

Commissioning Specification

LAA 13-09 Embedding Equality in Oldham

Expressions of Interest are invited from potential Delivery Agents to undertake the following commissioned activity:

LAA 13-09 Embedding Equality in Oldham

1. Introduction

The Strong Communities Strategy Group, (SCSG), was established by The Oldham Partnership under the auspices of the Local Area Agreement's Safer and Stronger Communities Block to take responsibility for the approval and implementation of cohesion, engagement and cultural activity work commissioned under Oldham's Local Area Agreement, (LAA).

The SCSG has prioritised the coordination of equality work and its subsequent integration within the operations and structures of Oldham Partnership in pursuit of the vision outlined in Oldham's Sustainable Community Strategy:

'Developing a cohesive and integrated society by addressing inequalities between individuals, neighbourhoods and communities (especially the most vulnerable and deprived) and encouraging interaction between people in the Borough's diverse communities'

This vision is also reinforced by recent Government legislation such as the [Equality Bill](#) and the [Equality Framework for Local Government](#).

Consequently, the SCSG, on behalf of the Safer and Stronger Communities Block, is seeking to commission a Delivery Agent to manage and deliver a series of initiatives and activities, aimed at embedding equality into the provision of services in Oldham and ensuring that they are delivered in a fair and equitable way. Therefore, the commissioned activity will reflect, and be informed by, the seven, statutory equality strands:

1. Age
2. Disability
3. Gender
4. Religion and Belief
5. Race and Culture
6. Transgender
7. Sexuality

In addition, the commissioned activity will benefit all communities of interest, encompassing minority and disadvantaged groups. It is envisaged that the commissioned activity will not only have a strategic impact in terms of influencing the policies, structures, operations and plans of decision-making bodies, but will also deliver a range of practical services, advice, guidance and support to a variety of organisations and groups throughout the Borough.

The aim is -

"To facilitate appropriate changes in policy and organisational practice to bring about better and more equitable public services and more equitable outcomes in health and wellbeing, economic prosperity and safe and strong communities".

To this end, the commissioned activity will have two main elements:

Element One

- Identifying, defining, analysing, reviewing and reporting on key equality and human rights challenges in Oldham and supporting the Oldham Partnership in building an Equality Framework.
- Supporting, coaching and challenging the key organisations, decision-making bodies and professionals within the Oldham Partnership and collaborating with them to establish structures and mechanisms to enable them to become self-sustaining, informed and consistent in their incorporation of equality into the discharge of all their responsibilities

Element Two

- Engaging and involving new and existing groups and individuals from communities of interest, (related to the seven equality strands), in the equality agenda
- Delivering capacity-building support, practical help and guidance to new and existing groups and individuals from communities of interest in order to empower them and enable them to undertake and guide equality work, which will result in the delivery of services in an equitable and fair manner

Delivery of the commissioned activity is expected to include the following outputs:

Anticipated Outputs:

- Production of an Oldham Partnership Equality Framework
- Implementation and monitoring of Equality Impact Assessments across the spectrum of Oldham Partnership's activities
- Development of an Equality Leaders' Network, representing the seven equality strands
- Development of an Equality Communications Strategy
- Development and implementation of an Equality Partnership
- Production of a performance management framework relating to National Indicators and disaggregated targets
- Completion of a number of needs assessments relating to communities of interest
- Undertaking of capacity-building initiatives with communities of interest
- Development of a training programme to support the equality work of the Oldham Partnership

The commissioned activity will contribute to the achievement of targets related to the following Local Area Agreement National Indicators:

- **NI 1** % of people who believe people from different backgrounds get on well together in their local area
- **NI 4** % of people who feel they can influence decisions in their locality
- **NI 7** Environment for a thriving third sector
- **NI 23** Perceptions that people in the area treat one another with respect and dignity
- **NI 140** Fair treatment by local services

Expressions of Interest are therefore invited from potential Delivery Agents for:

LAA 13-09 Embedding Equality

Potential Delivery Agents

- Expressions of Interest are welcomed from individual organisations or consortia. If a consortium applies to undertake delivery of the commissioned activity, **one organisation must be identified as the Lead Delivery Agent**. Accountability for delivery will remain with that identified Lead Delivery Agent.
- Organisations submitting Expressions of Interest **must be from the North West region of England** and must be able to demonstrate knowledge of equality issues in Oldham.
- Potential Delivery Agents can apply to undertake:

Element One only
or
Element Two only
or
Elements One and Two
- Should separate Delivery Agents be selected to deliver the two Elements, the organisations concerned **will be required** to cooperate, collaborate and share information with each other.

