



Guidance Notes

NRF Allocation Process for 2006/07 and 2007/08

NRF is to be allocated through a 'Commissioning' rather than 'Open Bidding' process. An amount of funding will be allocated to a lead LSP Forum / Working Group (i.e. **THEMATIC GROUP**) to meet NRF Floor Targets or identified Local Targets.

Whilst letters explaining the process have been sent to members of the LSP, the following information will take you through this process in more detail. Each 'Thematic Group' of the LSP that has received funding will identify a Lead Person; minutes/notes of all meetings and other paperwork should be kept in the folder provided to that person. The folder should be returned to the NRF team by **17th February 2006** along with your Service Improvement Plan.

NRF Contact details

For queries regarding the application process please contact one of the NRF team:

Amanda Burke, Monitoring Officer: ab@great-yarmouth.gov.uk; 01493 846178

Sandra Goodrum, Support Officer: sdg@great-yarmouth.gov.uk; 01493 846120

Roy Bailey, Social Policy Officer: rrb@great-yarmouth.gov.uk; 01493 846113

Address: NRF Team, Housing Policy, Great Yarmouth Borough Council, Greyfriars House, Greyfriars Way, Great Yarmouth, NR30 2QE

For large print version, please telephone 01493 84612

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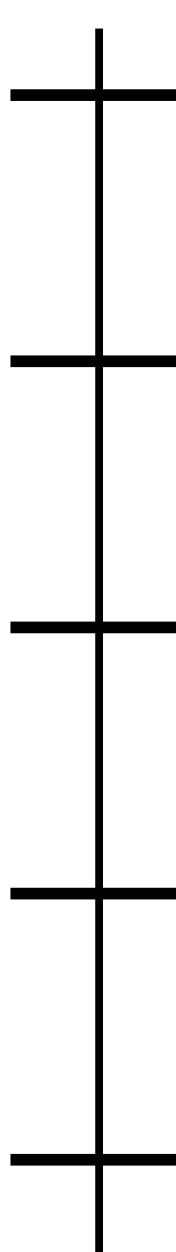
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1. The Process

The bulk of funding needs to be allocated by a process ending March 06, however, 'Thematic Groups' may keep up to one third of their funding back for allocation by March 07, by the same process. The process can be summarised as follows:

(For your use)

1. **Full meeting of Thematic Group** to look at the best process for progressing system below and elect sub-group where one is being used. Lead Person to guide the group through the process identified.
2. Full meeting or sub-group to discuss barriers to achieving the NRF Floor Target / Local Target and possible solutions.
3. Full meeting or sub-group to commission services through inviting bids (ideally by end December 05), in a 'Closed Bidding' or 'Commissioning Process'.
4. Full meeting or sub-group to select bids and prepare 'Service Improvement Plan' i.e. the bids selected and a covering pro-forma.
5. Full meeting to approve 'Service Improvement Plan', for forwarding to the NRF team by **deadline of 17th February 2006** so that it can go to the LSP Executive and Board for approval.



(By end Dec 05)

(Before 17th Feb 06)

2. Aims and Criteria

Spend should support the overall aim of NRF which is as follows:

NRF is now linked to the Safer and Stronger Community Fund (SSCF) and aligned to the Norfolk Local Area Agreement. It aims to narrow the gap between the most deprived neighbourhoods and the rest of the district and aims to ensure agencies deploy their mainstream budgets jointly and more effectively at local level. The voluntary and community sector may play a role in the improved delivery of public services in collaboration with statutory providers. Community and Voluntary sector involvement in public service development underpins NRF.

Criteria for NRF:

- Activity should address Floor Targets and three identified Local Targets as indicated in the following section, 'Funding and Targets'
- NRF must be directed at the Priority Neighbourhoods with particular focus on 'hotspots' (see Appendix 1)
- Activity should in the main be based on identified good practice and provision for ongoing monitoring should be made.
- Pilot projects should include provision for evaluation as well as ongoing monitoring
- Activity should be sustainable in the long term, in Year 2 (2007/08) 20% of revenue costs should be paid for by a long term funding source
- The CEN is receiving NRF to enable the community and voluntary sector to be empowered to participate in local decision-making and contribute to and influence service delivery. Bids should therefore show how they will make use of the CEN.
- Where applicable you should show how other members or groups of the LSP have been involved in this process.

