



**Specification for Plan for  
Neighbourhood Consultation / Engagement**

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## Definitions

Worksop Together is seeking quotes from organisations to undertake the consultation/ engagement work with specific demographic groups within Worksop, to ultimately determine the next steps of the Regeneration Plan.

Statutory consultation would need to be carried out over a minimum period of **six weeks**. Dates to be confirmed. Working to deadlines set by the board.

Any engagement carried out would not have a minimum timeframe. However, would need to work to deadlines set by the board.

## Introduction

A £1.5 billion programme to invest in 75 areas over the next decade – a long-term strategy to fix the foundations of those places most left behind. Funding is available to Worksop ONLY (up to £20 million for each place over a 10-year period).

Type of fund: Un-competed.

Eligibility: 75 local authorities and communities across the UK.

Important dates:

- 22 April 2025: Neighbourhood Boards confirm finalised membership and any proposals to alter their place boundaries.
- Spring 2025 to winter 2025: Neighbourhood Boards submit their Regeneration Plan to MHCLG for assessment and approval.
- From April 2026: Programme delivery funding released to local authorities, and delivery phase begins.

The government is committed to rebuilding the UK and driving growth everywhere. The renewal required is more than just physical infrastructure, but also about repairing fractured communities, bringing people back together and ensuring people see a visible improvement in their communities. This is essential for restoring trust in government and sense of pride in place, ensuring people can meet their full potential. The evidence is clear that those places with stronger social capital have higher educational attainment, lower crime and faster economic growth.

To fix the foundations of those places most left behind, we need a long-term strategy to regenerate, underpinned by plans that address demographic shifts and cultural change.

No one knows the priorities of the community better than those who live and work there, which is why our Plan for Neighbourhoods will empower local people to take back control of their future with a long-term, flexible funding pot of up to £20 million of funding and support over the next 10 years.

## **Background**

Across the country this government is delivering our Plan for Change with a relentless focus on economic growth to raise living standards. Through the new Plan for Neighbourhoods, we are laying the foundations to make sure that nowhere is left behind in this decade of national renewal, and that everywhere has a role to play in our national prosperity.

There's untapped talent and potential in every town, city, village and estate. But we also have people without enough to get by, and places and public services which have been hollowed out. Opportunities are not shared out evenly and it's tough to make the most of the ones that are there. Barriers to better living standards have been put up, not taken down. People feel divided and disempowered, perceptions which are made worse by deprivation that for too long has been tackled with sticking plaster politics.

Communities have come up with their own grass-roots solutions. Opening foodbanks and warm banks, shopping local to back high street jobs, and raising support through trade unions, charities and civil society bodies. Building strong connections so people have each other to rely on when times get tough. Heartening and impressive though these efforts are, the government has been missing in action for 14 years, leaving communities left behind and forgotten, left to fend for themselves. That's why this new government's driving purpose is delivering growth and raising living standards everywhere.

The new Plan for Neighbourhoods is part of this government's plan to ensure that nowhere is left behind. It will help revitalise local areas and fight deprivation at root cause by zeroing in on 3 goals: thriving places, stronger communities, and taking back control.

We know what works. Local change is best driven by those with the biggest stake. Together, this government will work in partnership with people on the ground and local authorities to develop a 10-year plan that unlocks the potential of the places people call home.

## **Need/Problem**

The impact of economic decline has not been felt equally across the country with too many neighbourhoods starved of the investment and reform they deserve. The result has been worsening deprivation, making the path to good growth even more difficult in those places.

## **The Aims of the Plan for Neighbourhoods are:**

- To drive growth over the long-term, a clean break from the competitive pots and sticking plaster cash of the past. The programme provides a new blueprint to bring communities together, allocating funding to improve living standards and give people in the 75 recipient locations more of a stake in their future.
- To deliver this, the government will support the establishment of new Neighbourhood Boards, putting power in the hands of local people to address deprivation and regenerate their local area.
- Each board will, in partnership with their local authority, develop a 'Regeneration Plan', setting out its vision for the next decade alongside a more detailed 'Investment Plan' for the first 4 years of the programme. This is about more than places simply having a plan, it is backed up by serious investment to turn that plan into action: prioritising

funding into some of our most left-behind communities to make everyday changes to build a fairer future for everyone.

