

Commissioning Specification

1 Introduction and context

The Oldham Partnership has established the Community Engagement Commissioning Group, which, through the deployment of allocated Neighbourhood Renewal Funds must achieve measurable performance against the Local Area Agreement's indicators.

The Group is also responsible for the implementation of the Community Engagement Strategy and promotion of the awareness of the objectives of the Community Engagement and Community Cohesion Strategies (drafts) of the Oldham Partnership. Its overall role is to direct all cohesion, engagement and cultural activity and to consider the approval and implementation of work commissioned under Oldham's Local Area Agreement, (LAA)

The Group is eager to strengthen Oldham's voluntary, community and faith sectors in ways, which will address and contribute to the achievement of identified LAA outcomes, (see Appendix A).

Accordingly, **Expressions of Interest** are invited for delivery of the following:

Oldham Community Infrastructure Development

The Oldham Partnership identifies the community infrastructure as all those partnerships, umbrella organisations, networks, fora and similar organisational arrangements that represent or connect the voluntary, community and faith (VCF) organisations in Oldham. The individual community-based VCF organisations are, themselves, part of the infrastructure.

The work will be divided into THREE parts:

1. Review and analysis of the current nature, quality and capacity of Oldham's voluntary, community and faith sectors and of the Borough's community infrastructure.
2. Identification of ways to strengthen the capacity of Oldham's voluntary, community and faith sectors and to develop the Borough's community infrastructure. This will culminate in the formulation of practical proposals to implement these findings.
3. Undertaking of activity to carry out the proposals formulated in Part Two, once they have been agreed by the Community Engagement Commissioning Group. This phase of the work may also incorporate additional areas of activity agreed by the Community Engagement Commissioning Group.

A total of up to £100,000 is available to cover the costs of the **three** elements of the activity to be commissioned. This is broken down as follows:

Up to £10,000 is available to cover the costs of undertaking Parts One and Two of the work. Parts One and Two must be completed by **31st August 2007**

Up to £90,000 is available to cover the costs of undertaking Part Three of the work.

N.B. Part Three of the work will **not** be commissioned, until the proposals emanating from Part Two have been approved by the Community Engagement Commissioning Group. Part Three must be completed by **31st March 31st 2008**. (However, potential Delivery Agents, in their Expressions of Interest, are encouraged to record their interest in undertaking Part Three of the work).

Oldham Partnership wishes to enable all of Oldham's communities to participate fully in civic life and to share the shaping and delivery of public services and activities that support the social and spiritual wellbeing of the community. The Partnership is keen that participation is achieved in ways that promote community cohesion through shared values, activities, expectations and the experience of quality services. Equality and diversity are the cornerstones of the new localism agenda where the delivery of services is tailored to communities and individuals.

To this end, Oldham Partnership wants to develop VCF community-based organisations to extend their capabilities to serve their communities of place and interest in their engagement in civic life and with service providers. A series of linked interventions is needed for which creative responses are sought from organisations with the experience, expertise, skills and knowledge to propose ways to achieve the Partnership's goals. Whilst some survey and analysis work is required the emphasis of the proposals is expected to be on practical activity and delivery to develop Oldham's community infrastructure.

Oldham's voluntary, community and faith sector is wide ranging in its sphere of interests, scale of influence, areas of operation and size of organisations. It appears to be stronger, in some areas than others, in servicing Oldham's communities of place and interest.

Oldham Partnership believes that the quality of the infrastructure could be improved, both in its component parts and in the manner in which it provides a working interface with the Oldham Partnership and service providers. An assessment of the nature and quality of the whole VCF sector and networks is required together with linked proposals to increase its effectiveness in:

- Servicing, developing and representing the VCF organisations in Oldham
- Working with The Partnership, service providers and the statutory sector at a strategic level.

The Oldham Partnership requires potential delivery agents to identify what needs to be done, by which agencies and at what cost (outline) to strengthen the capacity of the voluntary, community and faith sector in **FIVE** primary ways.