3. Funding and Targets

NRF has been allocated for the delivery of the 'Overarching' NRF target, NRF Key Outcomes areas (Floor Targets) and three local targets as indicated below:

Overarching NRF target: SR2004 PSA 1

Tackle social exclusion and deliver neighbourhood renewal, working with Departments to help them meet their PSA Floor Targets, in particular narrowing the gap in health, education, crime, worklessness, housing and liveability outcomes between the most deprived areas and the rest of England, with measurable improvements by 2010.

Target	Lead Group	Can apply for	Notes
NRF Key Outcome Areas (Floor Targets)			
DH PSA1: Substantially reduce mortality rates by 2010 : from heart disease and stroke and related diseases by at least 40% in people under 75 with at least a 40% reduction in the inequalities gap between the fifth of areas with the worst health and deprivation indicators and the population as a whole; from cancer by at least 20% in people under 75 with a reduction in the inequalities gap of at least 6% between the fifth of areas with the worst health and deprivation indicators and the population as a whole; and from suicide and undetermined injury by at least 20%	Partnership for Health	12% or £466085 over 2 yrs	In Collaboration with Sports Partnership
HO PSA1: Reduce crime by 15%, and further in high crime areas by 2007-08. Criminal Justice System target.	CDRP	9% or £349563 over 2 yrs	To be strategically linked with SSCF Neighbourhood Element
ODPM PSA7: By 2010, bring all social housing into a decent condition with most of this improvement taking place in deprived areas, and for vulnerable households in the private sector, including families with children, increase the proportion who live in homes that are in decent condition.	Housing Action Group	9% or £349563 over 2 yrs	

Bidding Guidance (Y6&7): **3. Funding and Targets**

<p>ODPM PSA8: Lead the delivery of cleaner, safer, and greener public spaces and improvement of the quality of the built environment in deprived areas and across the country, with measurable improvement by 2008.</p>	<p>Environmental Forum</p>	<p>9% or £349563 over 2 yrs</p>	<p>Liaison with CDRP. To be strategically linked with SSCF Cleaner, Safer, Greener and Neighbourhood Element</p>
<p>DfES PSA7 : (<i>Across the borough*</i>) Raise standards in English, maths, ICT and science in secondary education so that by 2007 85% of 14 year olds achieve level 5 or above in English, maths and ICT (80% in science) nationally, with this level of performance sustained to 2008; and (<i>in individual schools*</i>) by 2008, in all schools at least 50% of pupils achieve level 5 or above in each of English, maths and science. <i>*(clarification from Go-East)</i></p>	<p>Learning Forum</p>	<p>20% or £776808 over 2 yrs</p>	
<p>DWP PSA4 / (part of) HMT PSA 5: As part of the wider objective of full employment in every region, over the three years to Spring 2008, and taking account of the economic cycle:</p> <ul style="list-style-type: none"> • demonstrate progress on increasing the employment rate; • increase the employment rate of disadvantaged groups (lone parents, ethnic minorities, people aged 50 and over, those with the lowest qualifications and those living in the Local Authority wards with the poorest initial labour market position); and • significantly reduce the difference between the employment rates of the disadvantaged groups and the overall rate. 	<p>Economic Forum</p>	<p>9% or £349563 over 2 yrs</p>	<p>Liaison with Learning Forum.</p>
<p>Local Targets</p>			
<p>...the median level of household income between Great Yarmouth and Norfolk as a whole is-</p> <ul style="list-style-type: none"> • no more than 10% by June 2008 • eliminated by 2020 so that household incomes in Great Yarmouth are, at least, equal to the County level by that date <p>That in the short term, the evidence provided by the Median levels of household income for each lower layer</p>	<p>Financial Well-being Working Group</p>	<p>4% or £155362 over 2 yrs</p>	