Many of those anchor institutions that tie communities together, like community centres, youth clubs, sports grounds and cultural venues, are gone. This programme gives communities the opportunity to bring those back to drive social capital and kickstart growth.

We have an economy and society that works for some and not others. 49 of the 58 English towns are in the top 20% most deprived built-up areas in the country. This programme focusses on those places that have been left behind for too long, which deserve to feel the benefits of investment in their future.

Across the UK, 53% of people feel it is important they can influence decisions affecting their local area, but just 27% feel able to do so. The number of adults involved in civic participation has fallen from 41% in 2020 to 34% in 2022, with those from poorest backgrounds and places the least likely to participate. This programme seeks to change that, giving people control over their local area, and confidence that their needs are being met.

- Fostering stronger, more well-connected communities, where people trust each other and feel a common identity improves resilience, cohesion and safety, tackling economic and social marginalisation. This is true at an individual level and for a community as a whole, research has shown that improved social connections will improve economic outcomes for individual children and reduce crime across a community.

Research is clear that trust in communities and institutions are both the cause and result of high productivity and higher wellbeing.

- By establishing good governance and greater social trust, this programme could trigger virtuous feedback loop of higher productivity. A 10% increase in social trust can lead to up to 1.5% increase in productivity.
- We need thriving places that support strong, inclusive, local growth, putting money into working people's pocket. This programme will aim to raise living standards, reduce social exclusion, spread opportunities for young people, improve health and wellbeing, build stronger and more cohesive communities and reduce crime and anti-social behaviour in some of the most left-behind areas in the country.
- We will provide communities with the resources and capacity to deliver on this, to offer support where it is needed and shift central government's role from one of delivery management to delivery support.

Experience suggests more can be achieved when government takes a more proactive, supporting role and further information on this will be provided shortly. This will also reduce the need for towns to procure support individually and from third parties, supporting the government's commitment to curb public sector use of consultants.

## **Objectives**

The Plan for Neighbourhoods has at its core a partnership between the Neighbourhood Board and local government, supported by the UK Government. This partnership will drive growth by improving the physical and social infrastructure of their community and deliver tangible improvements to the everyday lives of these communities. To deliver the greatest impact, we encourage boards to focus the funding and interventions into those neighbourhoods and communities within their boundaries that have the greatest need.

The Board, working with the local authority, is responsible for producing a 10-year Regeneration Plan for their area, setting out the activity that will be pursued to achieve the 3 strategic objectives of this programme:

- thriving places
- stronger communities
- taking back control

By making progress on each of these objectives, local areas will drive forward the government's long-term missions.

## **Delivery**

### **Neighbourhood Boards:**

- Neighbourhood Boards put local people at the centre of defining their town's future, with responsibility for developing their Regeneration Plan – in partnership with the local authority - to deliver the strategic objectives of the programme. They should bring together residents, local businesses, grassroots campaigners, workplace representatives, faith, and community leaders and those with a deep connection to their area. In consultation with their community, the board should generate a vision for the future of their area and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams.

We know that many communities will have existing board and governance structures already in place, most obviously 'Town Boards' established to deliver the previous administration's Long-Term Plan for Towns programme. Significant work went into setting these up, appointing independent chairs and curating an appropriate membership of engaged and involved local stakeholders. We are clear that we do not want to undo work already undertaken.

### **Regeneration Plans:**

- Neighbourhood Boards must work with local people and the local authority to draft a Regeneration Plan. We know the challenges in places vary, and that it is the people living and working in these areas who are best placed to identify these challenges and inform the solutions. Boards should work in partnership with their respective local authority and, if relevant, ensure their Mayoral Combined Authority have been consulted on the plan.

The plan should outline the community's overarching vision for change over the next decade to deliver the strategic objectives of the programme, developed through grassroots engagement to reflect local people's priorities.

As part of the Regeneration Plan, boards will need to provide a more detailed investment plan for the first 4-year investment period cycle, which will include the interventions the board would like to pursue over the period and how that activity delivers across the 3 strategic objectives of the programme.

