

Services for Children and Young People – Re-Commissioning Process and Published Briefs

Last Updated: 19 October 2020

Briefs, application form and more can be found at www.fva.org/news.asp?id=13013

Ref	Query/Issue	Response
1	Can we have a Word version of the recurring grant form?	Yes, this has been added to the website page.
2	Can partnership/consortium applications be submitted?	Yes. A robust partnership agreement or memorandum of understanding will need to be in place. While organisations need to work together a grant application signed by a board member is required for each organisation which details the element they will be accountable for and the amount of grant required.
3	Is there a word count limit on any of the boxes in the application form?	No, there is not but try to be succinct. If there is detail that you think is relevant and should be included, add it as an appendix and clearly reference it in the appropriate box on the form. Please limit number of appendices
4	Will ‘weighting’ be applied to questions, showing where prominence will be placed during assessment?	No, this is done for tendering exercises, not grant applications. Bids will be assessed on their demonstrable links to the relevant strategies, how well they match the brief and value for money.
5	Will extra time be given for the substance related brief once it is published?	Yes, the ADP Commissioning group meet on the 27 th of October and the ADP Committee on the 29 th of October. The timeframe for applications on the joint brief will be extended to give sufficient time for submission of applications.
6	Some organisations can deliver against parts of some briefs, but not all of the brief. With only a few weeks to submit bids, how might organisations be able to consider joint working?	Fife Council may well suggest some opportunities to work jointly after assessing bids, but it would be better if organisations could self-organise ahead of submitting bids. FVA will organise Zoom calls, can facilitate meetings, provide advice and support, and share contact details if that would help.
7	Can we get copies of the following documents to ensure we are referring the same things: Children’s Services Partnership Agile Action Plan (20/21); Children’s Services Annual Report (20); Children and Family Strategy; “Recent policy and research” which is expected to be taken into account; The National Practice Model;	Yes, however many of the documents requested are either on the girfec.fife website or have been previously circulated to the Voluntary Sector by representatives who are members of key strategic groups for distribution to the wider sector i.e. CSPG, CPC, working groups The National Practice Model and National Parenting Strategy can be accessed on the Scottish Government website Child Wellbeing Pathway guidance and Parenting and Family Support Strategy are on the girfec.fife website

	Child Wellbeing Pathway; The National Parenting Strategy; Fife's Parenting and Family Support Strategy (18); Belonging to Fife Strategy	The key drivers of the C&F Belonging to Fife strategy are included in the Strategic Needs Assessment report previously circulated, there isn't one document as the strategy began in 2015
8	Some organisations cannot cover all 7 localities in Fife – does that preclude them from submitting an application? If an organisation is willing to expand to cover all 7 areas, can the cost of doing so be added to the funding bid?	Organisations can submit an application for one or a number of localities or on a Fife wide delivery basis and the costs of the delivery model should take this into account in the application.
9	Quarterly reporting is an increase. Current reports are not often read or taken into account. This will take up more management time in the voluntary organisation and consume more Council officer time. Link Officers are already rarely seen by some organisations. Why is this being introduced when more efficient ways of working are being sought?	Quarterly reporting in the first year will offer opportunities to review and further develop the delivery models, consider number of beneficiaries, data on impact and any implementation issues. This will be undertaken jointly with Link Officers and designated lead officer for Fife Council.
10	Some of the briefs contain extreme detail (e.g. 2.3 of the Teenager and Transitions brief) yet we were told they would be vague and allow for scope for creativity, innovation and so on. If a detailed list of exactly what is going to be funded is provided, surely that's a purchase contract and not a partnership with a funded third sector partner?	The detail provided in each brief refer to components however it is recognised that organisations will further define their delivery model and there may not be an exact fit. The briefs were developed to give as much information to help guide organisations rather than vague or limited detail which would be open to question. The process is a grant application process with briefs as a guide/reference against measurable outcomes.
11	Eligibility (section 4.2) seems too high to allow for decent early intervention which we've always said as a partnership is important and cannot be forgotten. High eligibility criteria prohibits best value early interventions and drives more people into higher tariff services, stretching the systems further. Why isn't there flexibility in the assessment and referral processes?	Details in section 4.2 take into account existing processes and structures which could be subject to change. A key aim is to streamline processes and pathways. There is a focus on prevention and early intervention across all briefs to meet the needs of vulnerable children, young people and families within the context of the objectives of the Belonging to Fife Strategy.
12	Can multi-agency cross-referrals between vol orgs be permitted?	More detail is required on what is meant by multi-agency cross referrals? It is recognised that families should receive the right services at the right time and for some this may involve a number of services/organisations contributing to a multi-agency plan