Bidding Guidance (Y6&7): **3. Funding and Targets**

SOA area be used ... to identify suitable “hot-spot” areas when looking to target resources (NRF or other funding) to improve the level of services & quality of life in the areas of highest deprivation.			
Reducing the under-18 conception rate by 50% by 2010 as part of a broader strategy to improve sexual health. Joint with the Department of Education and Skills.	Partnership for health	5% or £194202 over 2 yrs	In collaboration with Learning Forum
To enable the community and voluntary sector to be empowered to participate in local decision-making and contribute to planning, development and scrutiny of mainstream services.	CEN	10.5% or £407825 over 2 yrs	
Other			
Administration and Resources	Accountable Body	7.5% or £291303 over 2 yrs	
Contingency Fund	LSP Executive	5% or £194202	To be reviewed Feb/March 07

Other Targets, Objectives or Strategies

Whilst the main focus for NRF spend should be on the NRF Floor Targets or the three local targets above, other targets / objectives / strategies can be used **where they contribute to the achievement of these**, such as those outlined below :

- a. Local Neighbourhood Renewal Strategy, key document for directing NRF spend: Where objectives in LNRS have not superseded by other strategies / objectives.
- b. LSP Improvement Plan, contains ‘actions’ for the LSP groups for the progression of LSP targets, many of which tie into NRF Floor Targets – this can be found at the LSP website: http://gylsp.org.uk/filemaster/t_files_template.php?category=Local+Strategic+Partnership~Performance+Management
- c. Other strategies being used by LSP groups e.g. Housing Strategy, Children and Young People’s Plan.
- d. Safer and Stronger Community Fund, (NRF is linked to SSCF): NRF to be used to deliver Local Neighbourhood Renewal Strategy objectives
- e. Local Area Agreement (aligned to NRF): Mandatory NRF Outcome Areas equate to NRF floor targets, other outcomes / indicators being agreed however this is work in progress.

4. Barriers and Solutions

Thematic groups are asked to look at barriers to achieving the relevant target(s) for which it has funding and examine possible solutions prior to inviting bids. **You should ensure that minutes / notes are taken of this process and a copy put in your file.** You may find the following table useful.

- *Examples of good practice, details of research and policy guidance can be found at www.renewal.net*
- *For barriers to achievement of targets you may wish to look at the 2005 LSP Performance Managements document ‘Reviewing Delivery’ – http://qylsp.org.uk/filemaster/t_files_template.php?category=Local+Strategic+Partnership~Performance+Management*

Key targets / objectives to be met:	Barriers or gaps in service	Possible solutions

This table can be expanded in its electronic form by pressing the ‘TAB’ key when cursor is in the last box

5. Inviting Bids

The Thematic Group should invite bids to address the barriers / gaps in services identified above.

- To ensure transparency it is essential that notes / minutes are taken of this process and a copy put in your file.
- Members of the group should declare interests regarding the invitation of bids as per the attached form.
- Please ensure you read column headings a, b and c below

<u>Floor Target Area</u>		
<u>Thematic Group</u>		
<u>Lead Contact</u>		
<u>Deadline for receipt of bids</u>		
A. Bids to be invited from: Please included name and email, where known, so NRF team can forward bidding form	B. Key areas identified for NRF Spend and to ensure transparency, <u>the reason(s) why this organisation is being invited to bid</u>	C. Notes / caveats and a guide to amount of NRF for this bid

This table can be expanded in its electronic form by pressing the 'TAB' key when cursor is in the last box.

Please return this a copy of this form: ab@great-yarmouth.gov.uk. Amanda Burke, Housing Policy, NRF Monitoring Officer, Great Yarmouth Borough Council, Greyfriars House, Greyfriars Way, Great Yarmouth NR30 2QE

Inviting Bids: Declaration of Interest:

Members of the group should declare interests regarding the invitation of bids when a decision could affect the financial position of him or herself, a relative or a friend. A significant interest is one which a member of the public would consider to be so significant as to prejudice the individual’s consideration of the public interest. A declaration of interest form is included at the end of this section.

