

## Our Manchester Grant Programme

# Co-Design of Grant Programmes

The aim of this policy is to describe a sound basis for the development of co-designed grant programmes.

It is based on the idea that co-design is a time-limited, facilitated, deliberative process that takes the participants on a journey of learning, discovery and consensus.

## Process in Outline

Board agreement. Following negotiation with funder the amount of funding, overall aim, contribution to costs and any conditions are agreed.



Co-design Implementation Group established



Co-design Instigation Document created



Co-design group recruited



Co-design meetings (including any consultations or research) leading to recommendations



Programme Board accepts recommendations or outlines concerns that are sent back to the co-design group for reconsideration.



Implementation Group designs grant process, grant documents and timeline.



Programme Board reviews and accepts proposals from implementation group or sends back for reconsideration.

## Process in Detail

### Instigation Document

The instigation document sets out the boundaries within which the co-design group is working - what is open to discussion and what is not. The co-design group is recruited partly on the basis that they sign up to the limitations imposed by the instigation document. There is a balance between making the document too restrictive, in which case there is no reason to do co-design, or overly open which can make co-design too complicated.

It includes:

- Principles
- Strategies
- Finance

- Timescales
- Legal and other requirements
- Conditions

#### Appendix - Example

##### Implementation Group

The co-design will be overseen by an implementation group. The role of the implementation group is to ensure that the co-design process is conducted robustly and in line with this policy and then to transform the agreed recommendations into a grant process.

The implantation group will be a minimum of 3 people including representative of Programme Team and the general infrastructure organisation but can be expanded depending on the nature of the grant and timescales.

The role of this group is to:

- Prepare the boundary document
- Recruit participants
- Recruit facilitator
- Support the co-design group
- Write up results
- Carry out consultations
- Write prospectus and any other documents

##### Co-Design Group

The role of the co-design group is to make a set of recommendations to the Programme Board, within the limitations set out in the instigation document of the grant

- 1) Objectives
- 2) Conditions
- 3) Targeting
- 4) Amounts
- 5) Monitoring
- 6) Other key issues

##### Co-Design Participants

The co-design group will be no more than 14 to encourage and enable the development of trust and a creative group process, as well as allowing a diverse range of participants. The aim is to facilitate a group process that allows the group to go on a journey of deliberation and discovery.

Participants will be chosen on the basis of having all of the following attributes:

##### *Expertise:*

- Running and operation of VCS organisations (including knowledge of Manchester VCS sector)
- Operation of grant programmes
- Expertise relevant to the content of the programme (as determined by the implementation group)

### *Representation*

The co-design group should be to a reasonable extent representative of the diversity of stakeholders. All representatives must also have a relevant level of seniority.

### *Passion, commitment and availability*

Participant must be passionate in their commitment to ensuring that the co-design process works.

### *Availability*

Participants must be available to attend the first and most of other sessions.

### Group Process

In order to ensure that the co-design process is robust and successful the group needs facilitation from a trained facilitator with experience of running similar processes.

The co-design group, with the support of the implementation group, may decide to go on visits, carry out consultations, request information, as appropriate to the nature of the co-design.

### Budget

The co-design process may need a budget to:

- Hire venues
- Provide refreshments
- Pay travel expenses

## Other Considerations

### Minimum standard for Co-design

It is recognised that, due to time or other constraints, it may not be possible to carry out co-design to the extent that may be ideal.

For the purposes of this policy co-design must include at a minimum:

- 1) Involvement of participants as defined above
- 2) At least 2 half-day facilitated meetings that reach a reasonable level of consensus on a set of recommendations

## Management of Conflict of Interest

Potential beneficiaries of grant programmes will be involved in the co-design process but will not make-up more than 50% of the co-design group and will be chosen to represent a variety of interests and viewpoints. Potential beneficiaries will not be involved in the implementation group and will cease involvement following the acceptance of the co-design group's recommendations.

### Involvement of councillors

Manchester City Councils Communities & Equalities Scrutiny Committee - VCS Members Task & Finish Group (set up in July 2018), consists of a series of themed meetings which will report back recommendations to scrutiny committee early in 2019. One of the meetings includes a focused discussion around improving communication with members and consideration as to where and how Members local knowledge and intelligence can be appropriately utilised earlier in the development and design process for future grant funding rounds/programmes. The outcome of these discussions recommendations agreed are to be incorporated into this co-design process.

### Involvement of service users

People who use services may or may not be involved in the co-design process depending on the nature of the proposed grant programme, however it is assumed that all grant programmes will include co-production of services, where potential or present service users will be involved in the planning and delivery of services and that sufficient flexibility will be built into grant objectives to allow VCSE organisations to carry out co-production.

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# Appendix 1:

## Co-design Group Boundaries

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This sets out the areas that delimit the work of the co-design group.

### Strategic Context

**The Our Manchester is the strategy for the city (not just the Council) for the next 10 years. This funding must support the aims of the Our Manchester strategy, the key themes of which are:**

- A thriving and sustainable city
- A highly skilled city
- A progressive and equitable city
- A liveable and low carbon city
- A connected city

Local 'place groups' are working on implementation at neighbourhood level.

### Locality Plan

- The Manchester Locality Plan sets out a vision for an integrated health and social care offer which supports Manchester residents to improve their own health and wellbeing. This funding needs to support the aims of the Locality Plan, helping VCS organisations in Manchester play their role in improving the health and wellbeing of Manchester residents.

### Decision-Making

- The Our Manchester VCS Funding Co-design Group is advisory. The final decision on the funding model will be made by Manchester City councillors.

### Budget

- Neither the budget nor the length of funding has been decided.

### Draft Timescale

- October /November 2016: co-design group works to generate options for consultation
- November/December 2016: consultation
- January 2017: Co-design group meets to refine model based on consultation
- February 2017: Council decision making process
- Spring 2017: Procurement Process
- Summer 2017: New funding arrangements in place

### Procurement

- No decisions have been made about a procurement process.
- If competitive grants are used, there is a presumption the agreed standard process, which was co-designed with the VCS, will be used unless there are good reasons to modify it.

#### Governance of Our Manchester VCS Funding

- No decisions have been made.

#### Operational Responsibility for Our Manchester VCS Funding

- No decisions have been made.

#### In scope existing funding

<b>MCC Voluntary Sector Funding</b>			
Funding strand	What for	2016/17	Funding ends
Community Associations (grants)	Provides core funding for 19 community centres	£432,994	31.3.2017
Health and Wellbeing (grants)	A range of services to promote and improve the wellbeing of Manchester residents. Includes Good Neighbours schemes.	£ 568,394	31.3.2017
Mental health (contracts)	Funds 8 VCS organisations to run a range of services such as support groups for people with mental ill health	£378,704	31.3.2017
Equalities Funding Programme (grants)	Funds 21 organisations to provide a range of services and projects across equality groups	£660,000	31.3.2017
Voluntary Sector Support (contract)	Volunteer centre, capacity building and policy/ representation for the voluntary sector	£490,000	31.3.2017
Carers (contracts)	Funds more than 20 organisations to support carers	£383,289	31.3.2017
		<b>£2,913,381</b>	

#### Legal Boundaries

- Under the requirements of the Local Government Transparency Code, Manchester City Council is required to publish details of all grants made to voluntary sector organisations.
- The Equality Funding Programme contributes to the Council's fulfilment of its duties under the Equality Act 2010
- Carers contracts contribute to the meeting the Council's responsibilities under the Care Act 2014
- Any grants or contracts need to meet the requirements of Manchester City's Council's Financial Regulations