all heritage, arts and culture related issues, including but not limited to the Weston Museum, The Old Town Quarry and Blakehay Theatre.

Personnel Committee

Membership: Ten members of Full Council

Quorum: Five

Role of the committee: The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

1. To deal with disciplinary and capability matters to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
2. To be responsible for appraisal of the Town Clerk.
3. To determine the council's policy on deployment on welfare, superannuation, remuneration, recruitment, training, qualifications, Health & Safety aspects and other conditions of service.
 - 3.1. To oversee the recruitment of principal officers of the Council.
 - 3.2. To develop the Council's approach to apprenticeships, job creation and training programmes.
 - 3.3. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
 - 3.4. To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
 - 3.5. To review Terms & Conditions of service and salaries of staff
 - 3.6. To oversee any job evaluation process.
 - 3.7. To review the organisational structure and necessary staffing levels.
 - 3.8. To consider staffing reviews.
 - 3.9. To prepare and maintain employment policies and procedures and the Staff Handbook.
 - 3.10. To prepare and review Job Descriptions and Person Specifications.
 - 3.11. To prepare and review Contracts of Employment
4. To consider any other matters delegated to the Committee by Council.

Sub-Committees

Civic Matters Sub Committee

Membership: 8 Members of Full Council to include: Mayor, Deputy Mayor and/or group and deputy group leaders. Notwithstanding Standing Order No. 25.6

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

Reports to: Finance & General-Purpose Committee

Role of the committee: The overall purpose of this committee is to maintain and enhance the civic profile of the Council and the Mayoralty.

1. To uphold the traditions of the Mayoralty.
2. To liaise with and guide the Mayor and Deputy Mayor throughout their civic year.
3. To consider all matters pertinent to the Mayoralty, including:
 - a. Civic Regalia, including Past Mayor's Badges;
 - b. Civic Robes;
 - c. Membership of professional bodies by civic staff;
 - d. Civic Handbook;
 - e. Civic Functions;
 - f. Mayoral Photographs & Mayoral Board.
4. To advise the Finance & General Purposes Committee on the appropriateness of the Civic Budget.
5. To oversee the following functions:
 - 5.1. granting of Freedoms of the Town and the exercise thereof
 - 5.2. Installation of Honorary Freemen as appropriate.
6. To oversee any other civic events.
7. To be responsible for public relations and major civic hospitality and ceremonies.
8. To oversee the Mayor's Award Scheme.

Grants and Governance Sub Committee

Membership: Eight members of Full Council. Notwithstanding Standing Order No. 25.6.

Quorum: Four

Reports to: Finance and General Purposes Committee

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

Role of the committee: To deal with all Grant Applications **received** by council including but not limited to Small and Voluntary applications, Community Events applications, Weston in Bloom applications and Youth Council applications (as required). In addition to oversee the governance and monitoring of all Service Level Agreements.

Terms of Reference:

1. The Grant subcommittee will meet quarterly in January, April, July and October annually to receive and make award for grant applications received.
2. The Grants subcommittee are able to approve applications received after considerations providing:
 - The application fully meets the grant criteria set for each grant area.
 - The award is made in line with the Councils' Financial Regulations.
 - The award is within the revenue budget provided annually (any additional considerations outside of budgetary amounts will need approval from Council).
3. The subcommittee decision on refusal of any application is final.
4. The subcommittee will review Grant Criteria and recommend any changes necessary to the Policy and Finance Committee for formal adoption.
5. The subcommittee will oversee all Service Level agreement held by the council to include:
 - receipt and monitoring of quarterly reports to ensure KPI's / Outcomes agreed within the SLA are being achieved in order to approve release of necessary payments (quarterly).
 - make recommendations for future budget provision / SLA inclusion (annually) to the Policy and Finance Committee (to include recommendations for an SLA to cease within the terms defined in the Agreement)

Complaints, Freedom of Information and Data Protection Sub-Committee

Membership: Eight members of Full Council. Notwithstanding Standing Order No. 25.6

Reports to: Personnel Committee

Role of the committee: The overall purpose of this committee is to maintain a level of fairness in the discharge of the Council's duties in relation to non-staff complaints, Freedom of Information Requests and Data Protection.

1. To undertake any reviews in relation to the Council's Code of Practice for Handling Complaints and Freedom of Information Refusals.

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

2. To consider complaints that cannot be/it is inappropriate to be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.
3. To consider any other matters delegated to the Committee by the Council.

Grievance and Appeals Sub-Committee

Membership: Eight members of Full Council. Notwithstanding Standing Order No. 25.6.

Reports to: Personnel Committee

Role of the committee: The overall purpose of this committee is to maintain a level of fairness in relation to staff grievances in order to discharge the Council's duties as an Employer. **And to** consider any appeals in relation to decisions made at Grievance Committee or Personnel Committee.

1. To undertake hearings for Grievance matters in accordance with the Council's Grievance and Disciplinary Procedures.
2. To deal with Grievance matters to a final conclusion, **only** reporting to Council when the time for any appeal has passed.
3. To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
4. To consider any other matters delegated to the Committee by the Council.
5. To consider any individual appeals from current members of staff against decisions made by either Grievance Committee and or Personnel Committee.
6. To deal with grievance or personnel matters to a final conclusion. This Committee forms the last line of appeal.
7. To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
8. To consider any other matters delegated to the Committee by the Council.

