

# Commissioning Specification

The Safe and Strong Communities Board in conjunction with the Oldham Domestic Abuse Strategic Management Group

## LAA 05-09 Services for Children Affected by Domestic Abuse

### 1. Introduction

Following extensive consultation with agencies and organisations involved in the delivery of services to children affected by domestic abuse, a number of gaps in existing provision in this area have been identified. Consequently, the Oldham Domestic Abuse Strategic Management Group is eager to ensure that a comprehensive, holistic and streamlined service, incorporating elements such as schools and families-based work, will be available for the coming year.

Therefore, the Safe and Strong Communities Board, in conjunction with the Oldham Domestic Abuse Management Group, and on behalf of the Safer and Stronger Communities Block is seeking to commission:

### **LAA 05-09 Services for Children Affected by Domestic Abuse**

**Expressions of Interest** from potential Delivery Agents are now invited for delivery of the Commissioned Activity LAA 05-09 Services for Children Affected by Domestic Abuse.

The Commissioned Activity will contribute to the achievement of targets under the following Local Area Agreement National Indicators:

- NI 15** Serious violent crime rate
- NI 20** Assault with injury crime rate
- NI 32** Repeat incidents of domestic violence
- NI 34** Domestic violence - murder
- NI 50** Emotional health of children
- NI 69** Children who have experienced bullying
- NI 71** Children who have run away from home/care overnight

#### **N.B.**

- **Up to £132,000** is available to cover the costs of undertaking this Commissioned Activity from April 1<sup>st</sup> 2009 – March 31<sup>st</sup> 2010
- The Commissioned Activity must commence on **April 1st 2009** and end on **March 31<sup>st</sup> 2010**
- The intellectual property rights of material, associated information and all reports resulting from this Commissioned Activity will belong to the Oldham Partnership.

## **2. Further Information**

### **Services**

It is expected that the services to be delivered in Oldham through this Commissioned Activity will comprise the following two elements:

#### **1. Support services for children affected by domestic abuse.**

The services to be provided will comprise:

- i) Intensive support for children affected by domestic abuse
- ii) Support for children currently residing in refuge accommodation
- iii) Support for families

#### **2. Awareness raising and education for children and young people in schools**

The services to be provided will comprise:

- i) Development of an education pack targeted at 10-13 year olds
- ii) Raising awareness of domestic abuse issues in all schools and amongst all year groups

**See Appendix 1** for more details about the services to be delivered.

### **Stakeholders**

The Delivery Agent appointed to undertake the commissioned activity will be expected to collaborate and liaise with these stakeholders:

- Greater Manchester Police
- Oldham Community Safety Unit through the Domestic Abuse Partnership Unit
- Oldham Council
- Oldham Primary Care Trust

The Commissioned Activity Specification below shows details of how Expressions of Interest from potential Delivery Agents should be evidenced and supported.

### **3. Commissioned Activity Specification**

<b>Elements of the Activity to be Commissioned</b>	<b>LAA 05-09 Services for Children Affected by Domestic Abuse</b>
<p><b>1.</b> <b>Support Services for children affected by domestic abuse</b></p> <p>Intensive support for children affected by domestic abuse</p> <p>Support for children currently residing in refuge accommodation</p> <p>Support for families</p> <p><i>(please see Appendix 1 for more details)</i></p> <p><b>2.</b> <b>Awareness raising and education for children and young people in schools</b></p> <p>Development of an education pack targeted at 10-13 year olds</p> <p>Raising awareness of domestic abuse issues in all schools and amongst all year groups</p> <p><i>(please see Appendix 1 for more details)</i></p>	<p><b>N.B.</b> <i>The Safe and Strong Communities Board in conjunction with the Oldham Domestic Abuse Management Group Community Engagement Commissioning Group has no wish to be prescriptive about the means adopted to deliver the services required. However, it is essential that potential Delivery Agents address the following issues in formulating their Expressions of Interest for delivery of the Commissioned Activity:</i></p> <ul style="list-style-type: none"> <li>• Details of the Referral Procedure, (including both receiving and processing referrals) to be adopted</li> <li>• Detailed description of how the service will be delivered – approach, scope, timetable, work programme etc</li> <li>• Detailed description of the Performance Management Framework to be used and the anticipated outcomes and outputs to be achieved</li> <li>• Itemised expenditure relating to the costs of delivering the activity</li> <li>• Details of the staff to be deployed and staffing levels – Current employees and new staff to be recruited (Job Descriptions, Person Specifications, recruitment processes, enhanced CRB checks etc, where appropriate)</li> </ul> <ul style="list-style-type: none"> <li>• Detailed description of how the service will be delivered – approach, scope, materials, timetable, work programme etc</li> <li>• Detailed description of the Performance Management Framework to be used and the anticipated outcomes and outputs</li> <li>• Itemised expenditure relating to the costs of delivering the activity</li> <li>• Details of the staff to be deployed and staffing levels – Current employees and new staff to be recruited (Job Descriptions, Person Specifications, recruitment processes, enhanced CRB checks etc, where appropriate)</li> </ul>

