



**2017-2020**

# **Newcastle Partnership Commissioning Prospectus**



**A Partnership Approach to  
Commissioning for Better Outcomes  
in Communities**



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## **Foreword**

Welcome to the Partnership Commissioning Prospectus, where we share our partnership commissioning priorities as an opportunity for Providers to help us improve outcomes for the people and communities of Newcastle under Lyme.

The past few years have been extremely challenging for the public sector throughout the UK, including Newcastle under Lyme. Successive reductions in Government funding, allied to ongoing issues with the economy, have left all public organisations with fewer resources. Despite this, the challenges facing us remain in place and, in many cases, have become even harder to deal with.

To attempt to deal with this situation therefore, we have enhanced our partnership working, recognising that we can achieve more collectively than individually. Working in this way is not always easy, but it has been extremely successful in terms of delivering positive outcomes for this Borough. We have seen reductions in levels of crime, including anti-social behaviour; improvements in the health of the Borough; and a range of different initiatives aimed at improving the local economy.

We are not going to rest on our past successes, so this prospectus continues our approach to partnership working. We know that we can do more together than we can do apart and so we have developed a collective approach to achieving better outcomes in the future. This will be based on a clear single vision for the Borough; shared priorities; and shared outcomes, allied to shared resources in terms of commissioning and delivery.

In working to the same goals, based on clear understanding of what the Borough's issues are and what our residents need, we are confident that – even in the face of continuing reductions in resources – we can continue to improve the quality of life for the people of this Borough and eliminate, where possible the problems faced by communities.

I am pleased therefore, to commend this prospectus to you, it sets out – clearly and concisely – the outcomes and service areas we are seeking to deliver in as a Partnership between 2017 and 2020. I hope that you find it interesting, informative and useful.

**Cllr Elizabeth Shenton**  
**Chair, Newcastle Partnership**

## Introduction to the Newcastle Partnership Commissioning Prospectus

As a Partnership there are two commissioning areas we are seeking to address. These are:

- Tackling vulnerability
- Enhancing economic growth

These priorities have been developed by the Partnership having considered a range of data available and local information from partners.

The sources of this data have include Newcastle's Health and Wellbeing Profile, Enhanced District Profile, Newcastle-under-Lyme Locality Profile ([www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)), Local Alcohol Profiles for England and the eJSNA ([www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)) Newcastle Borough Community Safety Indicators 2017/20 and the Newcastle-under-Lyme Police and Crime Plan 2017-20.

As a borough, Newcastle-under-Lyme is characterised by significant variations in the level of employment, health, economic well-being, housing and overall living standards – with the result that the difference in life expectancy varies from eight years for men and nine years for women between the most affluent and deprived areas in the borough. The borough has areas of considerable affluence, but also includes three wards that fall into the 10% most deprived in the country. Reducing these inequalities across the borough is a prime focus for the Partnership.

## Strategic Framework

As a partnership we have outlined our needs, vision, priorities and outcomes. As part of this prospectus we are expecting all commissioned services to deliver to meet these expectations.

## Our Vision

*“Newcastle Communities together, securing a prosperous future”*

## Our Needs

- Ageing Population
- Worklessness
- Alcohol/Drugs
- Health Issues
- Crime

## Our Priorities

- Tackling Vulnerability
- Enhancing Economic Growth

## Our Outcomes

- Supported, protected and confident communities
- A safe, clean, healthy and sustainable Borough
- Increased opportunities for local residents, visitors and businesses

## Our Evaluation

We will ensure that all commissioned providers are delivering to meet the outlined strategic framework. Each provider will be monitored quarterly to establish their contribution towards this framework.

## Key Principles

Although we encourage you to be creative and innovative in your application, there are a number of cross-cutting principles which we would expect to see addressed and evidenced in all applications we receive. These are:

- Building community resilience and increasing community capacity
- Focusing on prevention and early intervention
- Focusing on outcomes that are based on evidenced need
- Targeting the programme or service, especially to those in most need, to increase its impact and reduce inequalities
- Involving the community and users in designing and evaluating the project/service
- Enabling personal responsibility and independence
- Raising aspirations of residents
- Reducing reliance on public sector support
- Embedding a whole family and life-course approach

We encourage applicants to take this as an opportunity to ‘think differently’ about what you as an organisation or community can deliver. Within your application you will be required to demonstrate that you have considered:

- How you can deliver the outcomes the partnership are seeking to deliver
- How you can work in partnership with other similar organisations to achieve multiple outcomes
- How your project contributes to wider Social Value
- How will you evidence that you are delivering against the outlined needs, objectives and priorities.

