

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

<b>Date:</b> 09 March 2026, Updated 07 May 2026	<b>Ref No:</b> 2350
<b>Responsible Officer:</b> Stephanie Boyd, Commissioning Manager for Older People and Ageing Well	
<b>Title/Subject matter:</b>  Competitive Tender Exercise for: Bury Older People's Network and Bury Dementia Co-Production Network	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Partly
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes
<b>Item for decision:</b>	
<u>Background Summary</u>	
Bury Council commissioned the Bury VCFA to develop and facilitate the Bury Older People's Network (BOPN) for three years from 01 September 2021 to 31 August 2024 at a contract value of £20k in total using the Grace Rigby Trust Fund (GRTF).	
A fourth/ fifth year grant agreement is currently in place for Bury VCFA to continue with the development of the BOPN, but also to create a Bury Dementia Co-Production Network at a total cost of £27k per year from the GRTF.	
The GRTF is a legacy fund from a Bury resident and must be used " <i>for the benefit of the greatest number of elderly people in Bury</i> ". There is currently £59,626.63 left in the Grace Rigby pot which is committed to these Networks only.	

## Recommendations

- The grant agreement with Bury VCFA to come to a natural end on 31 August 2026
- A competitive tender process to take place over the spring/ summer months 2026 with full input and co-production from the Chair of the BOPN
- A new 2-year contract with the successful provider to commence on 01 September 2026 at a cost of £27k per year, with the option to extend for a further 1-year (£81k over 3 years)
- Once the GRTF has been exhausted, the service will be mainstream funded via the HAC revenue budget

## Strategic Context

In line with the Health and Adult Care Ageing Well Strategy 2025 – 2030 Together Towards Ageing Well, the Networks are engagement mechanisms for older people to have their voices heard on things that matter to them and to influence the way that services are designed, commissioned, and delivered.

The Networks are crucial to ensure that:

- The Council implements co-production in line with the Care and Support Statutory Guidance (Care Act 2014)
- Services are designed around real lived experience
- The Council continues to improve the quality and effectiveness of commissioning, including the need for innovation, future-proofed solutions, and reducing long-term costs
- Trust and transparency is increased
- Community strengths are fostered
- Inequalities are reduced

## Financial Implications

There is currently £59,626.63 left in the Grace Rigby pot which is committed to these Networks only.

Once the GRTF has been exhausted, it is recommended that the service will need to secure mainstream funding via the HAC revenue budget. Mainstream funding will commence from year 3 of the new contract (September 2028). Therefore, growth will be required as part of budget setting in 2027:

- 01 September 2026 – 31 August 2027 - £27K GRTF
- 01 September 2027 – 31 August 2028 - £27K GRTF
- 01 September 2028 – 31 August 2029 - £27K HAC revenue budget

Year 3 of the contract will be a 1-year extension and subject to further sign-off from the Adult Social Care Senior Leadership Team nearer the time.

As part of the monthly budget monitoring cycle, Finance and Budget holders will track the expenditure linked to this contract ensuring that all expenditure aligns to the funding provided. Any financial risks/pressures identified will be highlighted

to the Director of Adult Social Services as part of the monthly budget monitoring conversation whereby an action plan will be deployed to mitigate any financial risks/ pressures.

Commercial Approach

Bury Council has a duty to create fair opportunities for other suppliers in the market that may have an interest in taking over the facilitation and development of the BOPN and the Dementia Co-Production Network.

The approach above has been agreed by Corporate Procurement colleagues.

Next Steps

Co-produce a new service specification with the Chair of the BOPN and work with Corporate Procurement colleagues to run a competitive tender process over the spring/ summer months 2026.

<p>Approval to recruit to newly created vacancies</p> <p>NB: Chief Officer graded roles require AD HR and AD Finance approval</p>	<p>Not Applicable</p>
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<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
<p>Director of Adult Social Services and Community Commissioning:</p>		<p>19 May 2026</p>
<p>Advised by HR Business Partner</p>	<p>NA</p>	
<p>Advised by Finance Business Partner</p>		<p>16/03/2026</p>
<p>Lead Member (for noting)</p>		<p>28 May 2026</p>
<p>Chief Officer graded roles: Assistant Director of HR</p>	<p>NA</p>	
<p>Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant</p>	<p>NA</p>	
<p><b>Member Consulted (only if applicable) [see note 4 below]</b></p>		

**Notes**

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

**EXPENDITURE APPROVAL TABLE**

<b>Approval Limit</b>	<b>Approval By</b>
Over £500,000	Cabinet
Over £250,000 to £500,000	Chief Executive
Over £100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director
Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

**For Chief Officer Graded Roles:**

Assistant Director HR Approval

Assistant Director Finance / Chief Accountant Approval