<b>Partnership Working</b>	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 and with stakeholders and other interested parties.  Proposed partnership working arrangements must be specified in the Expression of Interest.
<b>Duration of Commissioned Activity</b>	The Commissioned Activity <b>must</b> commence on <b>April 1<sup>st</sup> 2009</b> and <b>end on March 31<sup>st</sup> 2010</b> .
<b>Prospective Delivery Agents</b>	Joint Expressions of Interest will <b>NOT</b> be considered. Only Expressions of Interest with a <b>SINGLE</b> , identified lead Delivery Agent will be considered. Where the lead Delivery Agent wishes to sub-contract part/all of the activity, accountability will remain with the lead Delivery Agent. Any proposed sub-contract arrangements must be clearly stated in the Expression of Interest and will be scrutinised by the Assessment Panel.
<b>Deadline for receipt of Expressions of Interest</b>	Potential Delivery Agents are invited to submit Expressions of Interest for undertaking the Commissioned Activity by <b>4.00 pm on Thursday 26<sup>th</sup> February 2009</b>
<b>Maximum Fee for Delivery of the Commissioned Activity</b>	<b>A maximum of £132,000 of Area Based Grant for the 12 months period</b> has been allocated to cover the costs of the commissioned activity.
<b>Intellectual Property Rights</b>	The intellectual property rights of material, associated information and all reports resulting from this Commissioned Activity will belong to the Oldham Partnership.

In formulating Expressions of Interest, potential Delivery Agents should bear in mind that the 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
- A fully costed Expenditure Profile, which demonstrates value for money and effective use of financial resources and staff
- A work schedule, which shows clearly how the Commissioned Activity will commence and 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. Submission Procedure**

Only Expressions of Interest with a **SINGLE**, identified lead Delivery Agent will be considered.

Joint Expressions of Interest will **NOT** be considered.

Expressions of Interest should be submitted on the template provided. An e-mail version should be sent to [dave.catherall@oldham.gov.uk](mailto:dave.catherall@oldham.gov.uk)

In addition, a hand signed, hard copy version of the Expression of Interest together with two references should be sent to the address below to arrive **no later than: 4.00 pm Thursday 26<sup>th</sup> February 2009**. An official, with the requisite authority, of the organisation concerned, should sign the hard copy of the Expression of Interest.

**It is the responsibility of each potential Delivery Agent to ensure that a hand signed, hard copy of their Expression of Interest together with TWO references has been received at Oldham Business Centre before the stated deadline.**

Private and Confidential  
(LAA 05-09 ChildrenDA)  
Dave Catherall  
LAA Commissioning Unit  
Level 2  
Oldham Business Centre  
Cromwell Street  
Oldham  
OL1 1BB

## **5. Selection Procedure**

The appointed Assessment Panel will meet during the week **commencing Monday, March 2<sup>nd</sup> 2009** to consider all Expressions of Interest received within the stated deadline. Submissions will be assessed against the criteria detailed in the Expression of Interest Assessment Criteria, (see accompanying Commissioning Documents).

The successful Delivery Agent will subsequently be notified of the outcome and invited to participate in the next stage of the process, (the drawing up of an agreed, Delivery Schedule).

Unsuccessful organisations will be notified in due course.

# Appendix 1: Service Outline

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## Element 1:

### Support services for children affected by domestic abuse

This element will include the following:

- Intensive support for children affected by domestic abuse
  - This must be available to all children and young people resident in Oldham.
- Support for children currently residing in refuge accommodation
  - This must be provided out of school hours i.e. early evenings and weekends during term time but can be provided during weekdays in school holidays.
  - The service should be on an appointment basis only and any staff employed should **not** be based within the refuge.
- Support for families
  - This should be made available, where it is identified that further work with families rather than one-to-one work with children is appropriate.
  - This must only be undertaken with the consent of the child and the parents/carers.

## Element 2:

### Awareness raising and education for children and young people in schools

- An education pack must be developed for use in schools. The costs for printing will be met externally. The pack should be aimed at all schools and should therefore primarily focus at ages 10-13 years.
- This is not a one-to-one service for children in schools but rather a programme of general awareness-raising for all children and young people. However, this service must run alongside Element 1 so that any children and young people identified as being affected by domestic abuse may access the appropriate services.
- Awareness raising/education sessions should be made available for all schools and all school years.

### **N.B.**

Both elements of the service must be available to children and young people between the ages of 4 and 16 years. In the case of 17 and 18 year olds, use of the service will be at the Delivery Agent's discretion but this must not impact on the capacity to handle referrals from the specified age group. Details of any service users aged over 16 years must be documented in the Performance Management Framework. All this information must be documented in the Expression of Interest.