N.B.

A maximum of **£270,000** from Area Based Grant Funds has been allocated to this Commissioned Activity over the two year period 2009-11, as follows:

Year One 2009-10 £120,000

(Potential Delivery Agents may use their discretion in determining how this amount would be allocated between the two Elements of the Commissioned Activity)

Year Two 2010-11 £150,000

(Potential Delivery Agents may use their discretion in determining how this amount would be allocated between the two Elements of the Commissioned Activity)

- Progression into Year Two of delivery **will be subject to** satisfactory, ongoing and year-end evaluation of delivery in Year One
- The Commissioned Activity must be completed **by March 31st 2011**
- The intellectual property rights of all material, associated information and reports, **specifically produced for, and resulting from,** the delivery of this commissioned activity will belong to the Oldham Partnership

2. Programme Specification

Elements of the Activity to be Commissioned	EMBEDDING EQUALITY
<p>Element One Work with Strategic Partners</p>	<p><i>The Strong Communities Strategy Group does not intend to be over-prescriptive, either in terms of the approach to be taken or the nature of the work to be undertaken in delivering this commissioned activity.</i></p> <p><i>However, it is envisaged that potential Delivery Agents, in formulating their Expressions of Interest, will include the following areas of work in their proposals for delivery of the commissioned activity:</i></p> <ul style="list-style-type: none"> • Advising, persuading, influencing and guiding partners in statutory bodies and other public sector organisations to embed equality in their structures, operational procedures and policies • Engaging and collaborating with partners in statutory bodies and other public sector organisations to develop and establish an Oldham Partnership Equality Framework, incorporating an Equality Communications Strategy • Devising, developing and delivering a training and capacity-building programme at a strategic level for partners in statutory bodies and other public sector organisations • Collaborating with existing equality services to develop an Equality Leaders' Network with representation and participation from all seven equality stands • Publicising the positive activity taking place in Oldham with regard to the equality agenda <hr/> <ul style="list-style-type: none"> • Completing a needs and gap analysis of equality services at a strategic level • Undertaking an Equality Impact Assessment across the Oldham Partnership of activity undertaken to date under the Local Area Agreement and of activity planned for the future • Supporting the equality work of the Oldham Partnership and acting as a 'critical friend' • Establishing and facilitating an appropriate Equality Partnership/network structure to support the Oldham Partnership • Updating, (on a regular basis throughout the lifetime of the commissioned activity), the Equalities Impact Assessment of the Local Area Agreement <hr/> <ul style="list-style-type: none"> • Developing and implementing, (in partnership with the Oldham Partnership's Strategic Research Working Group), methods and procedures for coordinating and managing data-sharing in a more coherent and joined-up manner • Developing a mechanism to be able to measure, (in a co-ordinated way) the equality impact of activity undertaken under the auspices of the Oldham Partnership • Developing and implementing, (in partnership with the Oldham Partnership's Strategic Research Working Group), a performance management framework in order to establish baseline data

Element Two

Work with voluntary, community and faith sector organisations and other communities of interest

- Taking a lead role in ensuring that the development of the Oldham Partnership Equality Framework involves and engages a range of stakeholder organisations from the voluntary, community and faith sectors and communities of interest
- Ensuring that a range of stakeholder organisations from the voluntary, community and faith sectors and communities of interest is involved and engaged in developing and implementing an Equality Communications Strategy
- Enlisting the active support of voluntary, community and faith sector organisations and communities of interest for the equality work of the Oldham Partnership
- Developing the capacity of voluntary, community and faith sector organisations and communities of interest to contribute to the development and implementation of an appropriate Equality Partnership/network structure to support the Oldham Partnership
- Facilitating the participation of voluntary, community and faith sector organisations and communities of interest in the Equality Partnership/network
- Engaging with voluntary, community and faith sector organisations and communities of interest from all seven equality stands to ensure representation on, and participation in, an Equality Leaders' Network

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- Completing a needs and gap analysis of the delivery of equality services from the perspective of voluntary, community and faith sector organisations and communities of interest
 - Developing and delivering an equality-focused training and capacity- building programme for voluntary, community and faith sector organisations and communities of interest
 - Providing further capacity-building support, where necessary, for voluntary, community and faith sector organisations and communities of interest

