

# Support to draft Melksham’s ‘Age Friendly Action Plan’

**Table 1: The Requirement / Specification**

<p>The Services:</p> <ul style="list-style-type: none"> <li>• <b>Background:</b></li> </ul> <p>Melksham is a member of the UK Network of Age-Friendly Communities and was the first, and still one of the very few, market towns signed up to a framework for making towns and cities more age-friendly.</p> <p>The Age-Friendly Melksham Steering Group (the Steering Group) has established a collaborative process with Melksham stakeholders to ensure the voices of older people are meaningfully involved in plans to make Melksham a more age-friendly town. It has held consultative meetings and has begun to plan actions across a framework of ‘domains’, including supported living; work and financial security; health and wellbeing; combatting social isolation; accessibility and transport; and end of life care.</p> <p>The goal of making Melksham a more age-friendly town will require this work to be taken to the next level through the production of a 3 year Age-Friendly Action Plan with recommendations for short, medium and long term actions and the identification of resources to ensure the future sustainability and impact of the programme.</p> <p>Key assessments will include the fitness for purpose of current management arrangements; the engagement of stakeholders to build a collaborative multi-agency approach across the public, private and voluntary sectors locally; and the identification of funding opportunities to help resource this programme of work going forward.</p> <ul style="list-style-type: none"> <li>• <b>Objectives:</b></li> </ul> <p>The Steering Group expects this project to comprise of distinct activities towards the production of a 3 year Age-Friendly Melksham Action Plan:</p> <ol style="list-style-type: none"> <li>1. Research and collation of all consultation outcomes to date, including relevant strategies and associated implementation plans and delivery reports, as relevant to the domains of the Age Friendly framework and the wishes of local stakeholders</li> </ol>	<p>Service Commencement Date: <b>1<sup>st</sup> April 2020</b></p> <p>Service End Date: <b>30<sup>th</sup> June 2020</b></p>
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2. An evaluation of current management arrangements and recommendations to build a collaborative multi-agency approach across the public, private and voluntary sectors locally to take forward this work

3. An investigation of the funding environment and opportunities to resource this programme of work on a sustainable basis

4. Engagement and consultation with stakeholders through events, surveys and other methods, as appropriate, to develop a shared programme of work

5. The presentation of findings to the Steering Group and partners, to include a 3 year Age-Friendly Action Plan with short, medium and long term outcomes together with recommendations for next steps.

- **General Requirement:**

The Steering Group is looking for a consultant/organisation with experience in developing older people's policy and engaging with older people's stakeholder organisations.

- **Budget**

The Steering Group invites bids up to a value of £10,000.

**Price:**

Fixed price contract – payment schedule to be agreed after commissioning

**Table 2: Procurement Timetable**

Issue date:	<b>January 2020</b>
Deadline to submit proposal:	<b>February</b>
Contract award:	<b>March</b>
Inception meeting	<b>April</b>