## Funding

The Partnership intends to regularly update this prospectus when ongoing opportunities to align our commissioning priorities and funding arise, which allows the Partnership to collectively advertise opportunities which remain relevant to the needs of the Borough. Whilst every effort will be made by the Partnership to maintain levels of available funding, applicants should note that this does not mean the total amount of funding will remain unchanged over time. The Partnership shall therefore reserve the right to increase or decrease the total amount of available funding subject to availability and budget review.

Decisions on funding will be based on the scores awarded in the evaluation process. An application for funding a proposal may be granted in whole, in part or not at all by the Partnership, even if the evaluation process has been passed.

### How much can you apply for?

Applications must be greater than £3000 per annum. If you are looking for a smaller amount of funding, then alternative funding may be available, such as Newcastle Borough Council's Joint Operations Group funding, for further information please see [www.newcastle-staffs.gov.uk/grantfunding](http://www.newcastle-staffs.gov.uk/grantfunding)

If you are a voluntary/community/Social Enterprise organisation, funding advice can also be sought from Support Staffordshire. Please contact 0300 777 1207 email: [info@supportstaffordshire.org.uk](mailto:info@supportstaffordshire.org.uk) or visit [www.supportstaffordshire.org.uk](http://www.supportstaffordshire.org.uk).

Match funding is not a requirement of this process however, any contributions you or your organisation can make as part of your application will strengthen your bid. Contributions "in kind" (e.g. volunteer time or use of facilities free of charge) can also be counted towards your contribution and will be scored accordingly.

The Partnership actively encourages providers to collaborate with other organisations in developing innovative proposals for the delivery of services to benefit and assist in building the capacity of our communities.

### **Who can apply?**

- Any formally constituted not-for-profit community group serving Newcastle-under-Lyme
- Any Town or Parish Council based in the borough of Newcastle-under-Lyme
- Community Enterprises and Charities
- Private sector businesses
- Public sector organisations
- Collaborative partnership bids from two or more partners (with a lead partner clearly identified)

### **What can be funded?**

- Any activity, project or event which is for the benefit of the community which meets the key principles and requirements of this prospectus and the appropriate service outline;
- In the case of two separate proposals targeting similar needs, outcomes and displaying similar approaches in the absolute discretion of the Partnership, funding shall only be awarded to the proposal awarded the highest score following evaluation;
- Applicants are able to make multiple applications. Applicants should make separate applications for each lot/project proposal applied for;
- Applicants who are successful in more than one lot/project proposal may be approached by commissioning leads to identify efficiencies that can be made through shared monitoring and performance, management costs etc.
- Capital costs e.g. equipment relating to a service/activity but they must demonstrate how the resources can be utilised on an ongoing basis to benefit the local community.



### What cannot be funded?

- Excessive management fees;
- Any school curriculum based activity;
- Events or activities the principle aim of which is to fundraise for another organisation;
- Political or religious activities or events (although secular activities promoted by faith based groups are welcome);
- Projects run for the benefit of an individual;
- Specialist health treatment and care services;
- Formal education;
- A statutory responsibility;
- Individually prescribed weight management and substance misuse treatment and care;
- Individually prescribed exercise programmes used for specialist treatment and care;
- Expenditure previously incurred or committed (including the writing of this application);
- Projects occurring outside the local authority boundary of Newcastle-under-Lyme, unless a direct benefit to the area can be proved;
- Any activity that discriminates on the basis of race, religion, gender, nationality, disability, age or sexual orientation.

### Where to get further information to support you to identify the need for your project?

Staffordshire Observatory, Health and Wellbeing Profile - [www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)

Staffordshire Observatory, Community Safety Profile – [www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)

Staffordshire Observatory, Newcastle-under-Lyme Locality Profile - [www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)

Local Alcohol Profiles for England - [www.lape.org.uk](http://www.lape.org.uk)

## The Application Process

We have outlined a number of areas that as a partnership we are seeking to commission for Round 2, these are described in detail in the service outlines which can be found at <https://www.newcastle-staffs.gov.uk/all-services/community/partnerships/commissioning-opportunities>

If you wish to apply for funding, you will need to complete an application form (Appendix A) along with equality and risk assessment (Appendix B) for each project proposal applied for, copies of which are available at <https://www.newcastle-staffs.gov.uk/all-services/community/partnerships/newcastle-partnership-commissioning-prospectus-201517>

**The closing date for receipt of applications is highlighted on the individual service outlines.**

Emailed / electronic applications will be accepted and these must be submitted to [commissioninginbox@newcastle-staffs.gov.uk](mailto:commissioninginbox@newcastle-staffs.gov.uk)

Postal applications should be returned for the attention of Sara Shuker, Newcastle Borough Council, Civic Offices, Merrial Street, Newcastle-under-Lyme ST5 2AG. Submissions received after this closing date and time will not be considered.

