

QUOTE SPECIFICATION

Development and Implementation of a Training Package to support the Development of Members in their role as Chair and Vice Chair of Sunderland City Council's 5 Area Committees

December 2009

1. Introduction

This quote seeks the employment of a training provider to develop and implement a training package to support the Development of Members in their role as Chair and Vice Chair of Sunderland's 5 Area Committees

2. Background

One of Sunderland City Council's key improvement programmes is its Community Leadership Programme. It commenced in September 2008 and is based upon the need to accelerate delivery of quality of life improvements for the people of Sunderland and to improve their satisfaction levels with the way the Council and its partners perform.

There are a number of strands to the programme, and a lot of work to date has been around the structures and processes which will support this approach, this includes:-

- Reduction of Area Committees from six to five and review of the boundaries of two of the new Committees
- Revised constitution and terms of reference for Area Committees (appendix 1)
- Revised Area Committee Governance arrangements including:-
 - a more strategic agenda, the emphasis being around the delivery of Local Area Plan Priorities
 - Introduction of a Committee Reporting structure
 - Development of Self Assessment Criteria
 - Development of a Local Review approach
 - Development of a problem solving approach
 - Enhanced communication and engagement with local people and Voluntary and Community Sector organisations at an area level
 - Enhanced attendance from key council officers from Service Directorates, local service delivery partners, linkages to Sunderland's LSP Delivery Boards and Voluntary and Community Sector Organisations.
 - Increased Council Officer support which includes a nominated Area Lead Executive (Executive Director and Strategic Support), Area Officer who supports the Area Committee in development and enabling delivery of the Local Area Plans, Democratic Services Officer responsible for effectively managing the administration of the committee.
- The development and introduction of Local Area Plans, which underpin the Sunderland Strategy and the Local Area Agreement for Sunderland, and provide the focal point to discuss, review and improve service delivery.

Having made substantial initial progress, the next stage of this element of the Programme is around the embedding and development of this approach. This includes developing the capacity of individuals and groups to deliver Community Leadership Outcomes, achieving improved role clarity, strengthening relationships, changing behaviour, approach and, longer term, changing attitudes.

Key to this is the development of elected members and in this wave of training it is essential that the Chairs and Vice Chairs of Area Committees are given the opportunity to develop their existing skills to meet the demands and changing nature of the Area Committee Chair.

3. **Purpose of Quote:**

This quote is to recruit a training provider who is able to develop and implement an approach to support the development of 5 Chairs and 5 Vice Chairs to meet the demands of the changing nature of their role, based on the Role Description and have a clear plan for development to meet Skills and Knowledge requirements in full (attached as Appendix 2).

It is envisaged that the work will be conducted in 3 stages:-

1. Identification of Training requirements

- Using primary data already available
- Observing chairing styles in action at all 5 Area Committees – Area Chairs only.

Area Committee	Date	Time	Venue
Sunderland East	04.01.2010	5.30pm	Location not decided
Sunderland North	04.01.2010	5.30pm	Bunnyhill Centre
Coalfield	06.01.2010	6pm	Hetton Centre
Washington	07.01.2010	6pm	Washington Multi purpose
Sunderland West	07.01.2010	5.30pm	Location not decided

- Interviews with Area Chairs, Vice Chairs and key support officers to include Area Lead Executive, Area Officer and Democratic Services Officer to obtain information in relation to known strengths and weaknesses of each,

2. Design Training package – using the findings from the analysis at stage 1:-

- Compare each Chair and Vice Chair against the role specification.
- Produce an individual assessment of current capacity to meet the specification in full

- Put together a programme of development focusing on the most important requirements of the role, split into generic development that could be done together or in groups of 3-4 and specific requirements that would need to be delivered on a one to one basis or at most one to two.
3. Deliver Training

There will be a maximum overall budget of £7,000.

4. **Timescale**

The contract will run from week commencing 4th January – 28th February 2010 subject to satisfactory progress and with appropriate clauses for review.

