

# **Local Area Agreement**

## **Bidding Guidance**

**Part 1 - The process**

**Part 2 - Background Information**

**Part 3 - Filling in the Forms**

# Part 1 – The Process

## Introduction

1. This help guide has been produced to assist the LAA bidding process. This is a new help guide so you are encouraged to read the whole guide before submitting any bids.
2. This process is inviting bids for both capital and revenue funds.
3. To help prioritise these schemes more accurately; a quality/completeness check will be undertaken when the bids are received back.
4. The WOW Executive Delivery Board will assess the bids and make recommendations to the Council as to the most appropriate allocation of the funds. The WOW Executive Delivery Board will manage performance and hold partners accountable for delivery against targets.

## Part 2 - Background Information

### Background

5. This bidding process has been based on the City of York Council's similar processes for capital and revenue funding bids as part of the budget process. These have been in place for many years and have been updated periodically.

### Overview of the LAA bidding process

6. The main aim of the process is to provide a simple but robust analysis that helps members of the WOW Executive Delivery Board decide which schemes should be allocated one-off funding to improve the LAA priorities/measures.
7. This model provides a rationale to enable each proposal to be assessed against LAA priorities/measures, impact on outcomes and financial implications. The WOW Executive Delivery Board will assess the bids and make recommendations to the Council as to the most appropriate allocation of the funds.

#### Stage 1 - LAA priority scheme selection

8. The proposal will need to detail the benefits of the proposed scheme in relation to achieving LAA priorities/measures.
9. The proposal will have to provide information on how :

- Its impact will be illustrated and what are the benefits
- LAA priorities/measures are improved.
- Schemes which progress more than one indicator will attract additional weighting.
- The funding required for the scheme is made up, including source of funding, the expenditure and funding profile.
- Schemes which include match funding or attract additional funding from other sources will be given priority.
- if it will contribute to efficiencies and why it will offer Value for Money
- On-going revenue consequences of the proposal have been considered.
- The impact on assets ( i.e. will it increase/decrease assets, improve condition, improve accessibility etc)
- The proposal impacts on the equalities agenda
- Comply with third sector compact and the council's HR policies

10. This stage of the process will involve a detailed financial assessment of the proposals to assess value for money and revenue implications. It will include consideration of:

- How well the bid supports the Sustainable Community Strategy;
- The extent to which the scheme is locally important/support existing strategies and priorities;
- Ensuring the bid is challenging and will stretch ambition;
- If the scheme will stimulate/enhance partnership working (e.g help lever funds);
- Whether the scheme will be cross-cutting and have multiple impact;
- How well the bid is supported by robust data

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## **Stage 2 - Ranking the schemes**

11. The bids will be considered and categorised by a representative group of members from the WOW Executive Delivery Board.

## **Assessment of the Bids**

12. As stated above each bid will be assessed according to the criteria by the panel members who will
  - assess which submissions best fit the criteria as set out in the process
  - ensuring schemes are based upon the most complete and robust information available,

## Part 3 - Filling in the form

13. The form is made up of a summary sheet and 3 main sections. The sections below set out how you should complete the capital scheme submission forms.

### Front Sheet

14. The front sheet has six fields.
15. **Scheme Name:** is the name of the scheme that will appear in the funding programme. It is important that a generic name can be used throughout the life of the scheme to avoid potential confusion.
16. **Start Year:** is the financial year when funding is required. The process is considering schemes over the next 2 financial years. A start date of 2008/09 or 2009/10 should be input in to this cell. Bidders are encouraged to be as realistic as possible when considering the timing and profile of schemes. Realistic profiles and start dates help with the planning and allocation of resources.
17. **Partner:** is the partner organisation that this scheme will be reported under.
18. **Contact Officer:** is the lead representative of the organisation submitting the bid.
19. **Scheme Cost:** is the estimate of gross expenditure required to deliver the proposed scheme. Bidders are asked to state whether this is for wholly capital, wholly revenue or a combination of both types of funding
20. **Brief Description of Scheme:** use no more than 200 words to describe the scheme.

### 1 Goals and Objectives

This section assesses the bid against LAA priorities/measures.