- 1 By ensuring, as far as possible, that all communities of interest and place have a capable, representative body playing an equitable and proportional part in civic life and engagement with service providers, and in activities supporting the social and spiritual wellbeing of the community.

In this it is anticipated that some existing VCF organisations may need:

- help in expanding their areas of operation
- help in increasing their capacities and capabilities to operate effectively with a wider remit involving additional communities of place or interest through provision of customised support and capacity building through skills development, training, networking and investment.

(The Oldham Partnership will be able to provide a profile of organisations and agencies representing or working with communities of place or interest with an assessment of where the gaps in provision lie. This will be available in September 2007 (current projection).

- 2 By promoting, where appropriate, the establishment of new VCF organisations to be capable, representative bodies playing equitable and proportional parts in civic life and engagement with service providers, and in activities supporting the social and spiritual wellbeing of the community. This, too, may require customised support and capacity building through skills development, training, networking and investment.
- 3 By developing the VCF sector's infrastructure through the provision of support and sector-wide, accredited training for VCF organisations' staff, members and volunteers in order to assure quality service provision for the communities of Oldham.
- 4 By improving the quality and representative nature of Oldham's VCF infrastructure, which has a number of important components including, for example, Voluntary Action Oldham, the Community Empowerment Network, the Inter-Faith Forum, housing-related organisations and initiatives such as Housing Market Renewal. Different sections of the community have particular development and representation needs. Networks representing women, BME interests and faith communities have already been identified by the Oldham Partnership as representing sections of Oldham's communities, which must be given continuing and increased development and support through, for example, the Voluntary Community Faith Partnership and similar structures.
- 5 By developing increased capacity within the VCF sector to deliver commissioned services. A review of current support for business development through social enterprise and other models is required. Proposals for the development of this area of activity are needed including an overview of the scale of both the current and potential supply and demand sides in this area. A business case for the development of such enterprise is required.

The intellectual property rights of database material, associated information and all reports will belong to the Oldham Partnership.

Expressions of Interest should be submitted on the template provided and addressed as below to arrive no later than: **4.00 p.m. on Friday 6th July 2007**

Private and Confidential
(Ref: CECOMMInf)
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2. Programme Specification

Elements of the Activity to be Commissioned	Oldham Community Infrastructure Development
<p><u>Part 1</u></p> <p>Review and analysis of the current nature, quality and capacity of Oldham's voluntary, community and faith sectors and of the Borough's community infrastructure</p>	<p>This part of the work will involve consideration of:</p> <ul style="list-style-type: none">• Information arising from a desktop review of literature and internet sources related to experience elsewhere in infrastructure development, identifying influences on proposed activity • Methods of consultation across the VCF sector and associated partners and service commissioners • What already exists in Oldham, its quality and fitness for future proposed purposes, including assessments of the capacity and quality in different types of provision and of the remedial action or wholly new provision needed • Gaps in current provision in communities of place and interest across Oldham that need to be addressed • The different needs of the voluntary, community and faith sectors • Opportunities for, and barriers to, development of new provision, where it is needed