Community Consultative Groups – TOR's tbc Weston in Bloom

Membership: 3 Members of Full Council plus Community Representation x minimum 5 persons

Quorum: N/A

Role of the Consultative Group:

10.2 Committee Review – Proposed Committee Structure and Terms of Reference

Reports to: Amenities, Culture and Leisure Committee

Allotments

Membership: 3 Members of Full Council plus Allotment Club Representation x minimum 5 persons

Quorum: N/A

Role of the Consultative Group:

Reports to: Amenities, Culture and Leisure Committee

Heritage & Culture

Membership: 3 Members of Full Council plus 3 Members of Full Council plus Community Representation x minimum 5 persons

Quorum: N/A

Role of the Consultative Group:

Reports to: Amenities, Culture and Leisure Committee

Anti-Racism

Membership: 3 Members of Full Council plus 3 Members of Full Council plus Community Representation x minimum 5 persons

Quorum: N/A

Role of the Consultative Group:

Reports to: Finance & General Purposes Committee

Start & Finish Group Meetings – TOR's tbc

Old Town Quarry

Membership: 8 Members of Full Council

Quorum: Four

Role of the Project Group:

Reports to: Amenities, Culture and Leisure Committee

Blakehay Business Review

Membership: 8 Members of Full Council

Quorum: Four

Role of the Project Group:

Reports to: Finance & General Purposes Committee

Outside Bodies Membership – should provide reports to Full Town Council as routine.



Special Town Council Meeting 17th June 2024

11. Service Level Agreement Covering Report

Report from the Town Clerk

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11.1 Purpose of Report

To progress and enable issue of new and revised Service Level Agreements (SLA's)



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to all current community partners (not withstanding individual resolutions previous made) following various reviews and meetings held in the previous financial year that had not concluded the process during 2023 / 2024.

11.2 Policy and Finance resolution extract 15th April 2024:

RESOLVED: To bring back the 4 populated SLA's with suggested comments included and for approval in June in order to minimise further delays to service providers.

RESOLVED: To approve deadlines of 30th June 2024 for completion of all other SLA's for the year 2024 / 2025 (for approval at P & F June 24 for issue).

11.3 Members Action Required:

1. To consider the populated SLA data for the following organisations:
 - a. Weston-super-Mare Town Centre Partnership (Appendix A)
 - b. YMCA (Appendix B)
 - c. Somewhere to Go (Appendix C)
 - d. Citizens Advice North Somerset (Appendix D)

11.4 Background

11.4.1 Community Service Level Agreements held

The council currently has SLA's with the following organisations, with budget provision values as follows;

- A. Weston Town Centre partnership (£19,999)
- B. YMCA (£76,926)
- C. Somewhere to Go (Homeless Support Fund Total = £50,000)
- D. Citizens Advice North Somerset (CANS) (£25,000)

11.4.2 Resolution to agree principle of SLA's via committee:

- A. **Weston Town Centre Partnership** – Meetings have been held with the former Town Clerk to agree the principles of the SLA based on current agreements held. This is summarised in Appendix A
- B. **YMCA** - Town Council Resolution 20.11.23: The Town Council agrees the continuation of the current SLA with the YMCA until April 2025, to allow the council time to scrutinise the proposed SLA. This is summarised in Appendix B



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- C. **Somewhere to Go** – Community Services Committee 03.07.24 resolved the following: 1. That the report and statistics from StG be noted and referred to the Expenditure and Governance Working Party for consideration before the Council prepares its budget 2024/25. 2. That subject to the receipt of a satisfactory more detailed statistical reporting to include key KPI's, and a breakdown of what the last years £50,000 had been spent on. The Community Services Committee were happy to recommend that the Expenditure and Governance Working Party release the 1st Instalment of funds StG. The second instalment was released in March 2024. A meeting has been held in March 24 with the Chairman of Community Services and StG to agree options for progression (these are reflective of the process within this report). This is summarised in Appendix C
- D. **Citizens Advice North Somerset** – Community Services Committee 06.11.23: Members had a formal presentation from CANS in order to continue the current SLA for budget inclusion 24/25. Meetings have since been held with CANS to determine KPI's in readiness for inclusion within the approved SLA document. This is summarised in Appendix D

11.4.3 Other consideration

- a) Following difficulties with internal processes there has been considerable delay in releasing of funds to Community partners who have SLA's with us (groups A – D).
- b) Meetings have now taken place with relevant Committee Chairman and some community partners to discuss KPI's and outcomes in readiness for inclusion and further development into a formal SLA document for the year 2024/ 2025.
- c) It is important that all SLA's are completed and issued in final draft within the first quarter of this financial year (30th June 2024) to prevent issues and delays for payment as was seen previously. These SLA's will then be in place for management by the Grants Sub Committee as per intentions.

11.5 Options for Council

- a) Approve draft SLA data for SLA A-D, noting A C and D will be with immediate effect (back dated 1st April 2024). SLA B (YMCA) will come into effect 1st April 2025 following previous Town Council resolution.

11.6 Master SLA document previously approved by P&F 15th April 2024 (not for discussion)

The master SLA document agreement which will be issued to all four SLA's and will include information included in Appendices A-D, has already been approved and therefore is not open to further discussion. Members may request a copy of the full document by email. The following has been added to this document with regard to social value.



11.6.1 Social Value Requirements

The Town Council will have regards to social value and community engagement within the Procurement procedures, as required by the Town Council's Financial Regulations, to considering price and quality value and in addition the economic, social and environmental benefits in its decision making.

The Town Council Social value aims are to move beyond making decisions purely based on financial cost or price alone.

The Town Council will, through the procurement process, seek 'value for money' in its widest sense by considering the social benefits (involving people, culture, and interactions), economic benefits (such as money flow and financial resources to the town) and environmental benefits (involving the place in which people live, the planet and use of resources).

11.7 Expected Benefits

- All SLA's will be in place by 30th June 2024 which will enable proactive management in year.
- Community partners will have agreed KPI's and payment schedules to aid their service management and expectations.
- A dedicated Sub Committee will oversee all SLA's to ensure consistency with business approach and communication with partners.

11.8 Implications

11.8.1 Legal

The council needs to have legal documents in place defining service delivery and all other requirements expected within the SLA.

