

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date:	20 May 2026	Ref No:	2361
Responsible Officer: Catherine Worsnip, Quality Assurance & Contracts Officer			
Title/Subject matter: Grant award 2026 - 2029 - Bury People First			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?	Yes [para from Rav??] SSG9000 5244		
(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		
Is there any implications with 3 rd party spend?	No If yes, please contact procurement via CorporateProcurement@bury.gov.uk		
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk		
Item for Decision Approval of a 3 year grant agreement 1st April 2026 – 31st March 2029, to enable Bury People First to maintain and further develop a Learning Disability Co-production network.			
Introduction Bury People First have developed and maintained a coproduction network for Adults with Learning Disability in Bury for the past 4 years. Work undertaken by Bury People First includes: - Co-chairing our Learning Disabilities Partnership Board - Working with the Council to identify key priorities for the coming year (e.g. homes, health, jobs). - Co-designing key outputs (eg corporate housing strategy for people with additional needs) and service (e.g. supported living tender).			

They have previously been paid a set fee of £7,500 each year and have not received an uplift to date.

Finance

Expenditure for the maintenance and development of our Learning Disabilities Co. is included in the Community Commissioning budget, and provision has been made for this contract throughout its duration.

Proposal

During review of contract arrangements, the Provider advised they have not received any uplift in their payment since contract start and this arrangement is no longer sustainable.

Their previous annual rate of pay was: £7,500

Their proposed annual rate is: £10,000, uplifted by an average of 2% each year (compound) for inflation.

Period	Maximum Grant <u>Installment payable</u>	Date of Payment
26-27	£10,000	1 st April 2026 £5,000 1 st October 2026 £5,000
27-28	£10,200	1 st April 2027 £5,100 1 st October 2027 £5,100
28-29	£10,404	1 st April 2028 £5,202 1 st October 2028 £5,202
	Total maximum grant payable	£30,604

If this payment is agreed, it would bring the payment in line with other co-production networks commissioned by the Authority:

- Older people's network
- Mental Health coproduction network

Options considered:

A contract format was explored but given the flexibility required, and track record of the coproduction network, there appear to be few advantages in this format. A grant offers stability of income to the Provider; and also the flexibility to deliver the requirements of our Partnership.

Failure to provide the uplift could result in withdrawal of services by Bury People First, negatively impacting those who are involved in the network, the wider community and reputation of the Council.

Recommendation

Permission requested for:

Direct award of a grant will run from 1 April 2026 to 31 March 2029. Funding is up to £30,604 over 3 years, invoiced 6 months in advance, subject to an annual review.

Alternative Providers were investigated to benchmark a suitable cost and as part of Procurement Regulations to test the market. However, there are no comparable services in the local area to hold a competitive tender. Procurement partners advised that a Contract Exemption should therefore be submitted following approval of this Operational Decision Form.

Approval to recruit to newly created vacancies

NB: Chief Officer graded roles require AD HR and AD Finance approval

No

Decision made by:

Signature:

Date:

Director of Adult Social Services and Community Commissioning:



18 September 2026

Lead Member (for noting)



1 October 2026

Advised by HR Business Partner

NA

Advised by Finance Business Partner

R Nijjar

20/05/26

Chief Officer graded roles:
Assistant Director of HR

NA

Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant

NA

Member Consulted (only if applicable) [see note 4 below]

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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

Approval Limit	Approval By
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