We know places have worked hard to engage their communities and develop their 'Long-Term Plan' for the previous administration's Long-Term Plan for Towns. That progress is not for nothing and should not be undone, nor should places undo their governance arrangements. Communities should feel empowered to build and adapt their existing plans - our reforms seek to build on and improve the previous programme with a new set of strategic objectives that are aligned to this government's plan to kickstart growth, to be delivered by a broader range of policy interventions. We believe

this will give communities greater flexibility as to how and what they can deliver, without ripping up what has already been done.

Neighbourhood Boards will want the opportunity to iterate their proposals in response to community feedback, and establishing good governance and trust within the community takes time to build. Rebuilding capability and confidence within communities that decades of inequality, austerity and deprivation have eroded will not happen overnight. A core learning from the New Deal for Communities programme was importance of including a 'year-zero' in all regeneration schemes, to ensure better outcomes at the end of a decade of investment. This means setting aside time to ensure that the foundations of the programme are secure, including employing the right people, selecting effective management systems, and establishing processes for community involvement.

### **Pre-approved interventions and list of powers:**

- The Plan for Neighbourhoods represents a break from the competitive bidding process and micromanaging of previous regeneration funds. Instead, this is a model whereby Neighbourhood Boards are provided with a list of pre-approved interventions and given the autonomy such that, if that activity can be evidenced as a clear priority of the community, it can be pursued without the need to provide a lengthy business case. MHCLG analysts have assessed all interventions listed and consider them to have a strong case for investment, value for money and benefit-to-cost ratio.

The activities listed range from eye-catching new developments to the bread-and-butter issues raised by people on the doorstep. To give boards as much flexibility as to how and what they can deliver we have more than doubled the

number of interventions, providing examples where possible to indicate ideas for spend while empowering the community to come up with their own grassroots solutions. Unlike the previous administration's Long-Term Plan for Towns programme, the interventions listed are not explicitly tied to one theme – instead, we are giving boards the flexibility to consider how the interventions they wish to pursue can apply to any or all of the strategic objectives of the programme: thriving places, stronger communities and taking back control.

Neighbourhood Boards do not need to explicitly link each intervention back to just one specific objective.

Similarly, this list is not exhaustive. We encourage Neighbourhood Boards to think innovatively and creatively about how to deliver the strategic objectives of the programme. Where activities fall outside the scope of the pre-approved interventions but the board, based on their community engagement, believes they are better placed to meet local needs, the board should seek to pursue these. This would require a business case to be agreed with MHCLG.

### **Community Engagement:**

- Undertaking meaningful engagement with the local community is a central pillar of the Plan for Neighbourhoods. Building trust and empowering the local community requires consistency, dedication and time, and evidence that people's priorities have been acted upon.

When it comes to communities having more influence over their area, it is important to ensure this is not dominated by those with the sharpest elbows. We are providing the

time, space and funding to avoid under-resourced and generic consultation, to ensure Neighbourhood Boards hear from everybody, and include those from marginalised or deprived communities who typically may struggle to make their voices heard. These underserved groups include those whose socioeconomic circumstances, language or culture mean that they struggle to access 'usual' methods of engagement. Examples of this might be those experiencing homelessness, without access to the internet, who do not speak English or the elderly.

Community engagement should be iterative, so that people understand how their priorities are reflected in the plan. It should happen at regular intervals throughout the course of the programme, as the needs and priorities of communities evolve, and reverting to previously engaged groups to set out progress made, how their concerns and priorities were accounted for and enable the board to be held accountable for their delivery. Neighbourhood Boards should build on existing community engagement structures by mapping social infrastructure already present in their community and drawing on that expertise.

### **Scope**

The specification for quoting is set out below.

The Board needs to undertake community consultation/ engagement to develop initiatives to be included in the Regeneration Plan.