11.8.2 Risks

Without a defined and agreed document the council and community partner are not able to report effectively or monitor quality and performance of the SLA in order to effectively make decisions on inclusion for future years.

11.8.3 Financial Implications

Budgets have been set on historic values rather than satisfactory performance of service delivery due to the lack of robust documentation outlining this in the first place.



11.8.4 Timescales

All SLA's for the year 2024 / 2025 should be agreed and in place by 30.06.24. In future years this should be April annually following approval of budgets and reviews undertaken in prior year.

11.8.5 Stakeholders

Current Stakeholders are described in 11.3 above (A – D)

11.8.6 Contractors

n/a

11.8.7 Crime & Disorder (councils have a legal duty to consider impact)

SLA's F & G have regard to Crime & Disorder impact.

11.8.8 Biodiversity (councils have a legal duty to consider impact)

All SLA's should have regard for the Councils Biodiversity policies as applicable

11.8.9 Privacy Impact (consider Privacy Impact assessment)

As applicable within individual SLA documents

11.8.10 Equality & Diversity (councils have a legal duty to consider impact)

All SLA's should have regard for the Councils E & D policies

11.9 Appendices

Appendix A – Weston-super-Mare Town Centre partnership

Appendix B – YMCA

Appendix C – Somewhere to Go (to follow)

Appendix D – Citizens Advice North Somerset

Members are recommended to:

1. Approve community SLA as per 11.9 above.
2. Note effective dates for implementation as per 11.5

Sarah Pearse

Chief Executive Office / Town Clerk

Drafted 10/06/2024



Appendix A

Weston-super-Mare Town Centre Partnership

Background and Strategic Fit Extract

The Parties commit to work in partnership to address key actions, based on the five pillars as detailed in the Town Council Strategy with specific reference to;

1.20 To work with Weston Town Centre Partnership via Service level agreement

WSMTCP service delivery will be based on the Vision for Weston - “working together to make Weston a great place in which to work, live and visit ”. These three themes will be consistently revisited throughout the terms of the SLA in conjunction with the specific tasks that need to be delivered annually set within this service level agreement (schedule 1).

In addition, it aims to create and sustain an active involvement in safety, cleanliness and promotion of Weston super Mare town centre. This will be achieved by delivering the pledges set out in the BID Business Plan 2022-2027 and by delivery of the work specification bespoke to this SLA. This delivery will have a direct regard for the following strategic aims set within the Town Councils Strategy April 2020-March 2023;

1. Weston View – Measures to promote and better the Town.

1.1 Improve the image of and pride within the town and make it attractive for visitors and businesses.

1.2 To encourage local shopping parades to become vibrant well used areas across the town.

1.4 To encourage community initiatives to use the town centre to create events, festivals, fetes, pop-up shops, etc.

1.7 To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council

1.10 Support and increase the range of information available to residents about community-based projects, activities and services available to them for the purposes of wellbeing, business and civic pride



1.12 Provide Christmas lights with Christmas light switch on event

2. Cleaner & Greener – Measures to promote a clean and green environment

2.15 Weston in Bloom and flower bed provision. Provide floral displays for spring /to decorate centres

3. Heathy & Happier – Measure to promote Health & Wellbeing of Local residents.

3.2 To work with community partners (NSC, Police, street wardens) to create a safe environment for local residents

4. A Bright Future – Measures to support & enhance the local economy.

4.1 To work with business in the town in the economic development of WSM

Charges and Payment Extract:

An Annual contribution of £19,999 towards the provision included within this SLA will be made by the Council.

Payment will be made quarterly, subject to satisfactory performance against agreed Performance Indicators, as set out in the accompanying Schedule within the master document

Schedule 1 – Service Specification

Purpose of document

Create and sustain an active involvement in safety, cleanliness and promotion of Weston super Mare town centre whilst supporting economic growth. This will be achieved by delivering the pledges set out in the BID Business Plan 2022-2027 and by delivery of the work specification bespoke to this SLA.

Aim of Service

The aim of service is to ultimately provide a safer and cleaner (public realm) town centre and then promote to itself and visitors alike by delivering the BID Business



Plan.

Service Areas

- 1 Safety and security (Weston View & A Bright Future)
 - Street warden hours worked – monthly total
 - Partnering agency interactions – monthly total
 - Business visits – monthly total
 - Stock loss recovery value – monthly value estimate.
 - Radiolink users – running user total
 - Number of Radiolink bans issued – monthly total
 - Incidents recorded – monthly total
 - Missing children/vulnerable adults – monthly total
 - First Aid incidents/Defib – monthly total
- 2 Cleaning/public realm (Cleaner and Greener)
 - Black bag removal – monthly total
 - Flyposting – number removed
 - Grit bins – check and replenish
 - Floral displays – total of maintenance visits
- 3 Promotion (Weston View)
 - Events supported – estimate of hours input
 - Footfall – monthly footfall report
 - Social media/Visit Weston – monthly social media report

Specific areas of work

- **Weston in Bloom/Weston BID in Bloom**
 - to assist with any entry to Weston in Bloom as mutually agreed annually.



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- to work with partners within the town as necessary to ensure that the Town Centre is well presented for any competition entry (date to be advised by Grounds Coordinator).
- **Christmas lights – installation, switch on event and take down.**
- Christmas Lights expenditure must be within Town Council's current annual budget to be advised by and held by the Finance Office. Purchase orders will be provided by the Town Partnership to cover all related expenditure. Budget to be available from Deputy Town Clerk.
- Encourage new areas of lighting and to appoint new Area Organisers' whether possible.
- To act as liaison between the Town Council and their appointed Christmas Lights Provider for all aspects of Christmas Lights installation, removal and any other areas that are covered in this agreement
- Arrange traditional switch on of the Christmas Lights as per Town Council's specified requirements, to include the Town Mayor and liaise with Town Council's Civic Officer in advance for Town Mayors attendance.
- Arrange for delivery, installation, erection and maintenance of lights.
- Visually inspect installation and reports defects to installer for rectification.

