

Commissioning Specification

LAA 56-08 Delivery of a Community Training Programme 2008-09

Expressions of Interest are invited from potential Delivery Agents for:

LAA 56-08 Delivery of a Community Training Programme 2008-09

1. Introduction

The Community Engagement Commissioning Group, (CECG), 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).

Oldham Council's Communities Unit, through discussions with Voluntary Action Oldham (VAO), has identified that a range of training courses, provided by VAO and other organisations, is currently available to provide small voluntary/community sector groups with the skills required to manage and run their organisations and to undertake effective community development activity.

However, it has also been determined that there is insufficient provision of such training and that additional, tailored courses would be of particular benefit to small groups. Therefore, following the submission of a Business Case by Oldham Council's Communities Unit, the CECG, at its meeting on October 15th 2008, agreed to commission a Community Training Programme, which will be delivered by an independent Delivery Agent. (N.B. the CECG has since been disbanded and its functions have been taken over temporarily by the Strong Communities Strategy Group).

The Community Training Programme will consist of a series of training courses for individuals from small, community-based / voluntary groups and organisations within the Borough. It will equip individuals from eligible community/voluntary sector groups with the skills required to carry out the day-to-day running of their organisations and/or the skills to carry out effective community development activity within the groups and communities that they serve.

It is expected that the following Outputs will be achieved:

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|---|---------------------|
| • No of training sessions held | 15 |
| • No of individuals participating in training sessions | 225 (75 BME) |
| • No of groups benefiting from training | 66 |
| • No of final evaluations carried out | 1 |

In order to be eligible for the Community Training Programme, potential participants must be from existing community/voluntary sector groups that meet the following criteria:

- operating within the Borough of Oldham **with total funds of less than £20,000 at their disposal during this financial year**
- Delivering activities/services of community benefit to local people within Oldham

Eligible groups need not be formally constituted and could include those involved in the following areas of community-based activity;

- Engagement with young and older people
- Sports
- Arts and cultural pursuits

The underlying aim of the Community Training Programme is to assist participants from eligible groups to contribute to these Local Area Agreement National Indicators:

- **NI 6** Participation in regular volunteering
- **NI 7** Environment for a thriving Third Sector
- **NI 8** Adult participation in sport and active recreation
- **NI 11** Engagement in the arts

Expressions of Interest are therefore invited from potential Delivery Agents for
Delivery of a Community Training Programme 2008-09

N.B.

- **A maximum of £20,000 from Area Based Grant Funds** has been allocated to this Commissioned Activity
- The Commissioned Activity must be completed **by March 31st 2009**
- 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

Role of the Delivery Agent

The successful Delivery Agent will be responsible for the following:

- Managing the Community Training Programme in its entirety
- Producing publicity material and undertaking effective promotional activity to raise awareness and ensure widespread participation in take-up of the Community Training Programme
- Designing, producing and delivering appropriate training courses to equip individuals from eligible community/voluntary sector groups with the skills required to carry out the day-to-day running of their organisations and/or the skills to carry out effective community development activity within the groups and communities that they serve
- Providing a point of contact for trainees and potential participants etc
- Dealing with all queries, enquiries and correspondence relating to the Community Training Programme
- Maintaining adequate records for each training course delivered and for each trainee participating in the programme
- Collating relevant information and submitting Quarterly Monitoring Returns to the LAA Commissioning Unit
- Completing an end of scheme evaluation and Final Report for the commissioning body

2. Programme Specification

Elements of the Activity to be Commissioned	LAA 56-08 DELIVERY OF A COMMUNITY TRAINING PROGRAMME 2008-09
<p>ESTABLISHING, PUBLICISING, DELIVERING, MANAGING, MONITORING, AND EVALUATING A COMMUNITY TRAINING PROGRAMME UNTIL 31 MARCH 2009</p>	<p><i>The Community Engagement Commissioning Group has no wish to be prescriptive about the approach to delivering this activity and its content and scope. However, it is envisaged that potential Delivery Agents will address the following issues as a matter of course in formulating their Expressions of Interest:</i></p> <ul style="list-style-type: none"> • Details of the range of training courses that will be delivered within the Community Training Programme – nature, content, duration, accreditation, (where relevant), learning objectives, anticipated learning outcomes, venues to be used, timetable for courses etc • The approach to be adopted in publicising the Community Training Programme to potential participants – channels of communication, type of promotional material to be used, methods to be employed, coverage to be achieved in order to stimulate take up of training places by members of voluntary sector organisations and community groups: • The way in which a point of contact will be provided for trainees and potential participants throughout the operation of the Community Training Programme • Details of the documentation to be used in relation to the Community Training Programme – course details, timetables, attendance sheets, trainee records • Details of the trainers, who will deliver the range of courses within the overall Programme • The processes for dealing with enquiries, correspondence and the support staff involved • The nature of the overall records that will be kept in relation to the Community Training Programme • The type of information that will be collated for inclusion in the Quarterly Monitoring Returns to be submitted to the LAA Commissioning Unit • The nature, scope, timing and content of the evaluation that will be undertaken at the termination of the Community Training Programme

Partnership Working	The successful Delivery Agent will be expected to cooperate and collaborate, (where appropriate), with other Delivery Agents undertaking activity commissioned on behalf of the Oldham Partnership
Duration of programme	The Commissioned Activity must be completed by 31st March 2009.
Deadline for receipt of Expressions of Interest	Potential Delivery Agents are invited to submit Expressions of Interest for undertaking the Commissioned Activity by 4.00 pm Wednesday 10th December 2008.
Area Based Grant Funds available	A maximum of £20,000 of Area Based Grant has been allocated to this Commissioned Activity.
Intellectual Property Rights	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.

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 detail:

- Measurable, quantifiable Outputs, which demonstrate the effectiveness, scope and scale of the work undertaken - i.e. number of courses offered, number of hours of training offered, number of groups sending participants, number of participants, number of participants completing training, number of training hours completed, number of participants achieving accreditation, (where relevant)
- A fully costed Expenditure Profile, which demonstrates value for money and effective use of financial resources
- A work schedule, which shows clearly how the Commissioned Activity will be completed within the designated time scale
- Contingency plans / risk assessments to cover eventualities such as the departure or sickness of key staff during delivery of the Commissioned Activity
- Evidence that equality and diversity issues have been taken into account in planning the delivery of the Commissioned Activity

4. Deadline for Submission of Expressions of Interest

Electronic versions of the Expressions of Interest should be submitted on the template provided and 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 **4.00 pm Wednesday 10th December 2008**. 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 56-08 CommTrainProg)
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 during the week commencing **December 15th 2008**.

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