Appendix 1

Invitation to organisations to apply for a grant to provide Local Infrastructure Services to support the Third Sector in Corby and Kettering.
Information for organisations

Purpose of the Grant
The purpose of the grant is for the provision of a Local Infrastructure service to support and represent the voluntary and community organisations across Corby and Kettering

Period of the Agreement is 1st July 2010 to 31st March 2013

total amount allocated over the three year period: £250,250

Background
Kettering Borough Council and Corby Borough Council have decided to jointly procure the provision of a local infrastructure service. The successful organisation for this service will have one Agreement jointly agreed and monitored by these two Councils.

Northamptonshire County Council has agreed to devolve local infrastructure provision to Districts and Borough Councils and has made available funding which is included in the grant.

Applications must be full and provide evidence / documents or will be rejected.

Any queries about the documents which may affect the preparation of the application shall be raised without delay (preferably in writing) and before 31 March 2010 with.

Iain Kirtley
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If the Council considers a query may have a material effect on the application process, all applicants will be notified without delay in writing and information placed on the websites of Kettering Borough Council and Corby Borough Council

Application return date: by 12 noon, Friday 23 April 2010

Application shall be returned to:
Head of Democratic Services
Corby Borough Council
Grosvenor House
George Street
Corby Northants NN17 1QB
Corby and Kettering Local Infrastructure Service

Service Specification 2010 – 2013

Period of the Agreement 1st July 2010 to 31st March 2013

TOTAL AMOUNT ALLOCATED OVER THE THREE YEAR PERIOD: £250,250

Corby Borough Council £53,625
Kettering Borough Council £59,125
Northamptonshire County Council: £137,500

For the first year (July 2010 – March 2011) the funding is three quarters of yearly allocation (to be split into annual amounts with grants being paid in advance in two stages during the year. The first payment at the start of the Agreement and subsequently in April, will be two thirds of the annual grant. The second payment in November subject to satisfactory performance will be the remaining one third of the annual grant.

Introduction and Context

A stronger third sector is an asset to any local area. The third sector can contribute in many ways, and the government has included it as a priority on the basis of the following:

- The importance of the third sector to strong, active and empowered local communities
- The value of the third sector to responsive and effective local government
- The value of local government to the third sector

Core Service Objectives

Corby Borough Council, Kettering Borough Council and Northamptonshire County Council, expect the Local Infrastructure Organisation to:

- Demonstrate leadership of the Third Sector in Kettering Borough and Corby Borough
- Make a positive difference to the assessments of specific National Indicators, namely:

  NI2 People who feel they belong to their neighbourhood
  NI7 Environment for a thriving third sector
  NI6 Regular volunteering opportunities
• Support the principles of the Equality Framework

Minimum Requirements

The successful organisation will be asked to deliver against the key outcomes detailed below.

Outcome 1 - Demonstrate leadership of the Third Sector in Kettering and Corby.

1. To represent the diverse frontline voluntary and community groups by ensuring representation of the third sector on appropriate strategic bodies and partnership boards and by attendance at relevant meetings.

2. To provide and facilitate quarterly forum meetings to ensure effective two way communication

3. Establish and maintain a database of community and voluntary organisations by type of interest and services provided within each of the Boroughs

4. Promote the value and work of the Third sector with key stakeholders.

5. Provide support for groups to develop and promote stronger communities and build good relations between communities and organisations.

Outcome 2 – Environment for a thriving third sector

1. Ensure that the Third Sector can access appropriate local support services such as HR, Financial, IT, legal advice

2. Publish model policies and procedures

3. Carry out health checks and in particular to support locally agreed Priority Organisations

4. Identify opportunities for collaboration, joint applications and partnership arrangements between Third Sector Organisations

5. Identify and deliver training courses to the community and voluntary sector to include training for staff, trustees and volunteers to set up organisations or improve their business practices

6. Provide funding advice searches to the local community as well as organising funding fairs.

7. Provide assistance and support in applying for different funding streams.

8. Demonstrate partnership working with other voluntary and statutory agencies that help achieve the objectives of this specification.

9. Actively seek other funding to develop / extend the service that help achieve the outcomes of this SLA with a target of 75% achieved.
Outcome 3 – Volunteering Opportunities

Accessible support for volunteers and volunteering is developed that meets local needs and increases the number of people volunteering across the private, public and voluntary sectors

1. People wanting to find out about volunteering and volunteer opportunities are able to access information and support in a variety of ways, including local face-to-face support and the use of new technologies. Detailed information about a diverse range of local volunteer opportunities is held, kept up to date and made widely available.

2. Potential volunteers across all sectors including specialist sectors are provided with support, advice, guidance and learning to match their motivations to volunteer with appropriate volunteering opportunities.