<p><u>Part 2</u></p> <p>A Identification of ways to strengthen the capacity of Oldham's voluntary, community and faith sectors and to develop the Borough's community infrastructure.</p>	<p><i>Part 2A will involve Identification of:</i></p> <ul style="list-style-type: none"> • Remedial action or wholly new provision required to increase capacity and improve quality provision within the VCF sector • Optimum and justifiable ways of remedying gaps in provision • Methods of addressing and reducing barriers to development of new provision or the improvement of existing provision • The agencies with the scope and expertise, inside Oldham and beyond, to deliver the development work required
<p><u>Part 2</u></p> <p>B Formulation of practical proposals to implement the findings arising from Part 2A</p>	<p><i>Part 2B involves the formulation of practical proposals for infrastructure development. These should include, but are not limited to those listed below.</i></p> <p>N.B. <i>Outline costings for all proposals under Part 2B should clearly indicate sources of revenue and should identify in-kind or other support from current provision from existing agencies. The sustainability of proposed development options should also be described.</i></p> <p>Proposals for the development of Oldham's VCF infrastructure for a 3-5 year period with outline costings for proposed components and the identification of potential organisations, agencies and partnerships that might offer a range of valid and effective services. One option that needs to be examined is the potential contribution of a new, 'virtual' community development / engagement team, drawing on existing and different expertise and personnel in different agencies willing to provide a collaborative service. This may include operation in a "roving" role in a targeted and rolling programme. The feasibility of this option needs to be assessed together with the potential resource implications</p> <p>Proposals for alternative means and methods of managing the VCF infrastructure for a 3-5 year period</p> <p>Proposals for sector-wide training and support, (with outline costings), which will encourage and support all VCF organisations to increase and improve their use and management of volunteers. This initiative would be one component of a wider improvement in performance management, particularly amongst those organisations with aspirations to deliver public services.</p> <p>Proposals, with outline costings, for a sector-wide approach to training and professional development for paid workers at all levels. These could encompass training in areas such as basic</p>

skills, ICT, dealing with the public and delivering services, and leadership and governance. Methods for integrating 'Lifelong Learning' and training to NVQ level III are needed together with appropriate measures to develop skills, which are transferable to the open labour market.

Proposals and outline costings for VCF sector performance improvement. The type and level of training and support provision needed for individual organisations need to be described, (though not for every organisation), with estimates of the scale and costs of the training and support provision that may be required. Estimates of new provision need to allow for the contribution of existing provision, where this is found to remain useful.

Proposals for personal development opportunities for volunteers to further develop VCF organisations. **Two** linked and progressive types of support are required, which need to be delivered in an inclusive and community cohesive manner. Therefore, proposals with outline costings are required for the following two areas of work:

1. Training and support for people who want to become involved, (for the first time), with a community-based organisation. This provision should extend beyond induction to include appropriate accredited training similar to, or the same as, that offered to paid workers
2. Training and support for people already involved with community-based organisations, who want to progress to become officers such as secretary and chair and/or gain paid employment in Community Development or a similar field . Similar provision for others with VCF-related experience, who may want to be involved in wider network or strategic work, including representation on partnerships or with, for example, registered social landlords.

(Potential delivery Agents will need to be aware of other commissioned activity relating to volunteering development in Oldham. Details on The Oldham Partnership website)

Proposals and illustrations of how the newly commissioned databases, (details on The Oldham Partnership website), might be used by the Oldham Partnership to identify gaps in representation within Oldham's communities of place and interest.

<p>Part 3</p> <p>The undertaking of activity to carry out the proposals emanating from Part 2 of the work</p> <p>N.B. Part 3 of the work will not be commissioned, until the proposals emanating from Part 2 have been approved by the Community Engagement Commissioning Group.</p>	<p>At this stage, the nature of these initiatives and the areas in which they take place cannot be specified. They will arise from proposals emanating from Part Two of the work and will only be commissioned at a later date, once those proposals have been approved by the Community Engagement Commissioning Group.</p>
<p>Partnership Working</p>	<p>The successful Delivery Agent(s) will be expected to cooperate and collaborate, where appropriate, with other Delivery Agents undertaking activity commissioned on behalf of the Oldham Partnership.</p>
<p>Duration of programme</p>	<p>Parts One and Two of the Commissioned Activity to be completed between July 2007 and 31st August 2007.</p> <p>Part 3 of the Commissioned Activity will be commissioned at a later date but must be completed before 31st March 2008.</p>
<p>Expressions of Interest</p>	<p>Potential Delivery Agents are invited to submit Expressions of Interest detailing which element(s) of the work they would be interested in undertaking – Parts 1 and 2 only or Parts 1, 2 and 3.... or Part 3 only</p>
<p>Funding available</p>	<p>A total of up to £100,000 is available to cover the costs of the three elements of the activity to be commissioned. This is broken down as follows:</p> <p>Up to £10,000 is available to cover the costs of undertaking Parts 1 and 2 of the work.</p> <p>Up to £90,000 is available to cover the costs of undertaking Part 3 of the work.</p> <p>(Value for money will be taken into account during the assessment of Expressions of Interest received)</p>
<p>Intellectual Property Rights</p>	<p>The intellectual property rights of material, associated information and all reports resulting from this Commissioned Activity will belong to the Oldham Partnership.</p>

