

Strategy & Transformation

17 Eastgate Street
Stafford
Staffordshire
ST16 2NF

John Sellgren
Chief Executive
Newcastle-under-Lyme Borough Council

Telephone 01785 276452

Email: denise.smallman@staffordshire.gov.uk
Please ask for: Contact

Our Ref

Your Ref

Date 14 July 2011

Dear John

Third Sector Commissioning in Partnership (TSCiP) programme

The team are currently preparing reports to go to Leaders and Chief Executives on 8th Sept and to Chief Executives on 10th November 2011 for final approval as to how each organisation wishes to proceed regarding the shared commissioning of a Debt, Benefits and Consumer Advice Service and a Third Sector Infrastructure and Volunteering Service and the implementation of a consistent approach.

The mapping carried out earlier in the year identified that Newcastle-under-Lyme Borough Council held 1 contract¹ with Citizen Advice Bureau with an annual value of £131,386 and 1 contract with the Community and Voluntary Service with an annual value of £12,000.

With this in mind I would ask that you start to consider your own future commissioning intentions, for the above mentioned services, both with regard to the resources available to deliver your service requirements in accordance with organisational priorities and the timescales within the process plan for the programme shown below

STAGE 3 - TEST		
L - Confirm future requirements		
Confirm each participating PSO's ² service requirements/ outcomes for 2 services	Thu 10/11/11	Fri 16/12/11
Confirm each participating PSO's 3 year investment for 2 services	Thu 10/11/11	Fri 16/12/11

¹ Contract refers to Contract, Service Level Agreement or Grant

² Public sector Organisations



M - Sign up and Consultation		
Commitment to joint commissioning in place with participating PSO's evidenced by signed SLA's with each	Thu 10/11/11	Fri 16/12/11
Develop service outlines and consult with PSO's	Mon 02/01/12	Fri 24/02/12
N - Training		
Provision of training on new application process for interested parties	Mon 16/01/12	Fri 10/02/12
O - Procurement (Proposed Debt/Benefits/Advice Services and Infrastructure/ Volunteering Services)		
Tender process (staggered)	Mon 02/04/12	Mon 20/08/12
Appraisal process	Mon 09/07/12	Mon 17/09/12
Standstill Period	Mon 30/07/12	Mon 08/10/12
Collaborative agreement on KPI's	Mon 20/08/12	Mon 22/10/12
Contract Award Signed	Mon 03/09/12	Mon 05/11/12
Contract start dates (staggered)	Tue 01/01/13	Mon 01/04/13

Should you require support or further information please contact

Denise Smallman – Head of TSCiP Programme – e-mail denise.smallman@staffordshire.gov.uk tel. 01785 276452

Emma Slater – TSCiP Programme Manager – email emma.slater@staffordshire.gov.uk tel. 01782 277396

Yours sincerely

Denise Smallman
Head of TSCiP Programme

cc Mark Bailey, Simon Sowerby

