

# Specification for Supporting the Development of New Park Information Centre

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**For further information contact:**

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**Proposals should be received by: 5pm on Tuesday 12<sup>th</sup> May** to the following address:

**PRIVATE AND CONFIDENTIAL NPCAA BID**

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## Background

Chichester and District CVS closed down a Healthy Living Centre Initiative project "Just Ask Us" in October 2007. During the life of the project a resource library of Health and Social Care information was created and catalogued on a database. Without the information support workers this library is at present inaccessible being based in several different rooms in the CVS offices which are above a shop in North Street.

New Park Community & Arts Association has released plans to develop the New Park Centre as a "Community Hub" for Chichester and the surrounding area. The underlying objective is to provide a Centre which will satisfy both the needs of current users but also meet other identified but unsatisfied need in the community. The CVS has been working with New Park to develop an idea for an Information Centre within the new development and the centre is now an integral part of the architect's plans.

### Identified Need

There were several identified needs which have led us to embark on the idea for an information centre:

1. A lack of accessible accommodation for frontline voluntary and community sector groups and services in Chichester City with outreach services often squeezed into offices, above or behind shops and many of these offices without disabled access.
2. An opportunity to better co-ordinate voluntary and community outreach services for the City and link in to similar initiatives being developed for Rural areas and the POPP programme.
3. With the potential closure of the Fernleigh Centre and the West Sussex County Council Information Point there is an even greater pressure both on accessible space for organisations and a place to promote information and services both health and social care and community activities.
4. The improved co-ordination and promotion of local voluntary sector services is key to enabling people to get support early on and prevent unnecessary demands on local health care services.

### The Proposal

- To find an accessible home for an information library on health and social care information and services as well as community activities.
- To run the information library with a mixture of volunteers and outreach workers from voluntary organisations. As an example, Tuesdays could be the home for the

Volunteer Centre Drop In, Wednesday could be the Carers Information Worker and Thursday could be CAB etc. We would want to have enough sessions to cover a week's appointments.

- Each outreach worker signed up to this project would agree to work with a volunteer, and when they are not with a client to help individuals access information and to keep their part of the information library up-to-date.
- The Information centre could also be a venue for statutory sector advisors for example pension advisers to hold drop in sessions.

## The Specification

### Expectations

- To contact local voluntary and community organisations and to sign organisations up to using the centre for their outreach sessions.
- To develop a schedule of outreach sessions to cover working hours on Monday - Friday and if there is suitable interest, evening or weekend cover.
- To create an agreement for voluntary and community organisations to sign up to. This should include expectations for supervising a volunteer, membership fee (to cover, heating, lighting and phone costs) and code of conduct for using the centre.
- To liaise with the Volunteer Centre and to promote volunteering opportunities to man the information centre and develop a schedule of volunteer cover.
- To create and embed policies and procedures for the running of the centre (updating existing New Park policies and procedures if necessary)
- To write at least two press releases to publicise the project and volunteer opportunities.
- To create a list of fittings and furnishings needed for the information centre and to liaise with partners to gather these.
- To put together a specification for an online community space booking system for New Park and other City community facilities and to create a contact list of local community facilities.
- To give monthly reports on progress to the New Park Information Centre Steering Group in a mutually agreed format.
- To be self supporting with own IT and telephone.
- We would anticipate that the contract is delivered over a period of up to three months on a part time basis.

### Budget

Maximum budget not to exceed £7,500 inclusive of expenses and VAT where applicable.

### Timescale

- Quotes back by -

5pm, Tuesday 12<sup>th</sup> May

- Interviews with shortlisted candidates - Thursday 21<sup>st</sup> May (am)
- Contract inception meeting - Friday 29<sup>th</sup> May
- Work starts on - Monday 1<sup>st</sup> June
- Final work agreed by - Monday 31<sup>st</sup> August

## Quote

Please complete and return the following:

**Contact details:**

Name:

Organisation or Company:

Address:

Telephone Number/s:

Email Address:

**Your experience:**

**How would you go about meeting the expectations of the specification?**

**How would you propose to manage your time with this contract (over what period)?**

**Budget:**

Hourly consultant rate

Number of hours

Travel expenses

Other expenses

Total cost