### **The Consultation/ engagement must be completed by (including final reports) 10<sup>th</sup> October 2025.**

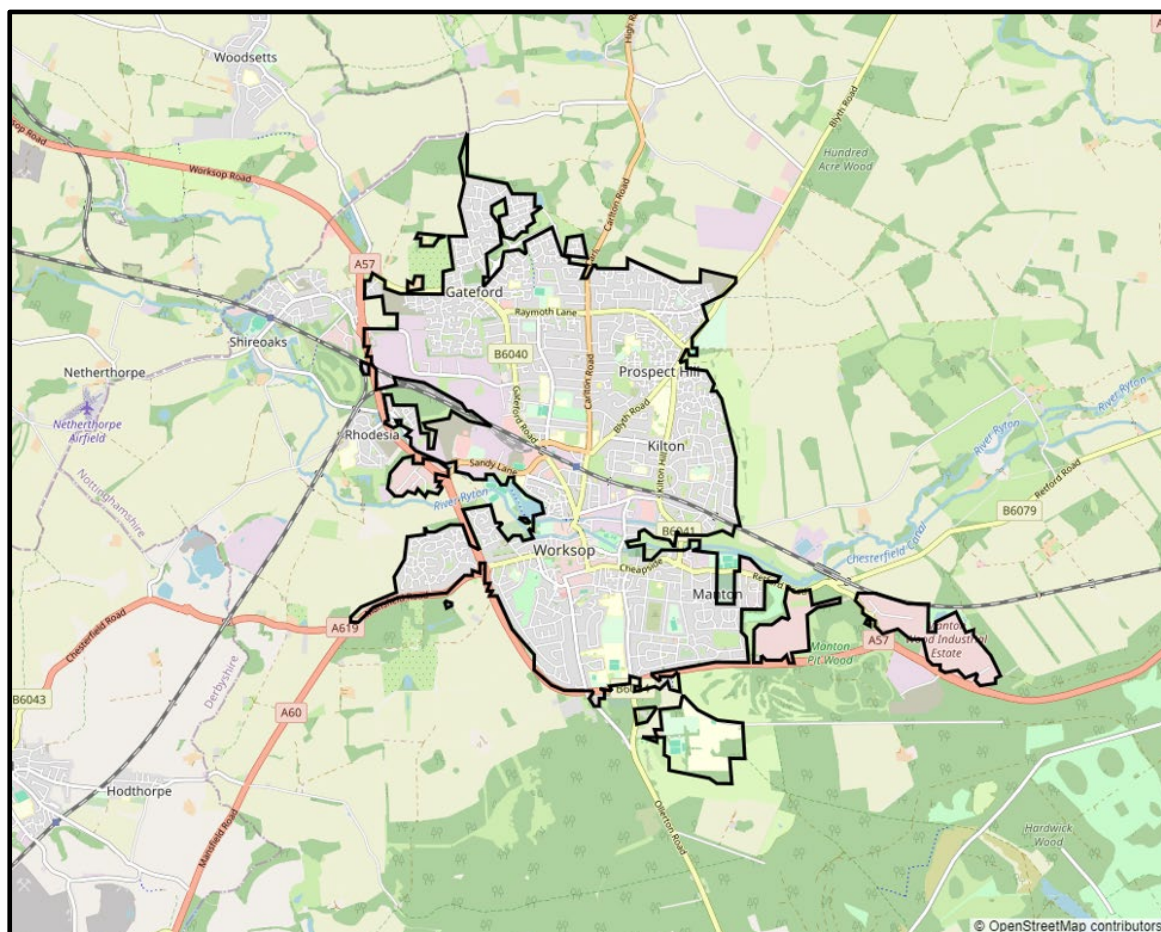
Activities could comprise of the following; however, these are not prescriptive: Online, face to face, workshops, questionnaires at events, interactive sessions etc.

We are inviting quotes for organisations to consult/ engage with the demographic groups below. Please state which demographic group you are quoting for and if more than one, please ensure you have supplied a quote for each:

- **Ethnic minority groups**  
Across Worksop, 95.5% of people identified with a White ethnic group, 1.6% as Asian, Asian British or Asian Welsh, 0.7% as Black, Black British, Black Welsh, Caribbean or African, 1.3% with Mixed or Multiple ethnic groups, and 0.8% with other ethnic groups. This list is not exhaustive, but you may want to consider working with the gypsy and traveller, Asian, black, Caribbean, African and mixed communities.
- **Young people - 15-25yrs (Source - UN Youth | United Nations)**  
This includes 'Not in Education and Employment,' (NEETS), 15-25yrs, junior sports groups, youth councils, youth clubs, Worksop sports clubs ages 15 – 25yrs (football, netball, athletics, hockey etc.), pubs, nightclubs, schools, colleges, care homes and other relevant setting.
- **Elderly residents – 65yrs+ (Source – NHIR - Age | National Institutes of Health (NIH))**  
This includes people in care homes (nursing, residential, assisted living), hospitals, doctors' surgeries, Age UK, community groups and MENCAP. This list is not exhaustive.
- **Disability Groups**

This could include 'Focus on Young People,' 'Autism,' 'Talking Therapies' working alongside partners to gain an understanding of the needs of those with disabilities. This list is not exhaustive.

