

## Future Oxfordshire Partnership

## Project Business Case

**PROJECT CASE**

The purpose of the Project Case (PC) is to provide a simplified stand- alone business case. It is based upon the 5 case model for business cases recognised as best practice by Government and aligns to the green book requirements of business case development.

<https://www.gov.uk/government/collections/the-green-book-and-accompanying-guidance-and-documents>

Programme Name: (eg PAZCO)	Oxfordshire Inclusive Economy Partnership (OIEP)
<b>Project Name:</b>	Addressing the Challenge of increasing the amount of social value delivered through procurement activity across the county using Social Value Brokerage
<b>Proposing Organisation and proposed nominated lead authority.</b>	Oxfordshire Inclusive Economy Partnership (OIEP)/OxLEP
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Job Title:	<i>OIEP Manager</i>
Organisation:	<i>OIEP</i>
Date:	<i>13 September 2025</i>
Concept Paper:	<i>N/A</i>

## 1 The Strategic Case

The Oxfordshire Growth and Housing Deal included a proportion of revenue funding to support the delivery of the aims of the deal. This capacity funding was intended to support the stated intentions of the Growth Deal, including addressing long term skills needs, developing prosperous places and communities, and generating good jobs. Many of these themes have since been carried forward through work of the Oxfordshire Inclusive Economy Partnership (OIEP). One area of increasing convergence across the councils is to look for ways to leverage and account for social value in procurement activity – increasingly councils are seeking to capture additional social and community benefits from council contracts, local development, and the wider economy in general. The social value working group of the OIEP has been looking at ways to bring consistency and clear messaging on this across the county.

Procuring for social value can support the delivery of multiple outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development, namely:

- Our local economy will be globally competitive, sustainable, diverse and inclusive
- Our county will be a more equal, fair, and inclusive place for everyone
- Our residents will be healthier and happier, and overall wellbeing will have improved
- Our diverse and vibrant communities will thrive with a strong sense of identity

This links directly and/or indirectly to all 6 local authority corporate plans:

Cherwell:

- An enterprising economy with strong vibrant local centres
- Healthy, resilient and engaged communities

West Oxfordshire:

- A vibrant district economy
- Strong local communities

Vale of White Horse

- Building healthy communities
- Working in partnership

South Oxfordshire

- Improved economic and community well-being

Oxford City:

- Enable an inclusive economy

Oxfordshire County Council:

- Tackle inequalities in Oxfordshire

Different local authorities are at different stages of maturity in their social value approaches but conversations through the OIEP and the Joint Oxfordshire Business Support (JOBS) forum suggest an openness to joining up approaches where it makes sense to do so. One such opportunity would be to jointly commission a countywide social value brokerage platform. This could be of benefit to all contracting authorities including Local Authorities, universities, health and other local anchors.

### Social Value Brokerage

One way that suppliers seek to add social value into a contract is to find local projects and causes which they can support, for example by offering professional advice, financial support, employment and training opportunities or volunteer hours - these relate directly to measures in the National TOMs framework (including NT17, NT15, NT29, NT16).

Oxford City Council has, for the past 6 months been trialling an online social value brokerage platform, [Match My Project](#), to support the delivery of social value in procurement. The key driver was addressing the challenge facing busy contract/project managers who have to spend significant amounts of time during contract mobilisation to chase down leads, signpost to projects, contacts, local causes, and partner organisations.





By creating a shared online space, where these contacts can happen, the platform makes it easier for council suppliers and other committed businesses to provide resources and support to local community organisations. It offers a simple and intuitive mechanism for signposting, matching and monitoring the delivery and impact of social value commitments. A recent update to the platform now makes it possible for skills, training and employment opportunities to be triaged through the platform too, bringing further applications in contracted social value, the wider skills agenda, and commitments arising through local development, including Community Employment and Procurement Plans (CEPPs).

A well-integrated Social Value Brokerage platform brings a number of benefits:

- Makes it easier for suppliers to find community projects to support.
- Enables contracts of any size to consider the inclusion of social value in their delivery.
- Ensures that genuine community needs are visible to social value providers.
- Tracks and the delivery of social value
- Provide a shared place to triage skills and employment opportunities arising through procurement, skills programmes, and CEPPs.
- Provides businesses and community projects with publicly visible case studies to share on their impact
- Drives/gamifies social value competition across businesses wanting to be seen as the lead in the local area.

