**BRIARDALE COMMUNITY CENTRE  
  
INVITATIONS FOR EXPRESSIONS OF INTEREST**

**Background**

The Briardale Community Centre has been a successful community building offering a variety and of services and support to the local community of Cowpen and Kitty Brewster for the past 20 years.

Following a decision by the current management committee to retire from the running of the Centre, Northumberland County Council now seeks a new provider to take on the provision of much valued community services from this busy and potentially vibrant site.

The County Council therefore wishes to contract with a new organisation to take over the management of the building and the ongoing service provision.

This is an exciting new opportunity and the County Council and its partners will work closely with the new provider to ensure a smooth transition so that high quality community services can be delivered.

**Briardale Community Centre**

The Briardale Community Centre building is a very busy centre offering all of the usual type community centre activities. It is the home of a childcare organisation providing early education and daycare services as well as a Friendship Club aimed at older persons in the community, and it also provides youth based services. Other services currently on offer range from weight loss classes to craft clubs and a lunch club, many of which are provided through the hiring of space to other community groups and individuals.

The centre has a number of rooms for hire and is often used as a training venue as well as providing meeting space. Other facilities include a garden and a fully functioning kitchen which provides meals and catering services.

It is envisaged that a similar range of services will be provided by the new provider.

In recent weeks the centre has been under the temporary management of the County Council and during this time the condition of the building has been fully reviewed and where applicable repaired or renewed. All required health and safety standards are now met.

**Staffing**

Previously the Centre has employed a full time Centre Manager and up to 6 part time staff in the following roles.

* Caretaker
* Cook
* Project Worker (Woodwork and Handicrafts)
* Older Persons Friendship Club Helper
* Youth Workers

The new provider should be prepared to work with the Council in supporting these staff moving forward. It is hoped that where possible, the new provider will be able to continue or offer new employment within the Centre for existing staff.

At the present time there is no employed Centre Manager.

**Financials**

At EOI stage no financial details are available. The Council is most interested in the services that will be offered but will work with the new provider to ensure ongoing sustainability is achieved and maintained.

The Council will undertake due diligence with regard to the financial probity of the new provider.

Preference will be given to providers who can demonstrate a proven track record in successful delivery of community services, including the effective financial management of such operations. It is important that the new provider is proficient in applying for and has a successful track record in obtaining external grant funding as this aspect is likely to be significant in the ongoing sustainability of the centre.

**Process**

Interested parties who wish to seek to become the new Provider are requested to complete the attached Expression of Interest form. Potential providers will then be shortlisted and may be interviewed.

Each question has a maximum score of 20 points.

Once a preferred provider is identified the potential provider will be expected to prepare a full business case/plan in conjunction with County Council staff to illustrate the services that they will continue to offer and what additional services could be offered.

**Timescales**

Expressions of Interest should be returned no later than 5pm on Friday 15 February 2019 by post or email to Tony Kirsop, Community Regeneration Manager at Northumberland County Council, County Hall, Morpeth, Northumberland NE61 2EF ([tony.kirsop@northumberland.gov.uk](mailto:tony.kirsop@northumberland.gov.uk)).

The Council will seek to shortlist applicants in week commencing 18 February 2019, at which point those applicants may be invited for interview in the same week.

BRIARDALE COMMUNITY CENTRE – EXPRESSION OF INTEREST FOR PROVIDERS OF COMMUNITY BASED SERVICES

|  |
| --- |
| Name of Organisation: |
| Address: |
| Name of Contact:  Tel:  Email  website |
| Company number (if applicable): |
| Charity Number (if applicable): |

|  |
| --- |
| 1. **Detail your organisation’s experience of delivering community based services including delivering services and activities to vulnerable communities (max 500 words)** |
| **2. Detail your organisation’s experience of managing buildings and especially community buildings (Max 250 words)** |
| **3. What experience does your organisation have of obtaining grant funding? (max 250 words)** |
| 4. **What experience does your organisation have of Partnership Working? (max 250 words)** |
| **5. Tell us what you see as the crucial activities, services or community support that a community centre should provide. (250 words)** |