Name	Description of Interest
<i>Chair:</i>	

Please retain the completed form in your file
This table can be expanded in its electronic form by pressing the ‘TAB’ key when cursor is in the last box.

6. Evaluating and Selecting Bids

Members of the group should declare interests, a form is attached. Please note, for this part of the proceedings, **having declared an interest that person should not take part in the discussion or vote on a bid.**

It is recommended you use the following process to select bids, if you choose, however, to adapt this process please record the steps you have taken to evaluate the bids in your folder. **IN ALL CASES minutes/notes and any other documentation** (eg Appraisal Sheets) must be kept in your folder for transparency and auditing purposes.

1. Pre-meeting appraisal: Prior to the meeting, members of selection group should read each bid and complete the 'Appraisal Sheet' below for each proposal. This appraisal sheet is **NOT** designed as a 'weighting system' or 'point system' it is designed to ensure that all aspects of the proposal are considered. Members should bring the sheets with them to the meeting.

2. Discussion / scoring of bids: At the meeting the group should discuss each bid in turn, raising possible problems / issues. After each proposal is discussed, each member of the group should fill in the relevant box on the 'Overall Judgement' sheet that follows and that is illustrated below. This is to guide you in the selection process not to give a fixed, definitive ranking, as you will see in point three. If there are abstentions on any of the bids you will need to take an average – please bring a calculator to the meeting.

Proposal Name:				
Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/> (0)	<input type="checkbox"/> (1)	<input type="checkbox"/> (2)	<input type="checkbox"/> (3)	<input type="checkbox"/> (4)
Comments / caveats				

3. Final Ranking: Once the bids have been ranked you may need to have further discussion regarding the ranking (e.g. several bids have the same score) and you may need to re-arrange the ranking. You should also discuss any caveats you wish to place on the bids e.g. bid will receive funding but only subject to certain conditions.

Appraisal Sheet: to be completed prior to meeting selecting bids. This is **NOT** designed as a 'weighting system' or 'point system' it is designed to ensure that all aspects of the bid are considered and to be used as a guide when discussing bids.

Proposal Name:				Your Name:
	Yes	No	Maybe	Note /Caveats
Floor Targets / Local Target				
Address identified barriers to target delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fills a gap in service for target delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Priority Neighbourhoods				
Directed at priority neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directed at 'hot spots' in priority neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Best Practice				
Based on evidenced best practice or pilot project incorporating evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainability				
Highly likely to be funded by mainstream organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Highly likely to be funding by other sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Revenue funded tapered by 20% in year 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sound Operation				
Financial information included appears complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outputs appear to represent value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Milestones realistic and achievable in time-frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outputs				
Proposal provides suitable information and indicators for monitoring progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total				

Selecting Bids : Declaration of Interest:

Members of the group should declare interests regarding the invitation of bids when a decision could affect the financial position of him or herself, a relative or a friend. **Having declared an interest that person should not take part in the discussion or vote on a bid.** A significant interest is one which a member of the public would consider to be so significant as to prejudice the individual's consideration of the public interest. A declaration of interest form is included at the end of this section.

Name	Description of Interest
<i>Chair:</i>	

Please retain the completed form in your file

This table can be expanded in its electronic form by pressing the 'TAB' key when cursor is in the last box

Overall Judgement Sheet

Based on your discussion and appraisal above, you are asked to give an overall judgement of the proposal. You are also given the opportunity to enter 'comments/caveats', this may be useful, for example, if you think that the overall proposal is very good but you have an issue with one aspect of it. The overall rankings and any comments/ caveats should be discussed again at the end of the process where the ranking may be rearranged. Each member of the group should therefore tick one of the responses below for each of the following statements:

This is a:

- well-thought through and realistic proposal
- meets the NRF criteria
- addresses barriers in order help deliver the relevant target
- supports the aims of NRF

Name of individual or group: _____

Proposal Name:				
Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(0)	(1)	(2)	(3)	(4)
Comments / caveats				

Proposal Name:				
Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(0)	(1)	(2)	(3)	(4)
Comments / caveats				