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- Identifying and accessing alternative resources to support voluntary, community and faith sector organisations and communities of interest and the Oldham Partnership
 - Providing advocacy and representation on equality issues for voluntary, community and faith sector organisations and communities of interest
 - Publicising the positive activity in relation to the equality agenda being undertaken in Oldham by voluntary, community and faith sector organisations and communities of interest

Delivery Agent	<p>Expressions of Interest are welcomed from individual organisations or consortia.</p> <p>If a consortium applies to undertake delivery of the commissioned activity, <u>one organisation must be identified as the Lead Delivery Agent.</u> Accountability for delivery will remain with that identified Lead Delivery Agent.</p> <p>Organisations submitting Expressions of Interest <u>must be from the North West region of England</u> and must be able to demonstrate knowledge of equality issues in Oldham.</p>
Partnership Working	<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>
Duration of programme	<p>The Commissioned Activity must be completed by 31st March 2011</p>
Deadline for receipt of Expressions of Interest	<p>Potential Delivery Agents, (individual organisations or consortia) must submit their Expressions of Interest for undertaking Element One or Element Two or both Elements of the Commissioned Activity by 1.00 pm, Friday, 12th June 2009. Two references should accompany the submission.</p>
Area Based Grant Funds available	<p>A maximum of £270,000 from Area Based Grant Funds has been allocated to this Commissioned Activity over the two year period 2009-11, as follows:</p> <p style="text-align: center;">Year One 2009-10 £120,000</p> <p style="text-align: center;">(Potential Delivery Agents may use their discretion in determining how this amount would be allocated between the two Elements)</p> <p style="text-align: center;">Year Two 2010-11 £150,000</p> <p style="text-align: center;">(Potential Delivery Agents may use their discretion in determining how this amount would be allocated between the two Elements)</p>
Intellectual Property Rights	<p>The intellectual property rights of material, associated information and all reports <u>specifically produced for, and resulting from</u>, this Commissioned Activity will belong to the Oldham Partnership.</p>

3. Further Information

In formulating Expressions of Interest, potential Delivery Agents should bear in mind that the Strong Communities Assessment Panel, which will consider their submissions, will expect to see the following:

- Measurable, quantifiable Outputs for the Element(s) of the commissioned activity, which demonstrate the effectiveness, scope and scale of the work to be undertaken over the two years
- Fully costed Expenditure Profiles, demonstrating value for money and effective use of financial resources, relating to the Element(s) of the commissioned activity to be undertaken over the two years
- A work schedule, which shows clearly how the Element(s) of the commissioned activity will be completed within the designated time scale
- Details of the quality assurance standards that will be applied to ensure effective delivery of the commissioned activity
- Evidence, (backed up by references), of practical experience and demonstrable achievement in this field of activity
- Contingency plans / risk assessments to cover eventualities such as the departure or sickness of key staff during delivery of the Element(s) of the commissioned activity
- Evidence that equality and diversity issues have been taken fully into account in planning the delivery of the commissioned activity
- Details of plans to ensure collaborative, joined-up working and sharing of information in situations where two separate organisations will be undertaking one Element each of the commissioned activity

4. Deadline for Submission of Expressions of Interest

- An electronic version of the Expression of Interest should be submitted on the template provided to: dave.catherall@oldham.gov.uk
- **Two references** should also be e-mailed to dave.catherall@oldham.gov.uk
- In addition, a **hand-signed**, hard copy of the Expression of Interest, (on the template provided), must be sent to the address listed below.

All Expressions of Interest, (electronic and hard copy versions) must be received by **1.00 pm Friday 12th June 2009**. Submissions received after the stated deadline will not be considered.

It is the responsibility of the potential Delivery Agent to ensure that a signed, hard copy of their Expression of Interest has been received at the following address within the stated deadline.

Private and Confidential
(LAA 13-09 EMBED)
Dave Catherall
LAA Commissioning Unit
Level 2
Oldham Business Centre
Cromwell Street
Oldham
OL1 1BB

All Expressions of Interest received from potential Delivery Agents within the stated deadline will be considered by an Assessment Panel, which will meet as soon as possible after **17th June 2009**.

Applicants will be informed of the Assessment Panel's decisions within 21 days of the Assessment Panel meeting.