Noticeboards – update and cleaning

- To arrange for notices to be kept up to date – High Street by Italian Gardens, and YMCA (for Youth use only. In liaison with the YMCA)
- Weston Town Council to provide notices as and when received.
- Retain notice boards for community use and not commercial use.

Prince of Wales Clock – annual service and repairs as necessary

- To arrange for all maintenance from Maintenance and Capital budget
- Utility payments to be made by WSMTC
- Annual servicing and MEWP hire to be made by WSMTCP

Town Markets

- Assist with aspiration to provide weekly/monthly market within Italian Gardens



during 2024.

- To act as the Town Councils market co-ordinator working with the appointed Market operator to ensure all necessary compliance to H & S, Highways, Licencing and financial agreements have been met.

Town Council Events & Promotion

- Ensuring the Town Council is promoted and where appropriate to include the Town Mayor (in liaison with Town Council's Civic Officer)
- To assist where possible to promote the Town Council and its facilities and functions in particular Weston Museum, YMCA and the Blakehay Theatre. Details will be provided by WSMTC.

Armed Forces Day

- To act as event manager and co-ordinator on behalf of the Town Council in all aspects of Armed Forces Event and act as Chair Organising Committee
- To liaise with relevant Town Council staff as required. i.e Finance: Deputy town Clerk/RFO, Assistant Town Clerk (Operation Services) and Town Clerk.
- To provide suitable Armed Forces event within budget (provided by WSMTC)
- To gain additional grant funding / sponsorship (to determine size of event).
- To ensure that the Town Council Procurement and Standing Orders are complied with in managing this event.
- To provide a progress report to the Community Services Committee during the planning of the event and also outcome review for future years planning.
- To note that the Town Council provides the event as a community benefit and NOT for commercial_gain.
- To ensure adequate advertising to the public that the facility is provided by the Town Council.
- Reference item 8 of this SLA – to carry out all risk assessment and all Health and Safety requirements

Remembrance Day Event

- To provide event support as required for the annual remembrance Sunday event including attendance to planning meetings as required.



Schedule 2: WSMTCP KPI'S Reporting Schedule

WSMTCP will collect and report on KPIS as detailed in Appendix 1 on a quarterly basis and will also supply a snapshot of general activity on specific areas of work described within this document (see reporting schedule attached)

Reporting Timetable.

In each year of the service, reporting will be required to be submitted by the partner to the Town Council by the following dates each quarter:

22nd January (with data from October to December)

22nd April (with data from January to March)

22nd July (with data from May to June)

22nd October (with data from July to September)

Reports can be provided in the format most convenient for the partner as long as all relevant data is included. A suggested reporting format has been provided as an appendix document. Please ensure the mandatory information is provided in line with this document, and the KPI's identified in Schedule 2.

The specific description of the core data required may change from time to time, in order to demonstrate impact. However, current core data reporting guidance will always be provided ahead of time, in the event of a change, and any variations to this schedule will be mutually agreed.

The service will report on the following areas:

Core data

1. Safety, Security & Streetscape
2. Marketing & Events
3. Business Support
4. WIB – evaluation report on actions undertaken (as required)
5. Christmas Lights – evaluation report (not limited to but to include updates on)
 - Inspections of installation and reports defects to installer for rectification
6. Town Markets – evaluation report on statistics (e.g. number of stalls, footfall



Appendix B

YMCA

Background and Strategic Fit Extract

The Parties commit to work in partnership to:

Further the Town Council's vision and strategic aims, by providing a generic money and welfare advice service to Weston-super-Mare residents.

This partnership will be funded for 3 years from the start of the agreement providing that both parties are satisfied with the arrangements, with the potential for a further 2 years provided both parties are in agreement to do so.

This delivery will have a direct regard for the following strategic aims set within the Town Councils Strategy April 2020-March 2023;

3. Weston View – Measures to promote and better the Town.

3. Heathy & Happier – Measure to promote Health & Wellbeing of Local residents.

5. A Bright Future – Measures to support & enhance the local economy.

The YMCA has provided KPI information in schedule 2 to fully describe how it will have regard for the above strategic objectives.

Charges and Payment Extract:

An annual contribution of £96,094.35 towards the provision of Youth Services will be made by the Council.

Payment will be made quarterly, subject to satisfactory performance against agreed Performance Indicators, as set out in the accompanying Schedule (Schedule 2).

Schedule 1 – Service Specification

SPECIFICATION OF SERVICES

In this Specification the Service Provider is also referred to as "YMCA DG" the Commissioner is also referred to as "TC" or "the TC".

The YMCA DG provide a Youth Service to Weston-super-Mare Town Council as described below.



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<p>Youth Hubs</p>	<p>Youth Services are provided from two YMCA premises designated for the use of Youth & Community work.</p> <p>YMCA Youth Café - 2 Bristol Road Lower, Weston-super-Mare, BS23 2PN</p> <p>YMCA Youth Centre - Coleridge Road, Weston-super-Mare, BS23 3UP</p> <p>YMCA to ensure Youth Hubs are open in line with hours and sessions agreed with TC and that these services are sufficient staffed by appropriately trained and vetted staff.</p>
<p><u>Youth Council</u></p>	<p>YMCA to operate the Youth Council on behalf of TC.</p> <p>Youth Council to aim to meet monthly and must meet at least bi-monthly.</p> <ul style="list-style-type: none">• YMCA to provide secretariat services to include:<ul style="list-style-type: none">○ giving notice of meetings,○ setting and issuing agendas in consultation with the Youth Council Chair,○ attendance at meetings,○ taking and circulating minutes• YMCA to aim to keep a minimum of 8 members on the Youth Council and to undertake recruitment drives as required• YMCA to enable Youth Council as a platform for TC to consult with young people, on appropriate matters.
<p><u>Outreach Youth Services</u></p>	<p>YMCA to use best endeavours to provide a responsive outreach youth service in the civil parish of Weston in consultation with the TC, as required.</p>
<p><u>Partnership Work</u></p>	<p>YMCA to use best endeavours to actively engage in the TC partnership network; with the aim of best utilising the community resources and assets of all partners for the benefit of those the service serves.</p>
<p><u>Documentation</u></p>	<p>YMCA shall maintain appropriate documentation to demonstrate that the aims, objectives and standards are consistently adhered to, good practice is maintained and</p>



