

**2015-2017**

# **Newcastle Partnership Commissioning Prospectus**



**A Partnership-Based Approach to  
Commissioning**

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## **Foreword**

The past few years have been challenging ones for the public sector throughout the UK, including Newcastle under Lyme. Successive reductions in Government funding, allied to ongoing issues with the economy has 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, however, and this prospectus represents a new phase in partnership working. We know that we can do more together than we can do apart and so we have developed a collective approach to delivering key services 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 is the first of its kind, but it sets out – clearly and concisely – the service areas we are seeking to deliver in as a Partnership between 2015 and 2017. I hope that you find it interesting, informative and useful.

Cllr Mike Stubbs

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:

- Enhancing economic growth
- Tackling vulnerability

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 ([www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)), Local Alcohol Profiles for England, District Physical Activity and Nutrition Profiles and the eJSNA ([www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)) Newcastle Borough Community Safety Indicators 2013/14, Newcastle-under-Lyme Police and Crime Plan 2014-17

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 nine years for men and 13 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 Needs**

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

### **Our Vision**

Newcastle Communities together, securing a prosperous future

### **Our Priorities**

- Enhancing Economic Growth
- Tackling Vulnerability

### **Our Outcomes**

- Improved health and wellbeing
- Safer communities
- Reduction in the fear of crime
- Improved prosperity

### **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:

- Build community resilience and increase community capacity
- Focus on prevention and early intervention
- Focus 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
- Enable personal responsibility and independence
- Raise aspirations of residents
- Reduce reliance on public sector support
- Utilising our built and natural environment to improve health and wellbeing and community resilience
- Embedding a whole family and life-course approach
- Reduce social isolation and loneliness

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 you can evidence social return on investment
- How can you evidence you are delivering against the outlined needs, objectives and priorities.

## Timeline

The timeline below identifies key deadlines you need to be aware of in applying for the work outlined in this prospectus.

<b>Wednesday 10th December 2014</b>	<b>• Commissioning Prospectus Published</b>
<b>Wednesday 4th February 2015</b>	<b>• Application Deadline</b>
<b>Week Commencing 9th February 2015</b>	<b>• Evaluation Panel</b>
<b>Friday 23rd February 2015</b>	<b>• Awards Published</b>
<b>Standstill Period 9th March 2015</b>	<b>• Standstill Period 10 Working Days</b>
<b>1st April 2015</b>	<b>• Service Commencement</b>

## Funding

The total amount of funding available as part of this prospectus is currently envisaged to be around £600,000 in total for 2015/16.

The partnership will produce a new version of this prospectus once every six months. This will allow 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.

The maximum contract period will be two years. This will be made up of an initial contract for 12 months and an extension for a further 12 months (where possible and appropriate, and subject to satisfactory performance)

In the event of all funding identified by the Partnership not being allocated, the Partnership will allocate any remaining sums as part of subsequent prospectuses, with the next anticipated in summer 2015.

## 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 please apply to:

- Joint Operations Group (JOG) allocated an annual budget from the Newcastle Partnership for grant funding of projects up to and including the value of £750 for community safety-themed projects and up to and including the value of £3,000 young people's positive activities. The funding criteria and application form is available from the Partnerships Team at Newcastle-under-Lyme Borough Council by contacting [sara.shuker@newcastle-staffs.gov.uk](mailto:sara.shuker@newcastle-staffs.gov.uk) or calling 01782 742554

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.

If you are a voluntary/community sector organisation, funding advice can also be sought from VAST. Please contact Colin Williamson, the senior development officer for Newcastle-under-Lyme, email: [Colin.Williamson@vast.org.uk](mailto:Colin.Williamson@vast.org.uk) Tel: 01782683100 or 07876834727.



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

### **Who can apply?**

- Any formally constituted not-for-profit community group serving Newcastle-under-Lyme
- Any Parish or Town 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 and meets the key principles and requirements of this prospectus
- 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 can apply for multiple service outlines. As part of their application they must clearly specify which areas they are applying for. The sum of money that applicants can bid for should not exceed the maximum amount of money allocated to the areas for which they have applied.
- 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?

- 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 and treatment services
- Formal education
- A statutory responsibility that is already delivered or commissioned
- Individually prescribed and specialist exercise and weight management programmes
- 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

## 1. Enhancing Economic Growth

### Key objectives for this focus priority area:

- Creating the right conditions to attract and grow business in Newcastle under Lyme
- Support residents with minimal/ no qualifications to develop skills required to gain employment and support their development
- Enhance access to community learning opportunities
- Make it easier for businesses inclusive of Social Enterprises and Voluntary Organisations to start up, innovate and expand
- Create the right conditions for increased employment in more and better jobs
- Encourage businesses inclusive of Social Enterprises and Voluntary Organisations to embrace their wider role in contributing to economic growth
- Improving our environment and public spaces
- Making our places safer
- Improving financial inclusion of residents in Newcastle.

