

Specification for the Black and Minority Ethnic Community Support Project

Background

Cheltenham has a small, but growing black and minority ethnic population. The 2001 Census shows, for the Gloucestershire districts, the following populations:

Districts	C H E L T E N H A M	C O T S W O L D	F O R E S T o f D E A N	G L O U C E S T E R	S T R O U D	T E W K E S B U R Y
All people (number)	110013	80376	79982	109885	107898	76405
Percentage of people in ethnic groups:						
White: British	93.49	95.98	97.76	90.14	96.38	96.73
White: Irish	1.1	0.62	0.4	1	0.66	0.66
White: Other White	2.07	2.2	0.91	1.41	1.63	1.22
Mixed: White and Black Caribbean	0.26	0.13	0.17	1.19	0.18	0.24
Mixed: White and Black African	0.08	0.04	0.06	0.11	0.04	0.04
Mixed: White and Asian	0.33	0.17	0.11	0.31	0.19	0.19
Mixed: Other Mixed	0.3	0.14	0.09	0.3	0.13	0.13
Asian or Asian British: Indian	1	0.13	0.1	1.92	0.11	0.29
Asian or Asian British: Pakistani	0.05	0.03	0.02	0.27	0.03	0.05
Asian or Asian British: Bangladeshi	0.16	0.05	0.01	0.32	0.11	0.06
Asian or Asian British: Other Asian	0.15	0.03	0.03	0.25	0.05	0.05
Black or Black British: Caribbean	0.12	0.04	0.06	1.86	0.11	0.09
Black or Black British: African	0.17	0.03	0.03	0.22	0.04	0.02
Black or Black British: Other Black	0.03	0.03	0.02	0.22	0.01	0.02
Chinese or other ethnic group: Chinese	0.47	0.17	0.15	0.26	0.17	0.12
Chinese or other ethnic group: Other ethnic group	0.33	0.21	0.08	0.22	0.16	0.1

The Council sees Cheltenham's minority ethnic communities as increasingly significant players in the economic, social and cultural functioning of the town, but is aware that discrimination and prejudice is a part of life for individuals and groups within these communities.

Over the past few years, much effort has been put into supporting the town's minority ethnic communities, including working to establish a minority ethnic forum and a racist incidents group. The former brings together the key black and minority ethnic communities in the town, together with statutory sector agencies and aims to identify local needs and issues and work together to deliver sustainable projects that meet these needs, whilst the Cheltenham and Tewkesbury Racist Incidents Group brings together key statutory agencies including the Council, the police and social services, Victim Support and Glosrec.

The Project

The Council wishes to appoint an external consultant to undertake an audit of Cheltenham's black and minority ethnic communities which will inform the Council as to how it can best meet the aspirations and needs of Cheltenham's BME communities.

The Council also wishes the consultant to work with identified representative organisations in order to develop, and facilitate the delivery of, a programme of capacity building and training for the town's minority ethnic communities, and to identify resources which will be required to sustain the participation and involvement of BME communities in future work in this area.

The consultant will also be required to support the Council in improving its current commitment to the Race Relations (Amendment) Act 2000, which has introduced a positive duty on the Council to promote race equality, as well as the recently published guidance from the Home Office relating to community cohesion.

Aims and objectives

The project aims to assess whether the Council is meeting the aspirations and needs of its BME communities.

The recent development of the community plan and Council's corporate business plan sets out the Council's corporate priorities, as well as identifying how the Council will deliver on the issues that matter most to local people.

The Council's new corporate business plan sets seven corporate priorities:

- we want to increase the provision of affordable housing, both for low cost home ownership, but particularly in the social rented sector, and work towards a balanced housing market
- we want to re-dress the imbalances in our communities and build strong healthy geographical communities and communities of interest
- we want to secure sustainable reductions in crime and disorder in our communities
- we want to achieve sustainable improvements to the public realm, protect and enhance Cheltenham's natural environment and ensure the organisation becomes more sustainable
- we want to reduce reliance on the private car and increase the proportion of trips made by public transport, cycling and walking
- we want to enhance the town's reputation as national and international cultural centre, promote a healthy and sustainable economy and provide opportunities to broaden and enrich sport, play and cultural experiences
- we want to be an excellent authority delivering high standards of service

It is clear that a number of these corporate priorities have a significant impact on the town's BME communities, in particular:

- addressing the imbalance in our communities,
- building strong healthy communities of interest,
- ensuring that organisations become more sustainable,
- providing opportunities to enhance and enrich cultural experiences
- and obviously, ensuring that the Council delivers high standards of service

In addition to these corporate priorities, the Council has also determined that one of the key challenges that the town faces is the need to tackle the inequalities that impact on many of Cheltenham's communities, both our geographic communities, but also our communities of interest, and in particular our minority ethnic communities.

The principal objectives of this project are therefore:

1. to carry out a survey of the needs and aspirations of Cheltenham's BME communities;=
2. to prepare an audit of, and a contact list for Cheltenham's BME communities and support groups, which identifies the level of existing BME provisions which are being provided in the Cheltenham area, and in particular by other countywide organisations, and which identifies any unmet needs and/or duplications of services;

3. to work with identified organisations to develop and deliver a capacity building programme for representative organisations and communities which will aim to improve BME communities' engagement and participation;
4. to work with representative organisations to equip them with the skills and resources which will they will require to deliver this capacity building programme:
5. to prepare an audit of how the Council is complying with the Race Relations (Amendments) Act 2000 and the Home Office's Community Cohesion guidance, and to indicate how the Council's performance can be improved

Timescales

Funding for this project has been allocated from the 2003-2004 financial year, therefore the timescale for this project will be for the work to be completed, to the satisfaction of the client, by the end of the current financial year i.e. 31 March 2004

The Council envisages that it will issue invitations to tender from late summer (2003), following the receipt of final approval from the Cabinet.