3. Interest in volunteering is stimulated through promoting positive messages to all sectors of the community about the diverse nature and benefits of volunteering.

4. Good practice in volunteer management is actively promoted to all organisations that involve volunteers through the provision of, information, advice and support appropriate to the relevant work.

5. The development of new volunteer opportunities will be stimulated and supported in response to community needs and the motivations and needs of the volunteers themselves.

6. Maintain awareness of local, regional and national government proposals and policies which may impact on volunteers. To provide appropriate information and training that impacts to volunteering organisations and volunteers.

7. Link to other volunteer providers (such as vinspired)

Kettering specific requirements

In addition to the joint minimum requirements above, Kettering Borough Council also requires the successful organisation to undertake work that helps towards:

Against Outcome 1.1, the specified strategic bodies and partnership boards are:

a. A Director to sit on the Local Strategic Partnership (LSP) Executive Board
b. A Senior Manager to sit on the Neighbourhoods and Communities panel of the LSP
c. Operational staff delivering specified council projects such as Kleen Sweep, Building Communities and the Credit Crunch Action Plan

d. Link with the countywide LIO organisation

Against Outcome 2.2, The Priority Organisations are those funded by KBC and; those that self manage or wish to self manage KBC assets.

Kettering Objective 1 (KO1) Customer Services
- Demonstrating how you could align your services to be accessed from Kettering Borough Council’s Customer Service Centres.
- Adopt the Borough Council’s Customer Service Standards.
- Evidence that a diverse group of users is supported and that opportunities for interaction are maximised.

KO2 Promotion and publicity
- Provide details of any events to the Tourist Information Centre to be included in the Monthly What’s On Guides
- To provide details of the use of and planned use of the Kettering Borough Council Branding Guidelines.

KO4 Added Value
- Organisation’s activities also support other local Priorities (KBC Corporate Plans, Community Strategy, Community Safety Partnership Plan etc.)
- NI 186 Per capita reduction in CO2 emissions – support for Third Sector

Corby specific requirements

In addition to the joint minimum requirements above, Corby Borough Council also requires the successful organisation to undertake work that helps towards:

Corporate Plan Objectives and Priorities - Safer, Stronger Communities.

Against outcome 1.1 the specified strategic bodies and partnership boards are:
- A Director to sit on the Local Strategic Partnership (LSP) Executive Board
- Link with the countywide LIO organisation

Against Outcome 2.2, The Priority Organisations are those funded by CBC and; those that self manage or wish to self manage CBC assets.

- To promote, manage and provide space within the Old TA Centre to community/voluntary organisations.
- Conduct health checks with community/voluntary organisations ensuring relevant policies and procedures are in place
• Produce and distribute a quarterly newsletter, promoting training, funding opportunities and services for the community/voluntary sector.
• Achieve and maintain a relevant quality standard
• To provide assistance to the voluntary / community sector, giving advice and support
• Provide training to voluntary groups and other organisations
• Provide funding advice searches to the local community and have accredited funding advice workers
• Promote the services available to the community and voluntary sector throughout the Borough.

Performance Indicators
These will be set against Baseline Data.

Agreed outputs will be set for the core requirements which will provide the basis for monitoring the performance of the successful organisation and will include:

• Actively seek and apply for other funding to develop / extend the service that help achieve the outcomes of this SLA.
• Evidence that new community groups are supported and that opportunity for interaction are maximised
• Demonstrate partnership working with other voluntary and statutory agencies that help achieve the objectives of this specification.
• Evidence how your organisation’s activities also support other local priorities (the Council’s Corporate Priorities, the Community Strategy, the Community Safety Partnership Plan and the Local Area Agreement).
• Evidence the implementation of Quality Management systems including the quality of data for management purposes.
• Hold forum meetings in both Kettering and Corby
• Recruit new volunteers over a period of a year
• Deliver training to meet the training needs of the community and voluntary sector
• Conduct health checks with community and voluntary organisations ensuring relevant policy and procedures are in place
• Support community and voluntary organisations on funding opportunities available
• Provide access to a grant finder search engine
• Produce and distribute a quarterly newsletter, promoting training, funding opportunities and services for the community and voluntary sector.

Quality and performance standards
The successful organisation must enter into a joint service level agreement with Corby and Kettering Borough Council which will detail the agreed outputs from the service provider.

The successful organisation is expected to achieve MATRIX standard or another recognised quality mark and Volunteering England quality accreditation.

Evidence of implementation of Quality Management systems including the quality of data for management purposes must be demonstrated.

**Confidentiality**

The successful organisation will be expected to adhere to Data Protection.

**Reporting**

Attend regular management update meetings with Officers from both Kettering Borough Council and Corby Borough Council.

Provide written monitoring updates including numerical data and qualitative reporting against target data on a half yearly basis.
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