Please note that incomplete submissions will not be considered.

## Evaluation of Applications

When considering submissions the following award criteria will be applied:

Criteria	Percentage	Appendix A
<b>Price</b>	<b>20%</b>	<b>Q 1a – 1c</b>
<b>Quality</b>	<b>80%</b>	<b>Q 2 - 4</b>
<b>Total:</b>	<b>100%</b>	

We will use the following scoring grid in evaluating the **price** submitted by each provider:

Category	Definition	Score Range
<b>(A) Unacceptable</b>	Funding requested is above the stated budget, no detail of breakdown costs or costs generally are a major concern.	0
<b>(B) Poor</b>	Funding requested is within the stated budget, but management/overhead costs are a concern, (i.e. above 20%) and/or several cost areas are a concern, and/or breakdown costs are not detailed adequately.	1
<b>(C) Acceptable</b>	Funding requested is within the stated budget, management/overhead costs are of no real concern, (i.e. less than 20%) only one or two cost areas are a minor concern and can be discussed, and/or breakdown costs are detailed adequately.	2
<b>(D) Excellent</b>	Funding requested is within the stated budget, management/overhead and other costs are of no concern, and breakdown costs are detailed very well.	3

We will use the following scoring grid in evaluating each provider's **quality** element of the application against the established criteria in each service area. Scoring systems give a score for the provider's ability to meet the non-priced criteria. All answers will be scored as follows;

Category	Definition	Score Range
<b>(A) Unacceptable</b>	No response to the question or the response is highly inadequate/inappropriate/incorrect or irrelevant. Outputs and outcomes are not clear/relevant. Poor value for money/insufficient information. Use of funding does not meet the funding criteria.	0
<b>(B) Poor</b>	Limited response provided, or a response that is partially irrelevant or only partially addresses the question. Lack of confidence in the organisation to deliver within the timescales or project is too ambitious to deliver within the timescales. Limited experience and no clear plans of how the relevant skills will be gained. Appears expensive for service delivery.	1
<b>(C) Acceptable</b>	An acceptable response submitted in terms of the level of detail, accuracy and relevance. Meets the funding criteria/ required standard. Satisfactory level of experience and value for money demonstrated.	2
<b>(D) Excellent</b>	Clearly meets or exceeds required criteria. A comprehensive response submitted in terms of detail and relevance, with good evidence provided. Provides added value and/or includes innovative ideas. Service is excellent value for money.	3

Each project application will receive an overall score. The top scoring applicant will be awarded funding as long as this is within the funding allocation. Applicants must score a minimum of 50% of the available marks to be eligible for funding.

Submissions will be evaluated by a panel of officers from the contributing partners.

### **Contractual Agreement**

Subject to an award of funding, contracts will be issued, an example of these documents can be found at <https://www.newcastle-staffs.gov.uk/all-services/community/partnerships/newcastle-partnership-commissioning-prospectus-201517>. The contracts detail the expectations of commissioners and can include details such as payment arrangements, monitoring and evaluation and promotion of services.

### **Performance Monitoring**

Following the award of contract, officers from the Newcastle Partnership will meet with the successful service providers to establish and agree the contract review, performance monitoring and Key Performance Indicators for the service to be provided.

### **Contract Payments/Contract Management**

Contract payments will be made quarterly in arrears (following receipt of performance information and satisfactory reviews).

### **Key Contacts**

This commissioning prospectus is owned by the Newcastle Partnership. As such various partners may be involved in answering queries however the central contact for general queries in relation to the prospectus is Beverley Cleary, Business Improvement Officer – [Beverley.cleary@newcastle-staffs.gov.uk](mailto:Beverley.cleary@newcastle-staffs.gov.uk) or 01782 742758.

For queries in relation to specific service outlines please contact the commissioning lead who can be identified on the covering page of each service outline document <https://www.newcastle-staffs.gov.uk/all-services/community/partnerships/newcastle-partnership-commissioning-prospectus-201517>

### **Disputes / Complaints**

All evaluation decisions regarding agreements with providers will incorporate a dispute resolution/complaints mechanism which needs to be time limited. The dispute resolution process is an informal process designed to complement but not replace the formal legal route.

For more information please see <https://www.newcastle-staffs.gov.uk/all-services/community/partnerships/newcastle-partnership-commissioning-prospectus-201517>