13	The briefs seem to be designed for a single organisation to deliver everything in the brief, removing all scope for existing, trusted, valued partners to contribute in ways they always have and that remain relevant and important. Can organisations bid to deliver parts of the brief for part of the budget available?	<p>There is opportunity in the grant application process for organisations to collaborate and co-deliver on any one of the briefs bringing particular expertise to achieve the outcomes.</p> <p>An organisation/s would need to be able to demonstrate how they could meet the objectives of a brief not just one part</p>
14	The application form doesn't seek information on track record/experience of delivering similar services/working with similar client groups etc. Why is that? Isn't that important?	<p>It's correct that these questions are not directly asked within the application but are fundamentally important. This is because the evidence of such experience and delivery of similar services to those being applied for should be apparent throughout the application and supplementary questions and will be reflected positively in the scoring of all questions.</p>
15	What are organisations expected to do if they can contribute to multiple briefs but not deliver on all aspects of those briefs? How many applications must they submit, if they are allowed to submit for any?	<p>Organisations must determine what they wish to apply for against the detail of service briefs, and can apply for multiple briefs</p>
16	Can you advise whether TUPE will apply to any of the briefs/services	<p>Fife Council would consider that TUPE may apply depending on the detail of any particular service being recommissioned but that the implications would be between the individual provider of the services to negotiate.</p>
17	Is there an evaluation scoring matrix – for example, detailing how the submissions will be assessed against quality/price	<p>There is no evaluation scoring matrix around a quality/price mix in the way that there would be within a Contract Tender. An evaluation panel will simply individually score both the overall application and each of the supplementary questions between 0 and 5 with all of the scores being added together to form an overall bid total for each organisation.</p>
18	If an organisation is applying for more than one brief, would each brief need to be fully costed or would the management and admin costs for example need to be allocated between each brief?	<p>You should make a separate grant application for each service brief that you are bidding for funds within and hence a separate budget within each application. If you have costs that are spread over more than one brief or even wider parts of the service, then you should include a proportionate amount of the overall costs within each budget that truly reflects the parts of that expense which relates to the specific brief. In simplest terms, if you have an overall admin cost that covers 2 service brief areas then put half in each budget.</p>

19	Can you advise on where to find a word document of the Service Brief Guidance & Supporting Questions which contains the six 200 words supporting questions for the Children's Services grant applications? I can only seem to find a PDF which can't be edited.	A Word version of this document is now available on the FVA website.
20	Providers were asked about additional funding sources and asked to respond with very little time. What is this for? Why was it so urgent? Is this part of the assessment process for awarding grants?	Information was requested to add to the mapping of services and has been discussed at the Strategic Commissioning group which Kenny and Laura attend and at previous Committee meetings. This information will not be part of the assessment process for awarding grants but does provide a helpful overview.
21	Why is the ADP brief delayed, who exactly will be meeting to resolve it (the original date given wasn't a date the ADP was scheduled to meet)?	The proposal to develop a joint brief for ADP and E&CS commissioned services provides an opportunity to streamline services and further develop an innovative and collaborative model. This requires discussion at the ADP Committee and ADP Commissioning group to seek approval. Dates are set by the ADP Coordinator and have been adjusted to ensure this is tabled for discussion as a matter of priority.
22	Further to a previous question, why would each individual member of a joint bid be required to submit a grant funding application if they won't be receiving a grant from the Council? Isn't it just the lead agency that applies and is the grant recipient?	Good Governance ensures that funding should be given to individual organisations as each organisation as a registered charity should be seen to receive funding from the local authority not from a third party therefore should submit on behalf of their board an application. This ensures that if any issues occur then it is with individual organisations.
23	Can organisations bid to deliver part of a brief?	This question has been answered in terms of a response to question 6 and 13. The outcomes required for each service brief could be achieved by single organisations or those who seek to deliver as part of a partnership model. If an organisation can only deliver part of a brief, they need to consider how the other components/outcomes would be achieved to meet the requirements of the service brief.
24	Can organisations bid to deliver in certain parts of Fife or is Fife Council only going to fund bigger organisations?	This question has been covered in the response to question 8. Organisations can submit applications to deliver in one or a number of areas in Fife. Each application will be considered on its merit in line with the grant application process.
25	Further to Q14, would it not be better to tailor the grant application form to ask for everything that is needed and to fit the circumstances (match the style of the briefs) and since the Council is asking for	The grant application is standard and approved as part of the Monitoring and Evaluation framework and as noted in the response to question 14 it would be expected that organisations provide <i>evidence of such experience and delivery of similar services</i> in applications submitted

	fundamental information that isn't requested on the existing form?	
26	Some funded activity that is benefitting children, young people and families has been omitted entirely from the briefs. Is the Council saying that they will cease funding that activity and those organisations from April 2021?	The briefs have been developed considering the strategic needs assessment, priorities within the Children & Family Strategy and budget, ensuring a focus on vulnerable children and families. An impact assessment will be undertaken to consider any implications and contingency for organisations who may not be successful in their grant application.
27	Some of the legislative context from one brief meets more of what we deliver but the proposed outcomes of the other brief is maybe a better fit for us and therefore it is quite difficult to choose one brief over the other. What is the most critical aspect of the briefs to help the decision making? Is it meeting the proposed outcomes, is it the age range as proposed, or is it full alignment with the policy context?	The information included in the service briefs aim to provide the context considering legislation, policy drivers, strategic needs assessment and the C&F strategy. Briefs are designed to illustrate identified need and core components regarding the delivery model. All information is relevant to assist organisations to make an application to evidence how they can achieve the required outcomes which will be measured within the context of a Service Level Agreement
28	Upon reading the briefs, they look like they may have been developed in isolation, there seems to be no continuity of support/transition/pathway arrangements featuring within them. Is that intentional?	The briefs have been developed considering the strategic needs assessment and priority objectives within the C&F strategy. Transitions have been considered as well as current processes in Fife primarily the Child Wellbeing Pathway alongside legislative requirements