### Why is this a local issue – what is the evidence saying?

<p><i>Being NEET between the ages of 16-19 is seen as a major predictor of later unemployment, low income, depression, involvement in crime and poor physical and mental health. The proportion of young people who were NEET during March 2013 for Newcastle-under-Lyme was 3%. However there are significant inequalities as figures are higher in the areas of Cross Heath, Holditch, Knutton &amp; Silverdale and Silverdale &amp; Parkside wards.</i></p>	<p><i>There are three electoral wards (Butt Lane, Holditch and Knutton and Silverdale) with high youth unemployment levels.</i></p> <p><i>The number of jobs in the Borough has decreased by 1,000 over the last decade</i></p>	<p><i>Although Newcastle unemployment is lower overall than England at 2.8% or around 2,200 claimants (3.4%), there are five electoral wards (Cross Heath, Holditch, Knutton and Silverdale, Silverdale and Parkside and Town) with high unemployment levels.</i></p>
<p><i>There are significant inequalities in educational attainment for example only 40% of young people gained 5 or more A-C grade GCSE's in Butt Lane compared with 84% in the Westlands.</i></p>	<p><i>There are 27% of adults (over 16) who have no qualifications, which is higher than the county average. There are inequalities at ward level</i></p>	<p><i>The percentage of people claiming disability living allowance is high in Newcastle. 6% or around 7400 people compared with 5.1% across England.</i></p>

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

Staffordshire Observatory, Health and Wellbeing Profile for Newcastle under Lyme (2014) - [www.staffordshireobservatory.org.uk](http://www.staffordshireobservatory.org.uk)

**2. Tackling Vulnerability**

**Key objectives for this focus area:**

- Reducing the harm caused by alcohol or drugs through prevention/early intervention
- Promoting protective factors and supporting resilience amongst vulnerable people
- Supporting drug and alcohol recovery by addressing wider health and social needs such as housing, training, skills and employment, health or emotional/psychological issues
- Reducing the cost to the public purse of troubled families
- Providing support to those who need it
- Improving life in the home for example tackling domestic abuse and dealing with anti-social behaviour
- Prevent homelessness and support those that may become homeless
- Improving health and wellbeing enabling individuals and families to provide the best start in life for their children
- Increasing levels of physical activity and reducing sedentary behaviour
- Reducing reliance on public sector support by encouraging community leadership and resilience
- Improving health and wellbeing throughout the life course
- Enabling older people to remain physically active to minimise their risk of falls
- Developing community food initiatives with a focus on improving the availability, affordability and accessibility of healthy food for low income groups (e.g. cooking initiatives, supermarket tour initiatives, growing initiatives, community food provision initiatives)

**Why is this a local issue – what is the evidence saying?**

<p><i>Approximately 3,200 adults in Newcastle-under-Lyme were admitted to hospital as a result of alcohol. This is higher than Staffordshire and England averages.</i></p>	<p><i>There are 12 LSOAs that fall within the most deprived national quintile in Newcastle making up 15% of the total population these are Cross Heath, Knutton and Silverdale, Chesterton, Butt Lane, Kidsgrove, Silverdale and Parksite, Town, Holditch and Thistleberry.</i></p>	<p><i>In Newcastle-under-Lyme, 220 families have been identified as part of the Building Resilient Families and Communities (BRFC) programme. The highest number in the county. This means they have required additional support as they are dealing with multiple issues including ASB, unemployment and non-attendance at school. This evidences that lots of families experience multiple issues not one in isolation, strengthening the need for whole family approaches.</i></p>
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<p><i>For Newcastle-under-Lyme children aged four or five (Reception) the proportion of those who were overweight or obese (21.7%; around 260) has fallen slightly compared to the figure in 2011/12 and remains similar to the England average. The Butt Lane ward however has higher than average levels.</i></p>	<p><i>For children aged ten to eleven (Year 6) the proportion of those who were overweight or obese increased from 35.1% in 2011/12 to 37.3% (around 380) in 2012/13 and is now significantly higher than England. This is particularly high in Kidsgrove and Knutton and Silverdale.</i></p>	<p><i>18.1% of children live in poverty in Newcastle. This is higher than the Staffordshire average, increases are mainly due to inadequate income, arising from worklessness, low wages and low level benefits. Knutton and Silverdale and Chesterton have over 45% of children living in poverty (Child Poverty in Staffordshire Needs Assessment)</i></p>
<p><i>Attainment at reception age is lower than the county average at 63%. Attainment at reception age is an indicator of their achievements later and there are significant inequalities in areas in Newcastle. These are in line with the areas of deprivation.</i></p>	<p><i>Newcastle has a higher rate of Domestic Violence with 3.9 recorded incidents per 1000.</i></p>	<p><i>During 2012/13 there were around 1,590 recorded incidents of violent crime. With rates in Newcastle higher than the England average.</i></p>
<p><i>Newcastle fuel poverty is 14.3% whilst England is 10.9%. Nearly four fifths of wards in Newcastle experience high fuel poverty.</i></p>	<p><i>The proportion of people in Newcastle eating five or more portions of fruit and veg (24%) is lower than England (29%).</i></p>	