	<p>that outcomes are achieved. To include:</p> <ul style="list-style-type: none"> • An appropriate set of policies and procedures, and ability to demonstrate that these policies and procedures are fully operational within the Services and that these policies and procedures are part of the Provider's employee training. • The following list is reflective of the types of policies and procedures that will be operational within the service. It is not intended to be exhaustive: <ul style="list-style-type: none"> ○ Health and Safety (including fire, waste management and risk assessment) ○ Child Protection/Safeguarding Policy ○ Equality and Diversity Policy ○ Privacy/Data Protection Policy ○ Complaints Policy • All documentation and records shall be kept for a period of six years. • All invoices are to be addressed to Weston-super-Mare Town Council so that payment will not be delayed
<p><u>Measuring Outcomes</u></p>	<p>YMCA to use best endeavours to meet Performance Indicators as set out in supporting document.</p> <p>YMCA to report to TC every quarter on activity, positive outcomes and performance in relation to identified indicators.</p>
<p><u>Monitoring</u></p>	<p>Annual SLA Review: The Service Provider and the Commissioner will convene an annual SLA Review. The YMCA Service Manager and/or Head of Young People's Services will attend meetings as scheduled by the TC.</p> <p>YMCA will respond to the recommended action plan identified by the TC as part of the review, endeavouring to implement actions and improvements wherever possible and will provide an update report to TC in response.</p> <p>The YMCA Service Manager, or other appropriate team member in their absence, will provide a quarterly report to the relevant TC committee as identified by the TC.</p>
<p><u>Marketing &</u></p>	<p>YMCA to acknowledge the partnership with TC in marketing</p>



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<p><u>Communication</u></p>	<p>communication relating to the service wherever possible.</p> <p>YMCA to share good news stories and outcomes as partner TC.</p> <p>YMCA to support the TC in their communications actions and goals, where requested and appropriate.</p>
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Schedule 2: YMCA KPI'S Reporting Schedule

YMCA DG will use its best endeavours to work towards these expected outcomes of the service listed below.

Link to TC Strategy	Aim	Areas of opportunity	Outputs	Impact	Capture
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To provide a Youth Service that is welcoming, supportive, engaging and well utilised by young people across Weston-super-Mare.</p>	<p>Actively promote our service offer, termly, by liaising with local schools.</p> <p>Working in partnership with the Town Centre Community Response Team and related outreach work to signpost and engage young people with the Youth Service offer.</p> <p>Have promotional materials available to share with all partners to distribute.</p>	<p>4 x Open access sessions at the Youth Caf�.</p> <p>2 x Targeted sessions for YP that are socially vulnerable to access Youth Service – Youth Caf�</p> <p>2 x Open access sessions at Weston Youth centre each week.</p> <p>1 x Targeted sessions for YP that are socially vulnerable to access Youth Service – Youth Centre.</p> <p>Staff training specification for all Youth Work Staff</p> <p>Attending events within the Town and TC calendar to promote services.</p>	<p>Provide opportunities for young people to make friends, socialise and be active.</p> <p>To enable young people to feel more connected with their community and feel that they belong.</p> <p>To help reduce the ASB within the Town</p> <p>To offer young people a safe and welcoming space</p> <p>Young people to have a trusted adult outside the home they can talk to and access support.</p> <p>Have the chance to achieve and challenge themselves to</p>	<p>Session records.</p> <p>Young people's Surveys completed quarterly and results collated and shared.</p> <p>Session attendance completed for every session.</p> <p>Total young people attending the service, quarterly and annually.</p> <p>Testimonials from young people that can be shared in reports and TC meetings and funding bids. Quarterly reports provided to</p>



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				reach their full potential. Have Fun	the relevant Town Council committee as determined by Town Council. Annual report to Town Council.
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>Expand the usage and value of the Youth Café for a broader demographic of the community, in particular groups working with young families and groups with additional or particular needs.</p>	<p>Strengthen our support to SENDCAS (SEND clubs & activities service) and other Send Networks</p> <p>Re-connect with the North Somerset Young carers service</p> <p>Build links with Family & Wellbeing teams</p>	<p>Promote our space and service to local groups through networking and partnerships.</p> <p>X2 Targeted Sessions</p> <p>To work in partnership with local groups/organisations that share the goal</p>	<p>To enable people who may be socially vulnerable or at risk of isolation:</p> <p>> to feel more connected with their community and feel that they belong.</p> <p>> a safe and welcoming space</p> <p>> provide opportunities for people to make friends, socialise and have fun.</p> <p>To maximise the resources and reach of all partners, for the benefit of community.</p>	<p>Session records.</p> <p>Session attendance completed for every session.</p> <p>Quarterly reports provided to the relevant Town Council committee as determined by Town Council.</p> <p>Annual report to Town Council.</p>
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To maintain and build strong and effective partnership with other local organisations and groups to improve outcomes for young people and community.</p>	<p>Attend Voluntary action N Somerset meetings.</p> <p>Continue to build professional relationships through networking.</p>	<p>Build a local offer of youth services that we use to signpost young people to.</p> <p>Attended local safeguarding partnership meeting as appropriate.</p> <p>Attended Risk outside the home conference meetings as appropriate.</p> <p>Attended annual</p>	<p>To help reduce the ASB within the Town.</p> <p>To maximise the resources and reach of all partners, for the benefit of community.</p> <p>To develop the knowledge and links of the Youth Service staff team to best</p>	<p>Quarterly reports provided to the relevant Town Council committee as determined by Town Council.</p> <p>Annual report to Town Council.</p>