Bidding Guidance (Y6&7): **6. Evaluating and Selecting Bids**

Proposal Name:

Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/> (0)	<input type="checkbox"/> (1)	<input type="checkbox"/> (2)	<input type="checkbox"/> (3)	<input type="checkbox"/> (4)

Comments / caveats

Proposal Name:

Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/> (0)	<input type="checkbox"/> (1)	<input type="checkbox"/> (2)	<input type="checkbox"/> (3)	<input type="checkbox"/> (4)

Comments / caveats

Proposal Name:

Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/> (0)	<input type="checkbox"/> (1)	<input type="checkbox"/> (2)	<input type="checkbox"/> (3)	<input type="checkbox"/> (4)

Comments / caveats

Proposal Name:

Not at all	A little	Somewhat	Mostly	Definitely
<input type="checkbox"/> (0)	<input type="checkbox"/> (1)	<input type="checkbox"/> (2)	<input type="checkbox"/> (3)	<input type="checkbox"/> (4)

Comments / caveats

7. NRF Service Improvement Plan

This sheet should be completed and returned with bids selected to NRF team by 17th Feb 2006

Theme-based NRF activity commencing March 06

Floor Target Area	
Thematic Group	
Lead Contact	

What are the main barriers / gaps in service preventing the delivery of this floor target?

How does this Service Delivery Plan address these issues?

Please give us the floor target baseline figures (2005/06):

What improvements would you expect in these figures at the end of this funding period - March 2007 **without NRF?**

What additional improvements would you expect in these figures at the end of this funding period - March 2007 **with NRF?**

What joint working/ consultation with other members / groups of the LSP has taken place?

The CEN is receiving NRF to enable the community and voluntary sector to be empowered to participate in local decision-making and contribute to and influence service delivery. How does this plan 'buy in' or 'make use' of the CEN:

Service Improvement Plan : You should list here the bids you have selected

Title	2006 - 2007			2007 - 2008		
	NRF Capital	NRF Revenue	Other funding	NRF Capital	NRF Revenue	Other funding
Sub totals						

Total NRF requested £

How much funding do you wish to retain and allocate pre March 07?: £

Please return this form along with to: ab@great-yarmouth.gov.uk

Amanda Burke, Housing Policy, NRF Monitoring Officer, Great Yarmouth Borough Council, Greyfriars House, Greyfriars Way, Great Yarmouth NR30 2QE

Signed by Chair of group _____

Dated _____

Appendix 1

The following tables show for each of the six “new” Priority Neighbourhoods, and for each of the Indices of Deprivation 2004 domains, those lower layer SOA’s which are within the bottom 10% nationally (indicated with ✓). Maps of the Priority Neighbourhoods are available on request or on the LSP website at

http://www.gylsp.org.uk/filemaster/t_files_template.php?category=Neighbourhood+Renewal+Fund+%28NRF%29~Priority+Neighbourhood+Maps

Note: the priority neighbourhoods no longer always follow ward boundaries, the names given below are for guidance only

1 NORTH OF THE RIVER

PRIORITY NEIGHBOURHOOD & LOWER LAYER SOA'S WITHIN IT	IMD	DOMAIN NAME						
		INCOME	EMPLOYMENT	HEALTH	EDUCN	CRIME	LIVING	HOUSING & ACCESS TO SERVICES
SOUTH YARMOUTH 622 623 624 625 626	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	
CENTRAL YARMOUTH 595 596 597 598	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
NORTH YARMOUTH 599 639 640 641	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

2 SOUTH OF THE RIVER

PRIORITY NEIGHBOURHOOD & LOWER LAYER SOA's WITHIN IT	IMD	DOMAIN NAME						
		INCOME	EMPLOYMENT	HEALTH	EDUCN	CRIME	LIVING	HOUSING & ACCESS TO SERVICES
COBHOLM 600 633 634 635	√	√	√		√ √		√ √ √	
CLAYDON & ST ANDREWS 601 602 603 604 630 631 632	√	√ √	√ √		√			
MAGDALEN 617 618 619 620 621	√		√		√ √		√ √	