**Activities needs to take place in Worksop only - within the Worksop boundary as illustrated below:**



**Can you please answer the below questions to support your application:**

Question	Response (max words)	Weighting
1. Can you please supply an overview of the work/ activity your group/ organisation has carried out in Worksop or across the wider district. If possible, please supply relevant CVs for anyone that will be carrying out the engagement activities.	Attach as required	15 %
2. Can you please explain and evidence your previous experience in delivering community focussed consultation/ engagement projects.	200 words	25 %
3. Can you please explain what activities you would use to engage with the relevant demographic group (as set out above).	100 words per demographic	40 %
4. Can you explain how you would ensure your engagement	150 words	10 %



activities do not create a negative environmental impact.		
5. All engagement activities need to be in line with GDPR – please explain how you would achieve this.	100 words	10 %

**Budget – This budget is capped at £25,000. Please ensure this covers (where applicable):**

<b>Staffing costs</b>		
<b>Travel expenses</b>		
<b>Activity expenses</b>		
<b>Report preparation</b>		
<b>Attendance at board meeting</b> (on the 17 <sup>th</sup> October to present your report and findings)		
<b>Other costs</b> (please specify)		

**Note: Please note all bids will be judged on the ratio of 80% qualitative, and 20% cost.**

#### **Term**

The deadline for all consultation/ engagement activities will be set out. There will be no option to extend the contract. The Contract will be no longer than six months.

#### **Statement of Requirements**

You must include a description of the outputs for services or functionality and performance requirements for supplies. You should also include details of any performance indicators and benchmarks you will be monitoring during the contract (covered in detail in “Monitoring Arrangements” section. It is normally considered good practice to get a balance between outcomes, outputs, and inputs and for outcomes to be restricted to three or four vital issues, which are meaningful and measurable. This section will vary in scale and complexity depending on the size and nature of the contract but may contain some or all the following:

#### *Services*

- Required outputs/outcomes – documentation of engagement activities and planning. We require an Engagement Evaluation Report
- Performance measures – number of groups and number of people engaged, days worked, and number of activities carried out
- Targets – timeline, deadlines
- Geographical location and spread of the service – list geographic areas across Workstop that you have engaged with
- Client group(s) description: where, who, age, gender in line with GDPR
- Management of the contract – legal
- Transfer of assets and personnel – data storage/ USB/ portals in line with GDPR
- The hand-over process – closure meeting
- Transition between service providers – Evidence of business as usual
- Value for money – evidence benefits of consultation/ engagement – benefits analysis report

## Quality Requirements

You should describe the quality processes and standards expected of the Provider here, including any codes of practice and/or national standards that need to be followed. For supply contracts, the quality of the supplies required must be very clearly defined and relevant. Examples of minimum practices and policy requirements are:

- Expectations/requirements – ensure suitably trained/ qualified staff carry out activities. If working with young people/ vulnerable people staff ratio quota is adhered to
- Expectations/requirements in relation to the management of staff, professional supervision, and HR/employment standards (including DBS clearance levels required - if the Provider is expected to comply with the Local Safeguarding policies and procedures, staff/ individuals should detail here where such policies and procedures can be found. Staff/ individuals must ensure that the information regarding safeguarding entered here is in line with what is said in the terms and conditions of the contract)
- Compliance with local or national standards and guidance
- Provider policies, procedures and systems ensuring a safe, consistent, and quality service
- Involvement of stakeholders
- Provider must comply with BDC policies, including complaints procedures and how complaints will be monitored and escalated

## Security

If security is an issue, then this section should state the requirements for handling personal and commercial information. It may also address security issues such as encryption and theft reduction measures. For any IT requirements, please ensure you consult the Council's in-house IT department for advice on internal requirements.