			<p>events, where availability allows, such as: Neglect Conference, Child Exploitation Conference.</p>	<p>safeguard and support young people.</p> <p>To enable young people and wider community:</p> <ul style="list-style-type: none"> > to feel more connected with their community and feel that they belong. > provide opportunities for people to make friends, socialise and have fun. > utilise the assets present in their community to best support local people and enable them to live fulfilling lives. 	
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To maximise alternative community uses of the cafe premises, particularly at times when the building is not used in its primary function</p>	<p>Reconnect with other community groups such as Let's do men's group and any other appropriate groups identified through TC partnership network.</p> <p>Identify spaces throughout our delivery where we can offer groups to use the space. TBC late 24/25</p>	<p>1 x evening- street pastors 2 X sessions - Residents engagement</p>	<p>To help reduce the ASB within the Town.</p> <p>To maximise the resources and reach of all partners, for the benefit of community.</p> <p>To enable young people and wider community:</p> <ul style="list-style-type: none"> > to feel more connected with their community and feel that they belong. > provide opportunities for people to make friends, socialise and have fun. > utilise the assets present in their community 	<p>Session records.</p> <p>Quarterly reports provided to the relevant Town Council committee as determined by Town Council.</p> <p>Annual report to Town Council.</p>



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				to best support local people and enable them to live fulfilling lives.	
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To support young people in accessing education, employment, and housing.</p>	<p>Develop employability opportunities to encourage young people to access employment and training.</p> <p>Further develop network of Colleges, businesses, etc. locally that can provide advice and opportunities for young people relating to accessing employment & education.</p>	<p>Established links with College and Schools, providing taster/introduction visits and sessions.</p> <p>Support young people to get bank accounts & Identity information.</p> <p>Introduced a NEET drop-in group to support young people with applying for jobs or college courses.</p>	<p>Give young people the information and understanding to make more informed choices.</p> <p>Help to reduce ASB in the town.</p> <p>Support young people that are financially disadvantaged to reduce barriers to employment, education & training.</p> <p>Improved interpersonal, social skills and confidence.</p> <p>Increase aspiration of young people and enable them to fulfil their potential.</p>	<p>Young people's Surveys completed quarterly and results collated and shared.</p> <p>Testimonials from young people that can be shared in reports and TC meetings and funding bids.</p> <p>Quarterly reports provided to the relevant Town Council committee as determined by Town Council.</p> <p>Annual report to Town Council.</p>
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To provide information on the Youth Services available to young people across the civil parish of Weston-Super-Mare.</p>	<p>Supporting calendar of Town Council Events.</p> <p>The partnership approach of the new TC SLAs.</p>	<p>To be aware of the partners in the Town Council network, utilising that network:</p> <ul style="list-style-type: none"> >promote the Youth Service. >understand the wider resources, services in the town and signpost young people to them. 	<p>Extend the reach of the service to more young people across Weston-super-Mare.</p> <p>Enable young people to access and better utilise the services available locally.</p>	<p>Quarterly reports provided to the relevant Town Council committee as determined by Town Council.</p> <p>Annual report</p>



				To enable young people to feel more connected with their community and feel that they belong. Have the chance to achieve and challenge themselves to reach their full potential.	to Town Council. Young people's Surveys completed quarterly and results collated and shared
<p>1 > Weston View 3 > Healthy & Happier 4 > A Bright Future</p>	<p>To increase the opportunities for young people to be heard and have a voice. In particular, in relation to the relevance and effectiveness of services provided for them.</p>	<p>Youth led planning supports greater engagement and ownership of services and utilisation of the services.</p>	<p>Annual review of all youth services, capturing young people's feedback.</p> <p>Young people have opportunities to provide input for all programmes each term.</p>	<p>To maximise the impact on both young people and the town.</p> <p>To offer young people an opportunity to have a voice about issues they feel passionate about.</p> <p>To give young people an opportunity to be connected within their community</p> <p>Change the minimum number of members from 12 – 8 with the view of developing the group to increase the numbers back up to 12 within 12 months</p>	<p>Youth Council Strategy Annual Review led by YC members.</p> <p>Youth Council's social media, community messaging and quarterly reports provided to the relevant Town Council committee as determined by Town Council. Annual report to Town Council.</p> <p>Young people surveyed for all sessions to inform upcoming phase of delivery.</p>
		<p>Actively promote the youth council via, Partners, school's college & youth groups within the town.</p> <p>To be able to bring young people into the YC from partnership working and related network.</p>	<p>Encourage YC members to attend 2 full Town council meetings annually.</p> <p>Facilitate feedback into the Town Council from the YC</p> <p>Provide support to the YC to achieve its objectives.</p> <p>Provide a location for the YC to meet.</p>		



Appendix D

Citizens Advice North Somerset

Background and Strategic Fit Extract

The Parties commit to work in partnership to:

Further the Town Council's vision and strategic aims, by providing a generic money and welfare advice service to Weston-super-Mare residents.

