

Commissioning Community Support Services

Policy Statement, January 2015

Daventry District Council recognises the need to provide appropriate financial support to voluntary and community sector organisations that deliver services to the community which meet with the Council's core objectives.

1. SCOPE

- a) The Council will commission community support services in accordance with agreed budgets.
- b) The Council will identify which services to fund by reference to corporate objectives, current practice, and public opinion.
- c) Contracts will be awarded for three years. The next cycle is 2015 – 2018.
- d) The voluntary and community sector will be eligible to bid for contracts through an open process.

2. RESPONSIBILITIES

- a) The Council's Community Development Officer will be responsible for managing the commissioning process with support from the Corporate Procurement Officer, Customer Services Manager and Community Manager.
- b) The Senior Management Team (SMT) will approve which services to fund following advice from the Community Development Officer.
- c) The Corporate Procurement and Efficiencies Working Group (CPEWG) will approve the procurement process.
- d) Organisations in receipt of funding will be required to comply with service level agreements, contracts, and other conditions as appropriate.

3. PROCESS

- a) A review of contract delivery, current practice, public opinion, and the extent to which community support services meet corporate objectives will identify which services are funded over the next three year cycle.
- b) Tender documents will be prepared that will include qualification questions, service specifications, and scoring methodology.
- c) An open tender process will be publicised through relevant media.
- d) Tenders will be scored according to the agreed methodology and organisations appointed on the basis of this. However, the Council reserves the right to withdraw any tender/contract should financial or other circumstances give rise to this.
- e) To maintain funding, successful organisations will be required to enter into a contract and provide quarterly performance monitoring information.

4. CONTACT

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