APPENDIX A

The Community Engagement Commissioning Group is responsible for ensuring that commissioned activity is targeted on specific outcomes and associated indicators in the Oldham LAA. Whilst the commissioned activity proposed here might have some impact on many of the LAA outcomes the Community Engagement Commissioning Group has identified the following LAA outcomes and indicators as the primary targets for the activities described.

Outcomes	Indicators
Safer Stronger Communities	
D – To empower local people to have a greater voice and influence over local decision making and the delivery of services	Number of people who feel that they can influence decisions affecting their local area
	Number of contractual opportunities offered to the voluntary and community sector through Oldham Partnership Commissioning Process
	Total value of contractual opportunities awarded to the voluntary and community sector through the Oldham Partnership Commissioning Process
	Proportion of adults who say that people from different backgrounds get on well in their area: <ul style="list-style-type: none"> • Ethnic background • Social background •
Safer Stronger Communities (Housing)	
C – To empower local people to have a greater voice and influence over local decision making and the delivery of services	Tenant satisfaction with decision making <ul style="list-style-type: none"> • Satisfaction of all tenants of council housing with the opportunities for participation in management and decision making in relation to services provided by their landlord • Satisfaction of all Registered Social Landlord tenants

E – A more cohesive and integrated community	<p>Access to Housing</p> <ul style="list-style-type: none"> • Reduce the percentage disparity between the proportion of council tenants and minority groups within the Borough • Percentage of New RSL tenants from BME communities • Percentage of council tenants that are under 25 • Percentage of new of RSL tenants that are under 25 • Number of Council properties that are adapted •
	<p>Household Mobility</p> <ul style="list-style-type: none"> • Percentage of supported households still remaining in the tenancy after six months through the Tenancy support scheme
	<p>Engagement</p> <ul style="list-style-type: none"> • Representation of tenants and residents associations both FCHO and RSL) are reflective of the community that they serve
Economic Development and Enterprise	
A – Improving enterprise, innovation and growth	Number of Social Enterprises where income earned is at least 50% of annual turnover
	<p>Types of businesses by key sectors based on number employed in</p> <ul style="list-style-type: none"> • Construction • Creative Industries

Appendix B

Oldham Community Cohesion Strategy 2007-2010	
ENGAGEMENT	
PEOPLE ENGAGE WITH EACH OTHER	PEOPLE ENGAGE WITH ORGANISATIONS
Outcome D: People relate to each other	Outcome E: People play their part
Objectives	Objectives
D1 Create a range of opportunities for positive interaction between people from different social, ethnic, cultural and faith backgrounds.	E1 Influence the influence of local people in decision-making.
D2 Strengthen relationships between younger and older people.	E2 Develop skills and experience among people from groups which are under-represented in leadership, and particularly support the development of young people with leadership potential
D3 Help develop social networks and provision of practical support for people moving into communities where there is a risk that they will be isolated or feel unwelcome.	E3 Build the capacity of the voluntary, community and faith groups to contribute to work to build community cohesion.
	E4 Engage the widest possible range of organisations, including businesses, in work to build community cohesion.
	E5 Ensure employees at all levels in organisations play their part in building cohesion and that their employers support them in doing so.
	E6 Develop a wide range of opportunities which encourage the involvement of people in voluntary activity to improve the quality of life in the borough