The Advice Service directly supports the emphasis the Council places on community benefit and boosting wellbeing and CANS would strongly align with the Council's values of Integrity, Impartiality and transparency; listening and caring to the views of clients; and maintaining a positive attitude and actions to help people and communities flourish. In particular, the Advice Service provides a contribution or alignment to the following strategic aims of the council:

1. Weston View – Measures to promote and better present the Town.

1.6 Support homeless people - CANS provide housing advice, deliver the Housing Possession Court Duty desk at Weston County Court and deliver the Housing Loss Prevention Advice Service providing advice, support and representation for people at risk of losing their homes. In 2022-23 we dealt with 3,092 housing related issues. The value of our advice is worth £820,622 to local housing providers by preventing housing evictions.

1.10 Support and increase the range of information available to residents about community-based projects, activities and services available to them for the purposes of wellbeing... - in partnership with Alliance Homes, the Social Prescribing Service is delivered by a dedicated team of Link Workers providing a wide range of community related support with an emphasis on loneliness and isolation, and on the wider determinants of health, particularly low income, employment, learning, support, housing, debt, financial management and domestic abuse. In 2022-23 they worked with 750 local residents. There is a good deal of cross referral activity between the social prescribing and Advice Services.

3. Healthier and Happier – Measures to promote the health and wellbeing of local residents.

3.1 Develop and maintain Community Support and Resilience working with community volunteer groups to enhance the town and Identify opportunities for greater use of community groups to operate services and facilities - CANS works closely within voluntary sector community across Weston super Mare, partners include the Foodbank, Big Worle, For All Healthy Living Centre. The CANS Chief Officer fulfils the VCSE Locality Lead Partner (Woodspring) role is in partnership with



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BNSSG ICS, Sirona care and health, Voluntary Action North Somerset and the North Somerset Wellbeing Collective. The purpose of the role is to be an active member of and support the voices of the Woodspring community to be heard on the Integrated Locality Partnerships and the Integrated Care Board. We work closely with our VCFSE LLP partners in One Weston and across the BNSSG and we are members of the interim VCFSE Alliance.

3.3 To find sustainable solutions to secure the future of some key community assets such as: Drop in cafes, dementia activities, SEN sessions, volunteering, Mayors charity etc -CANS promotes the use of community assets, not only through the deployment of outreach Advice Services, but more through the use and promotion of these assets through the social prescribing service.

CANS is an active participant in the following local events: Hate Crime Reporting week; Deaf Awareness week; and Mental Health Awareness week.

3.7 To support local voluntary organisations where deemed appropriate via the grant system (Continuing to aid VANS and CAB with financial support) - CANS Is grateful of the Council's ongoing commitment to fund these vital Advice Service, as it has done for many years.

3.13 The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive and anti-racist. - CANS Is actively engaged with a number of EDI groups: Gypsy & Traveller Liaison Group, LGBT+ Forum, Communication Café, Domestic Abuse Strategy Group, Suicide and Self-harm Steering Group. CANS is a Hate Crime Reporting Centre and is an active member of RHINS (Responding to Hate Crimes in North Somerset), SARI provide monthly drop in sessions within the Advice Shop.

4. A Bright Future – Measures to support and enhance the local economy.

4.7 Deliver services to the highest quality in terms of efficiency, effectiveness and value for money. Adopt a Social Value Policy. Assess on a consistent basis the Social Value of WTC services and facilities - CANS recognises that as the Council is making a contribution to an overall service, as a grant, it is difficult to directly attribute costs to the activity it supports and therefore provide a VFM assessment. However, the effectiveness of the Advice Service can be measured and metrics are included within the performance measures in Schedule 3. The CANS delivery model for many years relies on a substantial volunteer workforce that predominantly supports our Advice Service, currently we have 46 volunteers contributing to our service provision.

4.19 To be a Real Living Wage Employer, and to ask the same of the contractors and services we procure. - CANS operates a Real Living Wage pay policy.

This Advice Service will be provided via a mixture of online, phone and in person support and at our main WSM offices at 39, Oxford St and the Advice Shop and at



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our other sites (a mixture of appointments and drop-in to be made available) and will be available to clients of this service over 2 days per week.

Charges and Payment Extract:

An annual contribution of £25,000 towards the provision of Generalist Advice will be made by the Council.

Payment will be made quarterly, subject to satisfactory performance against agreed Performance Indicators, as set out in the accompanying Schedule (Schedule 2).

Schedule 1 – Service Specification

Purpose of document

This document sets out the requirements for an advice and support service for users of WSM residents, to be delivered by Citizens Advice North Somerset. The specification sets out what services are required of the advice partner, and the outcomes that are aimed to be achieved as a result of this intervention.

Aim of service

The aim of the service is to provide advice to residents of WSM, principally around income maximisation, including referrals to specialist services for complex debt and welfare benefits, Housing or employment matters where these issues are identified.

Model of service delivery

Generalist Advice, on all categories of social welfare law, to be provided to residents of WSM accessing CANS Advice Services. For WSM residents, CANS in person offices are located at 39, Oxford St and the Advice Shop in the Sovereign Shopping Centre. Follow up advice will be provided via telephone or email or in-person at Citizens Advice North Somerset offices.

In addition to specialist advice areas detailed below, the service will also facilitate access to other advice areas where this is required. This will include facilitating advice in the areas of employment, immigration, and family law where this is needed.

Service areas

1 – Welfare benefits advice

The overall CANS service will offer a full Welfare benefits advice and casework service, including the following:



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- Comprehensive benefits check, exploring the range of available state entitlements
- Advice on the outcome of the benefit check, and the implications of options identified
- Assisting service users with completing benefit applications
- Supporting service users in completing actions required to make their claim, keep a claim in payment, and get payments re-instated when these have stopped
- Support with benefit appeals where a possible challenge against a decision is identified. This will include completing submissions on the client 's behalf, and attendance at tribunal where this is practical
- Identification and assessment of eligibility for grants and other one-off support
- Assistance with grant applications

2 – Debt advice

The overall CANS service will offer a full debt advice and casework service and Citizens Advice North Somerset will be registered with the Financial Conduct Authority (FCA) to give money/debt advice.

