



GMCVO

Recruitment Pack: Assessment Panels (Scaled Programmes)

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Background: Scaled Programmes

Scaled Programmes are a number of projects that have been developed out of four design workshops held in early 2017. The workshops were held in consultation with residents of Greater Manchester aged over 50. The project ideas created at these sessions will provide ways to invest the £2.5 million available from the Big Lottery Fund to develop projects and activities on a larger scale across Greater Manchester.

The 'Growing Older in My Greater Manchester' workshops explored ideas around four themes:

- Information and Communication
- Culture
- Places and Spaces
- Economy

Many potential projects were developed out of the workshops and the team at GMCVO, alongside partners, identified the most viable ideas which would meet the outcomes of the Ambition for Ageing programme. The final project ideas were presented at a consultation event in April 2017, where residents aged over 50 had the opportunity to discuss the ideas and share their thoughts. The remaining project ideas will be reviewed and some of them will hopefully be developed in the future.

Three of the final projects, or programmes, are now ready to receive investment to start delivery. Further programmes will follow in the near future. The current programmes are:

1. Festival of Ageing
2. Community Media
3. Community Navigators

These programmes have been developed in response to what people aged over 50 said they wanted, which included: change to the negative way that older people are sometimes presented in society; help to find out about what was going on in their communities; and support to access interests and activities.

Assessment Panels

The next stage involves finding organisations who can effectively deliver these programmes. Ambition for Ageing will soon publish details of the programmes and start a competitive process. This means organisations can bid to deliver the projects. If their bid applications are accepted, they will then be assessed by a panel. The assessment panel will help to decide who will deliver the scaled programmes. The panel will discuss and score applications, and select the most successful application based on scores. This will happen during summer 2017; the selected organisations will start delivery during the autumn.

Ambition for Ageing believes that people over 50 should be at the heart of the programme by being involved in consultation, design and decision-making. Representatives from the Older People's Network and Equalities Board are therefore invited to share their skills and knowledge by acting as voluntary panel members during the assessment of applications.

To be considered for the assessment panel, interested members of the Older People's Network and Equalities Board should view the Skills and Qualities Checklist in this document and decide if they have the necessary abilities required. It may be a good idea to discuss any issues with the Older People's Network involvement worker, Allison Foreman, or the Equalities Board co-ordinators, Hannah Berry/Valeska Matziol. If individuals think they are suitable for the assessment panel, they should complete the Expression of Interest form.

The Ambition for Ageing team will contact potential panel members who have expressed an interest. It may not be possible to offer everyone who expresses an interest the opportunity to get involved. We may conduct interviews for panel members as part of the selection process in response to high demand, and to ensure we have balanced panels in terms of skills and abilities.

Panel members will be asked to attend a training day in early August 2017 to ensure they fully understand the role and know what to expect at panel meetings. The team will clarify training and panel dates.

Further Information

Ambition for Ageing will request that organisations who apply to deliver the programmes write in plain English and avoid jargon and overly long, complex information. Where possible, applications will be translated for panel members with visual or hearing loss.

Once bid applications have been submitted, a list of organisations who have applied to deliver the programmes will be sent to panel members. We will ask panel members to complete and return a Conflict of Interest form. This means that if a panel member has any association with an organisation on the list (as a volunteer, trustee, staff member or other), they have a duty to declare the relationship to avoid conflict of interest. This aims to protect the panel from any form of bias or influence toward particular organisations.

Panel members will be sent applications, which they will need to read over a period of two weeks. Time should be set aside to read all applications twice and score them using the score sheet, which they will receive with the applications. The following week, panel members will attend the panel meeting and should arrive prepared with potential scores, notes and questions.

The exact dates of the panel meetings aren't yet confirmed; but they will occur in August and September. The panel meetings may last as long as a working day. The length of the meetings depends on the number of applications received. Regular breaks, refreshments and lunch will be available.

Panel meetings will be chaired and recorded and will consist of a variety of people from different backgrounds, including professionals from a range of organisations.

Appropriate venues and times for panel meetings will be considerably chosen to ensure they are accessible. The panel meetings will be planned so panel members travelling by public transport have time to reach the venue after 9:30am. Where acquired, travel expenses will be paid.

If an organisation is selected to deliver a programme, they will be checked to make sure they are financially healthy and are committed to good working policies. The panel will be informed of any changes if an organisation is not found to be suitable following any necessary checks.

Skills and Qualities Checklist – Panel Member

- Do you have the ability to communicate with a range of people, and have the confidence to discuss issues in a group environment?
Yes No
- Are you confident at reading applications in English?
Yes No
- Do you have the ability to engage positively, and to challenge where necessary?
Yes No
- Do you have time to read and consider applications, including preparing notes and queries?
Yes No

Other Considerations

Panel members will be required to consider and respect other panel members' opinions. They may have very different views, and so may the organisations who apply. Panel members sometimes disagree with each other at panel meetings; it will be necessary to remain calm and considerate, even if you do not agree.

The panel or chair of the panel may decide that some panel members' responses are not relevant or are not to be noted or actioned. It is important that panel members are resilient and can manage the feelings they may have if this happens to them. It should not be taken personally and should not stop panel members from continuing to be fully engaged in the panel meeting.

If panel members do not understand any issues during the panel meeting, they should express this clearly and with confidence. It is important that all members of the panel fully understand all elements of the discussion.

Any discussions during the panel meetings should remain confidential to protect the interests of Ambition for Ageing and the organisations who have applied.