

**Chorley Borough Council**  
**Scrutiny Panel Inquiry into Neighbourhood Working**

**Schedule of Services**

**Introduction**

1. Chorley Borough Council ["the Council"] wish to appoint an experienced consultant to guide and advise a scrutiny panel inquiry by the Council into neighbourhood management. The expected tasks and outputs ["the services"] are listed later in this brief.
2. You are invited to submit a proposal for the provision of the services.

**Quotations must be sent in a sealed plain envelope, clearly marked "QUOTATION FOR NEIGHBOURHOOD MANAGEMENT ADVICE SERVICES" in large bold print, by registered post, recorded delivery service or delivered by hand to the Corporate Procurement Officer, Chorley Council, Gillibrand Street, Chorley, Lancashire PR7 2EL. The envelope must not bear any name or mark indicating the identity of the sender.**

**Quotations must be received by no later than 17.00 hrs on Monday 25 September 2006.**

No Quotation will be considered if it is received after the date and time specified, unless the Council at its sole discretion, extends the closing date and time specified in writing.

**The Client**

3. The client is the Director of Streetscene, Neighbourhoods and Environment of the Council.

**Policy Context**

4. Attached here are key policy documents of the Council.
  1. Chorley's Community Strategy
  2. The Council's Corporate Strategy
  3. The Council's Performance Agreement
  4. Draft Overview and Scrutiny Inquiry Project Outline
  5. The Council's Overview and Scrutiny Toolkit

**Description of Chorley**

5.
  - 5.1 Chorley Borough is located in northwest of England, approximately 25 miles from Manchester and close to Blackburn, Bolton, Wigan and Preston. In the east of the borough are sparsely populated upland areas forming part of the West Pennine Moors. The more central part is more built up with the principal town of Chorley and smaller townships of Adlington and Coppull. To the north and west of Chorley town are the settlements of Clayton-le-Woods, Whittle-le-Woods and Euxton that have expanded considerably through suburban development since the 1960's. The Borough extends to about 205 km<sup>2</sup>.
  - 5.2 The total population of Chorley in 2001 was 100, 449 and is predicted to rise to 110,000 by 2016.
  - 5.3 Chorley Borough is one of the least deprived boroughs in Lancashire. Nationwide, the Borough is ranked 172 out of 354 districts, 1 being the most deprived.

However, there are pockets of deprivation within the Borough. Super Output Areas (SOAs) are part of the new geography introduced in 2004. Each lower layer SOA consists of 1,000 to 2,000 residents and they nest within current ward boundaries. The Index of Multiple

deprivation 2004 indicates that 8 lower layer SOAs in the Borough fall within the 20% most deprived nationally. They are located in Chorley Town, mainly in the central, south- western and eastern parts, and Clayton Brook/Green. Chorley's Community Strategy 2005-2025 has a priority to reduce pockets of inequality in the Borough, with one aim being that there are no SOAs in the 20% most deprived nationally.

If you wish to access more information about the Borough it is available via our website at <http://www.chorley.gov.uk/section.asp?cat=12720&doc=10917>

## Scrutiny Panel Inquiry Objectives

6. The Council's objectives in considering neighbourhood management are:

1. Improving service delivery of the Council and its partners
2. Localising consultation and improving satisfaction in neighbourhoods and delivering devolved budgets and commissioning of services
3. Acting jointly, with partners, to reduce pockets of deprivation and social exclusion
4. Promoting community development and cohesion
5. Maximising community involvement in neighbourhood management from active citizens, voluntary and private organisations
6. Promoting involvement in local governance arrangements especially by young people

### The Council wishes to find out about:

1. Elements of neighbourhood management, which currently exist in Chorley
2. Different styles of neighbourhood management models, including the concept of neighbourhood boundaries, informal social control, social networks and social exclusion
3. The characteristics of successful neighbourhood management examples including those supported by the Neighbourhood Renewal Fund intended to create cleaner, greener, safer communities
4. The contribution that public space management can make to neighbourhood development
5. Neighbourhood management pilot area selection criteria
6. The relationship between the neighbourhood management area determinants and outputs and their size, establishment and speed of development
7. The different governance arrangements for neighbourhood management
8. Funding methods, including asset transfer, special project funding, spending decision devolution, top slicing budgets and external funding sources.