Action	Timescale
Quote packs sent out	3 rd December 09
Deadline for return of Quotes	16 th December 09 (13:00)
Interviews/Presentations for Short listed providers (there will be a officer then member panel they will run consecutively on the save day with a decision at each point in relation to which providers go forward to the next stage)	22 nd December 09
Award letters/contract sent to successful provider and letters sent to unsuccessful providers	23 rd December 09
Commissioning meeting and contract start	4 th January 2010
Phase 1 complete (this includes observing Area Committee meetings)	22 nd January 2010
Phase 2 complete	5 th February 2010
Phase 3 complete	28 th February 2010
Completion of consultancy	28 th February 2010

5. **Quote Proposal**

Consultants should submit a proposal of not more than 5 A4 pages (plus CV's as appendices) detailing, though not limited to the following key details:

The proposed approach to the specification requirements including

- a proposed methodology, with a work programme clearly identifying methods to be used and the time that would be dedicated to each element of the work;

Capacity to deliver including resources and staff

- details of the individuals who would lead the project and undertake the work, setting out their experience (CVs should be submitted), the type of work they would undertake and the number of days they would spend on it;

Knowledge and experience of the relevant area of work

- a statement of the training provider's suitability for undertaking the study, including details of previous relevant work (appropriate examples may be submitted)
- Two references of which one must be available by telephone.

Pricing Schedule

- The total sum (inclusive of all expenses) required to undertake the work, with an itemised breakdown of proposed expenditure.

Upon commissioning of a specific area of work the consultant will be required to maintain regular contact via telephone, e-mail and progress meetings to discuss progress and raise any outstanding issues to the nominated officer.

Consultants should identify a single contract manager to provide a consistent, single point of contact during the contract. A nominated officer from Sunderland City Council will oversee and monitor performance of the contract.

The work carried out must be to the satisfaction of Sunderland City Council. Copies of all correspondence/training materials should be agreed by Sunderland City Council in the first instance prior to wider circulation.

Increases in service delivery costs will not result in additional payment but must be accommodated at the contractor's expense or within the original total approved contract costs with no loss to outputs.

Payment of invoices is dependent on compliance with the contract conditions and on satisfactory progress being made in achieving the outputs set out in the quote specification. If contract conditions have not been complied with, or if satisfactory progress is not made with regards to the agreed outputs set out on the service proposal Sunderland City Council may suspend, reduce or withhold payment. Where significant underperformance occurs the Sunderland City Council reserve the right to terminate the contract.

The City Council reserves the right to examine and review records that support the delivery of the service at any time during the term of the contract. Right of access extends to partners and sub contractors.

6. Selection Process

Quotes will be evaluated against pre-determined criteria. Quality and price will be evaluated to determine which proposal offers the most economic advantage. This will be done on the basis of:

- Quality 60%
- Price 40%

Returned quote submissions will be evaluated against the requirements of the service specification on the following basis:

Criteria	Weighting
The extent to which the quote meets the specification requirements	30%
Knowledge and experience of developing and delivering training to elected members	15%
Capacity to deliver including resources and staff – especially relating to capacity to deliver at short notice	15%
Total	60%
Price – Overall cost as laid out in the pricing schedule	40%

7. Queries

All queries, requests for clarification or further information in respect of this quote should be addressed to:

Allison Patterson
Area Coordination Manager

Strategic Economic Development
Services
Sunderland City Council
PO BOX 100
Civic Centre
Sunderland
SR2 7DN

Tel. 0191 561 1474

areacoordination@sunderland.gov.uk

Vince Taylor
Head of Strategic Economic
Development
Strategic Economic Development
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Sunderland City Council
PO BOX 100
Civic Centre
Sunderland
SR2 7DN

Tel: 0191 5611113

areacoordination@sunderland.gov.uk

8. Quote Return

Two hard copies and one electronic copy of the quote submission and pricing schedule must be returned to the City Council at the address below no later than **13:00 on 16th December 2009**

All quote documents should be marked;

PRIVATE AND CONFIDENTIAL
QUOTE DOCUMENTS ENCLOSED

Development and Implementation of a Training Programme to support the Development of Members in their role as Chair and Vice Chair of Sunderland's 5 Area Committees

CLOSING DATE AND TIME: 13.00, 16th December 2009

Please send proposals to:

Allison Patterson
Room 2.83
Sunderland City Council
PO BOX 100
Civic Centre
Sunderland
SR2 7DN

Role Description of a Chair and Vice Chair of Area Committee

The Chair and Vice-Chair of Area Committee is effective when:

- The Chair has the lead role, and as such
 - ensures the development and enablement of effective implementation of the Local Area Plan
 - when monitoring quality and effectiveness of services, actively encourages local residents to become involved in decision making
- Ensuring objectives are carried out in accordance with the constitution
- Recognising the Area Committee is at all times the public face of the Council.
- Chairing the Area Committee meetings in accordance with its terms of reference (as outlined in the Council's Constitution).
- Fostering and maintaining a disciplined approach by the Councillors involved, and having a regard to high standards of behaviour and ethics.
- Ensuring public meetings are delivered to the highest standard, demonstrating transparency in decision-making and cultivating the trust of the general public in local politics.
- Advising officers on the content of the agenda for Committee meetings.
- Ensuring Agenda Setting Meetings are an effective mechanism for informing and updating Councillors on area committee/locality-wide matters, resolving potential disputes and effectively managing the work programme of the Area Committee.
- Leading Area Committee activities as appropriate.
- When representing the Council in all dealings with the public, media and other bodies in respect of the work of the Committee, in accordance with Council procedures and protocols.
- Ensuring active participation with the locality agenda is secured by:
 - Developing an understanding amongst area committee members of their locality and the benefits and value of co-operation to the communities they serve.
 - Using the influence of the Area Committee and its governance measures, to support and progress locality priorities.
 - Emphasising the crucial role that each Ward Councillor has to ensure that the needs of the communities they represent are summarised in the locality plan and prioritised accordingly.
- Taking the lead role and championing the work of the local Area Committee in partnership with:
 - Local community
 - Voluntary Sector
 - Public and private sector
 - Other interested parties

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- Encouraging and supporting the active participation of all local Area Committee Councillors and Partners in the following areas:
 - Community Engagement (making every effort to ensure that all sections of the Community, particularly under-represented groups, have an opportunity to participate);
 - Community action planning;
 - Devolved decision-making;
 - Ensuring the area committee operates in a manner that effectively represents the interests of the wider local community.
 - Producing an annual report setting out the Committees' achievements.
 - Ensuring the work of the Area Committee is well-publicised by informing, involving, consulting and feeding back to the local community using a wide variety of mechanisms.
 - Representing the interests of the local community through two-way communication with the Council, Partners and other key decision-makers.
 - Planning and co-ordinating the work programme and forward plan of the Area Committee.
 - Proactively liaising with Council Officers and Partners/agencies to achieve the objectives of the Area Committee.
 - Ensuring that the Area Committee works effectively with service providers to ensure the provision of services that meet local needs.
 - Ensuring decisions are made using correct protocols.
- There is responsibility for personal development.
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Skills and Knowledge for the Chair of an Area Committee

Leadership Skills

- Ability to provide leadership for the local area.
- Ability to challenge the status quo and develop proposals for change at a local level.
- Ambassadorial skills to be able to represent the Area Committee both within and outside the council.
- Objective setting and progressing those objectives on behalf of the Area Committee.
- Managing the process to secure tangible area improvements

Team Working & Relationship Building

- Relationship building particularly with Area Committee members, local partners, key community contacts, senior officers etc.
- Tact and diplomacy to be able to work across the full range of council services, partners and political groups to the benefit of the local community
- Supporting and encouraging relevant contribution from each member of the Area Committee.
- Ensuring maximum contribution from Area Committee members with portfolio lead responsibilities.

Knowledge

- Detailed understanding of the Council's constitution.
- Detailed understanding of the code of conduct, budget and audit processes and key internal policies.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the relationship between the role of the council and its Area Committees.
- Knowledge and understanding of locality working.
- Understanding of the legally defined role of certain senior officers.
- Knowledge of local community needs and their priorities for action.
- Knowledge of community engagement and community action planning processes.
- Knowledge of the key organisations delivering services in the locality

Communication

- Advanced communication skills to be able to work constructively with Councillors, Partners, and Officers.
- Advanced listening and questioning skills.
- Advanced presentation skills.
- Advanced public speaking skills.
- Advanced skills in working with the media and an ability to identify when additional support from public relations specialists is required, to ensure the Area Committee and the council are positively represented.

Chairing

- Advanced chairing skills.

Organisational Skills and Personal Effectiveness

- Ability to plan and prioritise the business of the Area Committee having regard to its terms of reference and key challenges facing the local area.
- Ability to manage a busy and complex workload often to tight timescale and deadlines.