Service will include the following features:

- Identifying debts and establishing liability
- Confirming which debts are priority and non-priority
- Completing any emergency actions identified
- Advising service users on possible strategies for dealing with their debts
- Implementing the agreed strategy on behalf of the service user
- Negotiating with creditors, and agreeing repayment arrangements where appropriate
- Acting as an intermediary for debt relief orders and other insolvency processes where these are identified as the most suitable approach for a



service user.

- Ensuring that service users understand the implications of chosen debt solutions

3 – Housing advice

The overall CANS service offers housing advice, delivers the Housing Possession Court Duty desk at Weston County Court and the Housing Loss Prevention Advice Service providing advice, support and representation for people at risk of losing their homes.

Schedule 2: CANS KPI'S Reporting Schedule (already agreed by Community Services Committee

CANS will use its best endeavours to work towards these expected outcomes of the service listed below.

Expected financial outcomes for 2024/2025.

Number of unique people supported: 4,500

Total financial gains: £1.5m per annum

Total debt written off: £700,000 per annum

1. Record keeping

Unique clients per annum will be reported on quarterly, as per the reporting schedule 4 (below), along with figures for additional Income maximisation, debts managed and written off and any additional outputs routinely collected and recorded on the partner's case management system, as agreed between the Council and CANS.

Every 6 months the partner will provide the Town Council with an anonymised case study, which will be used to demonstrate how the advice service has impacted the client's income and addressed the ambitions of the Town Council, for Instance, leading to Increased household Income, an improvement in resilience and wellbeing.

Performance of the service under Schedule 2, and the quarterly reports described In Schedule 4, will be reviewed at by the Community Services Committee of the Town Council and the CANS Advice Services Manager, in order to keep an overview of the service's performance, and to discuss any ongoing issues in a timely way.

For all advice and support interventions CANS will:

- Keep a record of the advice or other services provided, and share a summary with the person receiving advice (this will include any required actions, and



who needs to take them in what timescale)

- Consistently capture and measure outcomes, including confirmed/realised gains and debt outcomes as referred to in the Reporting Schedule 4 below.
- Keep the client record open until all scheduled activities related to advice activities have been completed and no further action is required.
- Ensure that records relating to clients and the advice they receive is kept up to date throughout the providers relationship with the client

2. Reporting Timetable.

In each year of the service, reporting will be required to be submitted by the partner to the Town Council by the following dates each quarter:

22nd January (with data from October to December)

22nd April (with data from January to March)

22nd July (with data from May to June)

22nd October (with data from July to September)

Reports can be provided in the format most convenient for the partner as long as all relevant data is included. A suggested reporting format has been provided as an appendix document. Please ensure the mandatory information is provided in line with this document, and the KPI's identified in Schedule 2.

The specific description of the core data required may change from time to time, in order to demonstrate impact. However, current core data reporting guidance will always be provided ahead of time, in the event of a change, and any variations to this schedule will be mutually agreed.

The service will report on the following areas:

Core data

1. Number of new people per quarter (not helped in a previous quarter) accessing advice and support.
2. Total number of people accessing advice and support across the quarter
3. Areas of advice worked on per quarter:
 - Number of welfare benefits/income maximisation cases (including any additional income from charitable grants)
 - Number of debt advice cases



- Number of housing advice cases
 - Number of immigration advice cases
 - Number of cases in other areas of advice (with type of advice recorded) including: Utilities and communications, Employment, Budgeting and financial capability, Relationships, Education, Consumer, Other
4. Amount of financial gains for people using the service (as recorded per quarter) and the number of people this relates to
 5. Amount of debt managed (as recorded per quarter) for people using the service and the number of people this relates to
 6. Amount of debt written off for people using the service (as recorded per quarter) and the number of people this relates to
 7. At least two case studies per year

Additional data:

8. Profile of people supported, including, but not limited to, age, gender, family size and ethnicity
9. Any non-financial outcomes (e.g. eviction avoided).
10. Wider wellbeing impact (confidence, reduced anxiety, ability to afford essentials etc)
11. Feedback from people using the service (e.g. surveys, non-confidential comments made during the process).

12. Motion under Standing Order 11 (attached) PROPOSED BY: Councillor John Crockford-Hawley

I would like to thank colleagues for responding to the request for guidance regarding a possible re-introduction of prayer before full Council meetings, as was customary until 2023.

My request was simple: yes / no / don't mind and 9 councillors were in favour, 11 against and a further 9 had no particular problem one way or the other.

As promised, I have not shared your named points of view with anyone.

I'm not convinced the mayor had or has the constitutional right to determine any issue about prayer at meetings which is why I need your assistance to create a policy.

Traditionally the two-minute reflection gave the mayor's chaplain an opportunity for prayer without any notion of denomination or need for councillor participation. It was a calm thoughtful start to formal proceedings and exchanges. In explanation the chaplain explains "We pray for our town, mayor and deputy, councillors, staff and volunteers. We pray that our work will be of benefit to the people of Weston. We pray for all residents, visitors and businesses who make up our community and we pray also for our schools, colleges and students - and for a bright and positive future"

Having taken all points of view into account and enquired how some other councils treat the subject I propose that:

Council does not re-introduce prayer as part of its formal agenda at meetings of the full Council and the chaplain be invited to offer brief prayer ten minutes before the formal meeting of Council commences and that this moment of reflection would not be constituted part of any formal proceedings . Participation would be on a personal basis without any sense of obligation to participate

I believe all points of view about this issue have been adequately expressed by colleagues and I would suggest that a straight vote be taken on my suggested proposition. I see little point in amendments; if the motion is lost then we can assume prayer be not reintroduced either formally or informally.

John Crockford-Hawley

Mayor