A consultant will be appointed from October 2003. The appointed consultant will then have a period of some six months to undertake their audit, and present an interim report, by 31 January 2004, to demonstrate the progress being made and to highlight any initial issues or concerns, before producing a final report, which must be submitted by no later than 31 March 2004.

Partnership Working

The Council will expect the consultant to consult with and involve the following organisations throughout the project:

- Cheltenham and Tewkesbury Primary Care Trust
- Cheltenham and Tewkesbury Racist Incidents Group
- Cheltenham Minority Ethnic Forum
- Cheltenham Bangladeshi Association
- Cheltenham Central Mosque
- Cheltenham Indian Association
- Cheltenham Strategic Partnership (and the ten themed-delivery partnerships)
- Gloucestershire Police Constabulary (Cheltenham and Tewkesbury)
- Gloucestershire Social Services
- Gloucestershire Race Equality Council
- Cheltenham and Tewkesbury Racist Incidents Group
- Cheltenham Crime and Disorder Partnership
- Cheltenham Borough Council
- Cheltenham Borough Homes
- Cheltenham Council for Voluntary Service
- Cheltenham Social Justice Partner's Group

Funding

The amount of payment set aside for the review is £9,000 (ex vat). A proportionate sum is to be retained by the client until the consultant can demonstrate that the project has been completed to the satisfaction of the client.

An additional allocation of £1,000 (ex vat) will be made available to cover reasonable expenses incurred. The client cannot take any responsibility for any additional expenses incurred exceeding this amount.

STAGE	DESCRIPTION	AMOUNT
up-front payment		£3,000
	primary impacts - <i>survey of needs</i>	
	secondary impacts - <i>audit</i>	£3,000
	Recommendations and Conclusions - <i>capacity building programme</i>	
retention		£3,000

The client reserves the right to reduce, suspend or withhold payments, or require all or part of the sum to be repaid if the project is not completed satisfactorily.

If an advance payment is made, the consultant will be liable to repay any money advanced if satisfactory progress has not been made by the consultant by the time the Second stage payment is due. "Satisfactory progress" is defined as the achievement of the agreed outcomes, outputs within the agreed budget and timescale.

Payment will be made on the production of invoices in accordance with the stage payments indicated above. Unless the consultant can prove that they are certificated for income tax purposes, the client reserve the right to deduct income tax, at the standard rate, from the invoice amount.

Monitoring and Evaluation

Periodic meetings will be held between the project manager for the client and the consultant to ensure the project is on schedule and being delivered within the agreed project budget.

The Council is also keen to ensure that our communities are receiving benefits from this project and to support this the Council's Social and Community, Overview and Scrutiny Committee will receive a presentation of the interim report, in order that a decision can be made about the use of funding in the longer-term.

Audit Arrangements

At the end of the project, a final account must be prepared for all expenditure incurred during the period of the project and this must be certified by the project manager.

For audit reasons the Council shall have the right to inspect, at the consultant's offices, and without notice, all working documents relating to these surveys, whether on paper, disk or computer systems, and copy same. Such information will be treated as confidential. All final reports and data sets shall be the property of the Authority.

Consultants will be expected to read and comply with the Council's scheme of Standing Orders (available for inspection at the Municipal Offices).

Permissions and Indemnity

The consultant shall be responsible for obtaining all necessary consents, licences permissions (legislative or otherwise) and insurances to carry out the project. The consultant agrees to indemnify the client against any costs, claims, demands or proceedings of any nature arising out of the implementation of the project.

Sub Contracts

In order to deliver the project, the consultant may agree to sub-contract work to another organisation with relevant expertise. The consultant is responsible for all aspects of the sub-contractual relationship including the provision by the organisation of all information required to complete the project. The consultant will also comply with all Data Protection legislation.

The sub contract will be made between the sub-consultant and the consultant, and the client will incur no liability to the sub-consultant in the event of the consultant defaulting on their liabilities.

Submission of Proposal

Individuals and organisations wishing to submit a proposal are invited to submit an expression of interest, that will be used to evaluate your submission against others.

This submission, to be submitted by **no later than 30 September 2003**, will include the following information:

- a) a one page summary outlining the response to the terms of reference and how the project will be undertaken (methodology)
- b) details of suggested pricing to undertake the project, including day rates.
- c) confirmation of availability to undertake the project within the timescale outlined above.
- d) examples of other similar research work undertaken with site referees

Short listed candidates will also be invited to give a short presentation of their proposal and methodology before the final selection is made.

Breach of Conditions of Contract

Should the project be incomplete or not completed to the satisfaction of the client and within the agreed timescales, the consultant will be in substantial breach of the terms of this contract and shall repay to the client the whole or part of any monies received as may be appropriate.

Acceptance of Offer

To accept this offer, this agreement must be signed by an authorised person on behalf of the consultant and this must be returned to the client.

Signature	_____
Name (Authorised to sign on behalf of the contractor)	_____
Position	_____
dated:	

Project Manager

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