

Commissioning Specification

The development, testing and implementation of a range of effective mechanisms, which will enable all Voluntary, Community and Faith groups in the Borough to have access to opportunities to undertake the delivery of commissioned activity under Oldham's Local Area Agreement.

Introduction

The Community Engagement Commissioning Group, (CECG), was established by The Oldham Partnership to take responsibility for the approval and implementation of cohesion, engagement and cultural activity work commissioned under Oldham's Local Area Agreement, (LAA).

In pursuit of its aim to strengthen the capacity of Oldham's voluntary, community and faith sectors and to develop the Borough's community infrastructure, the Community Engagement Commissioning Group commissioned activity earlier in 2007-08 under the generic title, 'Oldham Community Infrastructure Development'. The programme of work was divided into three distinct parts and, at that point, only the first two parts of the work were commissioned. They were undertaken by Groundwork, the appointed Delivery Agent, and comprised the following:

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, culminating in **the formulation of practical proposals** to implement these findings.

Following the completion of Parts One and Two of the commission and the publication of the Final Report by Groundwork, (see Appendix A), the Community Engagement Commissioning Group has now decided to commission further activity under Part Three – LAA 11-07 B Oldham Community Infrastructure Development

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

The development, testing and implementation of a range of effective mechanisms, which will enable all Voluntary, Community and Faith groups in the Borough to have access to opportunities to undertake the delivery of commissioned activity under Oldham's Local Area Agreement

N.B.

- **Up to £12,000** is available to cover the costs of undertaking Part Three of this commissioned activity.
- The commissioned activity must be completed **by March 31st 2008**
- The intellectual property rights of all material, associated information and reports arising from the undertaking of this commissioned activity will belong to the Oldham Partnership

Further Information

From its inception, the Community Engagement Commissioning Group, (CECG), has been eager to strengthen Oldham's voluntary, community and faith sectors in ways, which will address and contribute to the achievement of identified LAA outcomes.

To this end, the Group, on behalf of the Oldham Partnership, is seeking to develop increased capacity within the VCF sector to deliver services commissioned under Oldham's Local Area Agreement. This reflects the Group's aim of enabling VCF community-based organisations to extend their capabilities to serve their communities of place and interest.

The suggestions detailed below have already been mooted in various forms as examples of possible methods to be adopted in order to achieve the desired result:

- *Rolling programmes of seminars / workshops / briefings for VCF groups focusing on current and future opportunities for delivery of commissioned activity under LAA themes such as crime, economic development and health*
- *The establishment of formal or informal groupings of VCF organisations in order to bid to deliver commissioned activity as consortia*
- *Experiential learning – Offering organisations the training opportunity to formulate Expressions of Interest in response to archived, (i.e. not current), Commissioning Specifications and to have them assessed by 'experts'*
- *The development of formal agreements between the larger, better-resourced VCF organisations and smaller groups, which commit the larger organisations to involving their smaller partners in the delivery of LAA commissioned activity. Such agreements should include an action plan for smaller organisations to graduate to deliver commissioned activity independently.*

However, the CECG has no desire to dictate the methods and approaches to be adopted by potential Delivery Agents. Consequently, the Group will look favourably upon any proposals that offer the practical potential to deliver what is required:

The commissioned activity will contribute to the achievement of specific Indicators under Outcome D of the Safer and Stronger Communities Block:

Outcome D

- ***To empower local people to have a greater voice and influence over local decision-making and the delivery of services.***

Relevant LAA Indicators:

- ***Number of contractual opportunities awarded to the voluntary and community sector through the Oldham Partnership Commissioning Process***
- ***Total value of contractual opportunities awarded to the voluntary and community sector through the Oldham Partnership Commissioning Process***

Programme Specification

Elements of the Activity to be Commissioned	Oldham Community Infrastructure Development Part Three
<p>Development, testing and implementation of a range of effective mechanisms, which will enable all Voluntary, Community and Faith groups in the Borough to have access to opportunities to undertake the delivery of commissioned activity under Oldham's Local Area Agreement.</p>	<p>The Community Engagement Commissioning Group has no wish to be prescriptive about the means adopted to achieve the desired end result. However, it is envisaged that potential Delivery Agents will address the following issues as a matter of course:</p> <ul style="list-style-type: none"> • Innovative approaches to the task of ensuring that VCF groups have access to opportunities to undertake the delivery of LAA commissioned activity • The application of good practice, (related to experience drawn from elsewhere), and its implementation, where practical, in Oldham • Ways of ensuring that evaluations of progress and achievements are inbuilt to the delivery of this commission • Production of a forward strategy, which will identify opportunities for, and barriers to, the further development of mechanisms, brought into being as a result of this commission
<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>The Commissioned Activity must be completed by 31st March 2008.</p>
<p>Deadline for receipt of Expressions of Interest</p>	<p>Potential Delivery Agents are invited to submit Expressions of Interest for undertaking the Commissioned Activity by 2.00 pm Wednesday 19th December 2007</p>
<p>Funding available</p>	<p>A total of up to £12,000 is available to cover the costs of the activity to be commissioned.</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>

In formulating Expressions of Interest, potential Delivery Agents should bear in mind that the CECG 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
- 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 commission
- Evidence that equality and diversity issues have been taken into account in the formulation of the proposals

Expressions of Interest should be submitted on the template provided and addressed as below to arrive no later than: **2.00 p.m. on Wednesday 19th December 2007**

It is the responsibility of the potential Delivery Agent to ensure that the signed, hard copy of their Expression of Interest has been received at one of the Civic Centre reception centres within the stated deadline.

Private and Confidential
(Ref: CommINF3)
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