#### **1.1 How does the scheme address the priorities/measures?**

Evidence is sought on how the scheme will contribute to the progression of the priority. Please restrict to space available.

#### **1.2 Which of the LAA priorities/measures does the scheme address?**

Please state which of designated and local performance indicators your bid will improve.

#### **1.3 Evidence to support aims and priorities/measures**

Please describe how the scheme will contribute to indicator objectives.

## **2 Financial Information**

In order to assess the value for money, affordability and the on going financial requirements of the scheme, details of the expenditure, funding, and revenue consequences of the scheme are required.

### **2.1 Type of Expenditure**

The funding available comprises of an amount for capital expenditure (i.e. for assets/equipment etc that will last longer than 1 year and an amount for revenue expenditure for day to day costs of staff, consumables etc. Any bid made should state which type of expenditure is being bid for. Bids can be made for wholly capital expenditure, wholly revenue expenditure or a combination of the two.

### **2.2 Funding Profile**

Please state when the expenditure is going to be incurred and for how long.

### **2.3 Sources of Funding**

Please state if any other funding from another source is going to be available i.e. match funding from your own organisation or whether any grant funding is being bid for or has been received. Priority will be given to bids that generate additional funding.

## **REVENUE BIDS**

### **2.4 Staffing Costs**

If a bid involves employing additional staff resources the bid must explain how long the staff are going to be employed for. If the period extends beyond the period of funding from the bid then the costs of these staff must be met by the originator of the bid.

### **2.5 Other revenue costs**

If the bid involves entering into a long term agreement with a third party details should be included in the bid and assurance given that any financial liability beyond the funding awarded will be met by the originator of the bid.

## **3 Stakeholders and Risk**

### **3.1 What are the benefits to the citizens of York of this scheme?**

For *existing services* it should state how and why the current service levels are not fulfilling the stated aims and objectives for the service. Provide evidence from the users of the service, and staff where appropriate. Such evidence might be based on demographic or socio-economic information, market research, user surveys etc.

For *new schemes* it should state the aims and objectives and say why these are not addressed by existing services. Identify the gap. Can it be met by improving the efficiency and effectiveness of existing services? Again, what is the evidence from potential customers/users that the need/demand exists?

It will be necessary to provide performance information to show how the proposal will meet the need or demand you have identified. This means quantifying the changes in service level i.e. the existing target levels. The same should apply to efficiency targets expressed as cost ratios; and quality in terms of numbers of complaints, achievement of time targets, survey results etc.

It will need to be made clear about the precise impact you expect this proposal to have on the level of need/demand that has been identified.

**3.2 What alternative plans have been considered?**

**3.3 Why is the scheme proposed the best alternative?**

Evidence must be presented which states why the proposal is the best method of achieving the objective. There must have been an evaluation of alternative means of providing the solution and reasoning why the proposal is the best way of achieving the desired outcome should be included.

**3.4 What are the risks associated with this scheme?**

**3.5 What are the risks of not proceeding with the scheme?**

Please state any risks associated with the scheme that will have a financial or service implication. This is the section where risks such as not complying with health and safety or legislation can be included.

## LAA Bid Form

### Front Sheet

**Scheme Name:**

**Start Year:**

**Partner:**

**Contact Officer and contact details**

**Scheme Cost:**

Capital     £  
Revenue    £  
Total        £

**Brief Description of Scheme: (No more than 200 words)**



**Goals and Objectives**

**Which of the LAA priorities/measures does the scheme address?**

**How Does the Scheme Address the Priorities/Measures?**

**Please provide evidence to support how the scheme will improve the stated priorities/measures**

## Financial Information

**Type of Expenditure: Please breakdown the total amount bid for into its component parts for both capital and revenue funds, i.e staff costs, equipment, bought in services etc**

**Please show the spend profile over the expected life of the bid each quarter each year.**

**Please state any other sources of funding, i.e amount, where from and status i.e. needs to be bid for, already approved etc**

**Staffing Costs**

**Other Revenue Costs**

## Stakeholders and Risks

**What are the benefits to the citizens of York of this scheme?**

**What alternative plans have been considered?**

**Why is the scheme proposed the best alternative?**

**What are the risks associated with this scheme?**

**What are the risks of not proceeding with this scheme?**