## Implementation Criteria – Timetable

Specification goes live	21 <sup>st</sup> July 2025 – 4 <sup>th</sup> August 2025
Closing date for quotes	4 <sup>th</sup> August 2025 at 12 Noon
Assess contracts	Week Commencing 4 <sup>th</sup> August
Award Contracts	Week commencing 11 <sup>th</sup> August 2025

## Performance and Monitoring Arrangements

Performance and monitoring arrangements will be included in the terms and conditions of contract where these link to payment and / or grounds for termination.

## Social Value

You may choose to consider what social value the services, works or supplies (or the provision of these) may fulfil and state any benefits you wish the Provider to provide for the community in scope of this tender. As with all aspects of the specification and tender documents, keep any social value requirements relevant and proportionate to the scale and scope of the requirement.

Some specific items you could consider Providers adopting as part of their solution could be:

- apprenticeship scheme, and recruiting apprentices to work on this Contract
- advertise jobs in the local area of the Contract
- sub-contract to businesses within the community of the Contract
- support regeneration projects
- support skills development
- support volunteer schemes
- meet sustainable/environmental/climate change requirements

- recycling policy/ no single use plastic in the supply chain for the Contract

Large projects might be required to demonstrate social value adding activities or outcomes as a consequence of fulfilling the contract, e.g., a major works project might include a social value requirement to provide training or education opportunities in the form of a specific number of trainees achieving a given standard of attainment, or the employment of a specific number or ratio of apprentices or work-experience placements during the build.

There might be a requirement to source supplies and labour within a given radius of the project or to fulfil social or charitable obligations related to the subject of the contract, e.g., provide free gardening services to local frail or elderly residents; provide site visits for local schools and colleges.

Where a social value-adding activity is a performance standard, then it must be included in the performance management schedule in the terms and conditions of contract. Payment, or contract renewal or extension might be linked to achieving a social value 'target' or outcome as part of a broader set of performance indicators.

### **Communications**

All communications need to be approved by the Board and will go through Bassetlaw District Council's Communications Team unless otherwise agreed.

### **Modern Slavery, Child Labour, and Inhumane Treatment**

Tackling modern slavery requires Providers to be aware of the risk areas where modern slavery is most likely to occur and to have a plan to address those risks.

The successful Provider(s):

- shall adopt a whistle-blowing policy which enables your staff to blow the whistle on any suspected examples of modern slavery.
- shall not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;
- shall not require any Supplier Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
- warrant and represent that it has not been convicted of any slavery or human trafficking offenses anywhere around the world;
- warrant that to the best of its knowledge it is not currently under investigation, inquiry, or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world;
- shall make reasonable enquires to ensure that its officers, employees, and Subcontractors have not been convicted of slavery or human trafficking offenses anywhere around the world;
- shall have and maintain throughout the term of each Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its subcontractor's anti-slavery and human trafficking provisions;
- shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract;
- shall not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors;
- shall not use or allow child or slave labour to be used by its Subcontractors;
- shall report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to the Council and the Modern Slavery Helpline.

### **Exit Strategy / Handover at End of Contract**

- All engagement activities concluded
- All monitoring and performance indicators met
- Final agreed report received by board and accepted

### *“Privacy Notice*

- *The Neighbourhood Board is a partnership initiative supported by Bassetlaw District Council, which acts as the accountable body for the UK Government’s Plan for Neighbourhoods programme. Bassetlaw District Council is the data controller for the personal data collected in course of the Board’s activities.*
- *Personal data is collected to manage your application as a candidate and involvement as a member of the Board, facilitate communication and coordination of the Board activities, ensure transparency and accountability in the governance of the regeneration plan, comply with reporting requirements to the Department for Levelling Up, Housing and Communities (DLUHC).*
- *We collect the following information: full name, current occupation, postal address, telephone, email address. The data may be shared with Department for Levelling Up, Housing and Communities, other Board members.*
- *We will not share your data with any third parties for marketing purposes nor use your data for purposes other than those stated in this notice unless specifically required by law.*
- *Please, refer to our Privacy Information page if you want to know more about how we process personal data: [www.bassetlaw.gov.uk/about-us/data-protection/data-protection-and-your-rights/](http://www.bassetlaw.gov.uk/about-us/data-protection/data-protection-and-your-rights/)”*

(End)