**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)

District Physical Activity and Nutrition Profiles – [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.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. These are described in detail in the service outlines. These are:

Lot Number	Priority Area	Service Area	Allocation
1a	Tackling Vulnerability	Public Health Outcomes for Increasing Physical Activity and Reducing Sedentary Behaviour	£89,193
1b	Tackling Vulnerability	Public Health Outcomes for Improving Nutrition Through Community Food Initiatives	£89,193
1c	Tackling Vulnerability	Public Health Outcomes for Alcohol and Drugs: prevention/early intervention, protective factors/resilience, supporting recovery	£48,403
1d	Tackling Vulnerability	Homelessness Prevention for Young People	£24-28,000
1e	Tackling Vulnerability	Domestic Abuse	£70-78,000
1f	Tackling Vulnerability	Safer Nights Guardianship Service	£6,000
1g	Tackling Vulnerability	Mediation and Conflict Resolution Service	£5,000
1h	Tackling Vulnerability	Multisystemic Therapy	Unspecified
1i	Tackling Vulnerability	Young People's Positive Activities	£40,000
2a	Economic Growth	Furniture Reuse for Homeless Households	£10,000
2b	Economic Growth	Specialist Debt and Money Advice to Prevent Homelessness	£14-16,000
2c	Economic Growth	Family Employment Support in the Home	£40,000 - £45,000

If you wish to apply for funding, you will need to complete an application form and risk assessment form which is available from [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

The closing date for receipt of applications is 12 noon on **Wednesday 4<sup>th</sup> February 2015**. Emailed / electronic applications will be accepted and these must be submitted to [sarah.edgerton@staffordshire.gov.uk](mailto:sarah.edgerton@staffordshire.gov.uk) Postal applications should be returned to Sara Shuker, Newcastle Borough Council, Civic Offices, Merrial Street, Newcastle-under-Lyme ST5 2AG. No submission received after this closing date and time will be considered. Submissions may not be considered if any information requested in the supporting documentary evidence is not provided with the submission, or if the submission is otherwise non-compliant or incomplete.

## Evaluation of Applications

### Main Criteria Grid

When considering submissions the following Award criteria will be applied: -

Criteria	Percentage
Price	40%
Quality	60%
Total:	<b>100%</b>

### Scoring Grid

We will use a scoring grid in evaluating each provider's 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 inaccurate.	0
<b>(B) Poor</b>	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading or only partially addresses the question.	1
<b>(C) Acceptable</b>	An acceptable response submitted in terms of the level of detail, accuracy and relevance. The response is good but there are either some omissions of important factors or negative indications that reduce the extent to which the project aims will be achieved.	2
<b>(D) Good</b>	A comprehensive response submitted in terms of detail and relevance and clearly meets the project aims with no negative indications or inconsistencies.	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. A score of 0 will result in the application being disqualified for funding. Applicants must score a minimum of 50% of the available marks to be eligible for funding.

### Evaluation Panel

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, examples of these documents can be found at [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk). 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

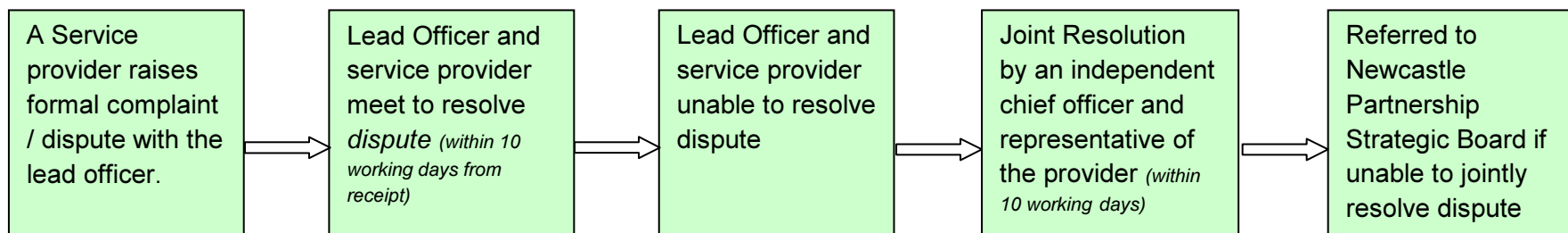
Contract payments will be made quarterly in arrears (following receipt of performance information and satisfactory reviews).

### 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 all queries is Sarah Edgerton [sarah.edgerton@staffordshire.gov.uk](mailto:sarah.edgerton@staffordshire.gov.uk) tel: 07901350546

### Disputes / Complaints

All agreements with providers will incorporate a dispute resolution/complaints mechanism which needs to be time limited. This will be as follows.



This dispute resolution process is an informal process designed to complement but not replace the formal legal route.