### Tasks

7. The Consultant will be required to complete the following tasks to advise and guide the Scrutiny Panel Inquiry.
  1. Familiarise themselves with Chorley's Community Strategy, The Council's Strategic Plan and existing Area Forum arrangements and identify the relevant policies, plans and programmes impacting on neighbourhood management programmes.
  2. Interview, collectively or individually key officers and members of the Council to understand the Council's intentions and commitment to neighbourhood working and service delivery.
  3. Research published reports on neighbourhood working and management.
  4. If published during the course of the inquiry, review the Government's White Paper on Local Government.
  5. Review the draft Overview and Scrutiny inquiry project outline and make recommendations for changes by omission or inclusion in the list of evidence, witnesses, consultation and site visits.
  6. Attend Scrutiny Panel meetings and study visits with the whole panel or panel sub-groups. Estimate six meetings of not more than 3 hours in duration and not more than four site visits to be completed within 1 day from Chorley. Attend the final meeting of the Clayton le Woods North Area Forum Pilot at 19.00hrs on 12 October 2006.
  7. Attend not more than 3 meetings in Chorley to draft the final report of the Scrutiny Inquiry.

## Outputs

8. The Consultant will be required to produce and supply the Council with the following outputs.
  1. A narrative report scoping potential models for neighbourhood working in Chorley based on Tasks 1-5 above setting out the costs, benefits, risks and critical success factors for each model.
  2. Produce an updated Overview and Scrutiny inquiry project outline including revised evidential, witness, research and site visit recommendations.
  3. Produce a witnesses guide to the scrutiny inquiry process, defining neighbourhood working for the purposes of this inquiry, assisting them to understand beforehand the nature of the inquiry and including a checklist of questions, based on neighbourhood management determinants to be asked by the panel or sub-group.
  4. Based on Output 3 and using the Councils toolkit documentation produce a set of inquiry questions to be used at witness hearings.
  5. Produce a final report based on all available evidence making recommendations for a Neighbourhood management model suitable for trial in Chorley and including selection criteria for two pilot neighbourhood management areas.
  6. Produce an outline three-year action plan for the implementation of neighbourhood management in the two pilot areas.

## Programme

|   |                            |
|---|----------------------------|
| Invitation to tender                            | 8 September 2006           |
| Tenders returned                                | 17.00hrs 25 September 2006 |
| Tender award                                    | 2 October 2006             |
| Clayton le Woods North area Forum Pilot Meeting | 12 October 2006            |
| Outputs 1 and 2 delivered                       | 30 October 2006            |
| Output 3 and 4 delivered                        | 13 November 2006           |
| Output 5 delivered                              | 5 March 2007               |
| Output 6 delivered                              | 30 April 2007              |

## Contract

9. The contract will be awarded on fixed price contract terms inclusive of all appropriate costs and expenses.
10. The consultant will enter into a formal written agreement with the Council in the form attached hereto.
11. Payment will be made in two equal parts-the first payment being made within 7 days of invoice after submitting output 4 and the second and final payment after delivering output 6.

## The Tender

12. Consultants are required to include the following information in their tender proposal:
  1. Brief details of their experience generally and specifically in assisting Councils with the development or delivery of neighbourhood management
  2. Details of two referees for whom the consultant has undertaken similar projects
  3. The CV of staff who will work on this project and a schedule of their intended involvement in this project.
  4. Brief details of the methodology and approach to be followed including a project plan showing how the outputs will be delivered.

## Selection Criteria

13. Whilst value for money is a key consideration for the Client the contract may not be awarded to the lowest bid.
14. In determining the choice of consultant the proposal will be evaluated on the following basis with the stated weightings applied.

| Criteria   | % weighting |
|--|-------------|
| Price  | 40          |
| Demonstration of an understanding of the project requirements.   | 20          |
| The consultants relevant knowledge and experience in the field, including their record of successfully undertaking similar commissions | 20          |
| Ability to deliver the outputs to schedule   | 20          |

15. The Council reserves the right not to select any of the organisations submitting a response.

John Lechmere  
Director of Streetscene, Neighbourhoods and Environment  
Chorley Council  
28 August 2006