### Feedback from Suppliers and Community Organisations

Feedback from Suppliers and community organisations has been positive so far:

*“As I deliver services to Oxford City Council, I was invited to join Match My Project which launched last month - a platform which matches suppliers with local causes to support social value and making an impact. It's very simple to use  and practical    For Council's it allows a quick and quantifiable measure for social value by the value of donations made, volunteer hours or projects supported” BDO LLP*

*“Thanks to Match My Project Oxford, connecting with community projects like Donnington Doorstep has never been easier. It's a platform that fosters collaboration and support within our community. Let's join forces to create a more sustainable and eco-friendly future for all!” ERS Consultants*

### Capacity requirements

Although the platform is simple and easy for organisations to use, there are additional capacity requirements needed to make effective use of the platform. Since implementing the platform, the take up has been good but the number of matches has been below expectations. There is a need for some dedicated capacity to ‘handhold’ community projects and businesses, to ensure well-scaled requests which will generate good ‘matches’. Oxford City Council has committed additional capacity through its UKSPF programme to provide this support in two parallel and complementary ways:

- Internal capacity – single point of contact for the authority. Tasks include: approving new projects; promoting internal and external use of the platform; checking in with newly registered organisations; approving resource requests, matches and project feedback; liaising with contract managers.
- External capacity – small amount of grant funding to OSEP CIC (awarded through UKSPF as part of a package [social economy support activity](#)). Tasks include: promoting the platform to businesses and suppliers across their networks; advising new and existing organisations on effective use of the platform; and helping to generate ‘matchable’ requests and lasting social value relationships that can be tracked through the platform.

*\*\*It is strongly recommended that both types of additional capacity should be factored into the implementation costs (estimates have been included in the financial case) alongside licensing costs and commissioning capacity.*

### The case for a shared Social Value Brokerage Platform

There are a number of reasons for extending the rollout of a social value brokerage platform across the county. A shared platform with single registration would:

- offer greater clarity on process and simplify messaging to businesses and community projects
- provide a single aggregate view social value impact of procurement activity across the county alongside individual accounts for each authority

- reduce the administrative overhead within each individual authority
- achieve economies of scale on licensing and commissioning
- be simpler for local partners to signpost and communicate
- provide a shared Oxfordshire-wide platform for triaging CEPP commitments, skills programmes and job and training opportunities.
- drive healthy competition across different authorities and local businesses by publishing statistics and case studies on delivered social value
- OIEP Charter Signatories can be referred to the platform to find local causes to support.
- contributes to the delivery of the Oxfordshire Anchor Network social value ambitions
- Supports the delivery of multiple outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development

For these reasons, it's being considered as a scalable solution to bring consistency of practice in social value across the county.

#### Integrating into local procurement practices

In the city council, Match My Project is currently administered by officers in the Economic Development Team and the process of approving, matching, and providing feedback sits outside of procurement and assessment processes. This means that, unlike a shared social value assessment framework, it supplements but does not dictate the procurement practices of the authority.

Once contracted, suppliers can either match with a resource request from a community organisation, or make an offer on the platform based on their tender submission, which community organisations can then take up. Once the match has happened and the feedback provided on project outcomes, the contract manager can review the feedback and log the social value as 'delivered' against their contract, closing the loop. This process complements, but remains agnostic of, the particular social value framework used by the authority.

#### Contributing to Oxfordshire Anchor Network Social Value ambitions

In December 2023, the Oxfordshire Inclusive Economy Partnership (OIEP) outlined a proposal to support development of a network of Anchor organisations in the county. This proposal was supported by the OIEP, Local Authority Chief executives and Oxford University Hospitals (OUH) and the Universities.

Since December 2023, system partners have worked together to identify a short list of priority areas for collaborative action within this network focusing on employment, procurement, and climate action. These priorities were discussed and selected at a workshop on 8th April 2024.

The objective for Social Value and Procurement element of the Oxfordshire Anchor Network is: 'For all Anchor organisations to introduce and improve policies, processes and practices through procurement to maximise delivery of Social Value that meets local needs and supports organisational objectives'. A social value brokerage platform would help contribute to delivering this objective.

#### Proposed specification for a shared social value brokerage platform

Given the above it is recommended that procurement is undertaken for a platform with the following features, for a 2 year period:

- a shared access online platform, allowing
  - o businesses to find local causes to support
  - o community projects and social enterprises to access resources from private sector
  - o businesses/developers to offer training, jobs, apprenticeships and work placements
  - o contracting authorities to view live
- an ability to approve/refuse/control requests and applications (centrally or locally)
- an ability to easily report impact
  - o at aggregate county level
  - o by area
  - o by resource type (skills, hours, funding, materials, etc.)
  - o by the contracting authority for social value being delivered on contracts
- An ability for contracting authorities to:

- view live offers, requests and job/skills opportunities
- run local reports

## 1.2 SMART Objectives- how we will measure success of the project

No.	Objective	Baseline	Target(s)	Actions to achieve objective	Project Outcome(s)
1	Increased social value delivered through procurement activity benefitting local community organisations  Councils delivering on their social value commitments	Current proportion of council contracts leading to measurable social value delivery (past 12 months)	10% increase	System rollout and implementation	Number of local community organisations that have benefited from social value through procurement
2	Provide a shared on-line space for community organisations and businesses to connect	TBC	% increase in Number of organisations registered on the platform	Infrastructure organisations/ networks/partnerships signposting	Number of organisations registered on the platform
3	Provide a shared on-line space for triaging commitments arising from Community Employment and Procurement Plans (CEPPs)	TBC	TBC	Infrastructure organisations/ networks/partnerships signposting	Number of local community organisations and/or individuals that have benefited from CEPPs and social value through procurement

## 1.3 Equalities

Explain how this project will contribute towards equality within Oxfordshire, including how health inequalities and equalities (protected characteristics as defined by the Equality Act) have been considered in the production of this business case.

Social value is measured through TOMs – Themes, Outcomes and Measures. These are based around five themes:

- Jobs – supports organisations to develop local skills and employment
- Growth – supports growth of responsible regional business
- Social – aims to create healthier, safer and more resilient communities.
- Environment – focused on decarbonising and safeguarding our planet
- Innovation – aims to promote social innovation

Social value measures are committed to improving all aspects of social mobility and increased prosperity for communities and residents, particularly if they are from disadvantaged or minority groups or communities. Therefore this project will make a positive contribution towards equality in Oxfordshire.

## 1.4 Governance

Does external governance- i.e. constituent partners apply to the Project Business Case?	YES		NO	✓
If YES, please provide details of organisations:				
If YES, please set out external approval requirements with dates for consideration				

### 1.5 Stakeholder Involvement

Provide the names and comments of the following stakeholders who have been sighted on this business case prior to submission, note this is a mandatory requirement.

We have engaged with the economic development leads for each of the Local Authorities to present the project idea. The proposal was presented at the JOBs meeting 16<sup>th</sup> May where feedback from Local Authority Economic Development Leads was explored, the functional specification outlined above reflects the feedback received but would need further refinement prior to procurement.

Submitted by:	Feedback	Response
South & Vale District Council	This all sounds fine in theory, but I'm not sure how much return S&V would get considering most of our procurements are of far too low value for Social Value to be a consideration. (Most of our procurements are less than £75k).	Brokerage platform can be a way to secure additional value on any contract scale as well as corporate CSR. We'd expect to achieve value in all areas, irrespective of procurement policy.
South & Vale District Council	It would be useful to see what some of the projects are to get a feel for whether the additional cost through the matching process (because it would be additional cost to the councils) would make the procurement prohibitive.	The proposed platform configuration wouldn't put additional resource constraints on councils. The bid includes capacity funding.
South & Vale District Council	There's also the question of resources and who will need to be involved in the deployment, and ongoing management.	The additional capacity funding would provide internal and external support in the deployment and on-going management.
South & Vale District Council	The councils have a long list of key projects that need to be achieved over the next couple of years, many of which involve procurement. We will shortly be reviewing that list to look at prioritisation. With that in mind, procurement certainly couldn't commit any resources to this project right now – it may well need to be added to that list for SMT consideration.	The current process Oxford City follow does not put any additional burden on the procurement team.
South & Vale District Council	More positively, if this is something that could be run light touch and low cost, but delivers improvements for our communities, then it's a good thing to pursue. Timing is key though	We expect it to be light touch and low cost for individual local authorities due to funds coming from capacity fund.
Oxford City Council	Managing the brokerage	The additional capacity funding would provide internal and external support in the deployment and on-going management.
Oxford City Council	Where it sits in the procurement process in terms of evaluating the social value prior to award	The brokerage platform sits outside of the procurement process but is a tool for suppliers to use to match to social value projects. There is an impact evaluation module that can be included to calculate this
Oxford City Council	Budget to pay for it	The business case provides two years of funding for the platform
Oxford City Council	I think that we do need a brokerage platform to match needs to suppliers to ensure that social value delivered is meaningful	

Oxfordshire County Council	How is the social value tracked and how are benefits calculated in practice, as it's after procurement involvement stops	The brokerage platform sits outside of the procurement process but is a tool for suppliers to use to match to social value projects. There is an impact evaluation module that can be included to calculate this
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OxLEP have agreed in principle to be the contracting body on behalf of all of the Local Authorities, it provides a more neutral approach to procurement and reduces unnecessary burden on one Local Authority.

Stakeholder	Name	Date
<b>Project Senior Responsible Owner (SRO)</b>	Nigel Tipple/Richard Byard?	

Stakeholder	Name	Date
<b>Programme SRO- if different from Project SRO</b>		

Comments:

Stakeholder	Name	Date
<b>FOP Director</b>	Andrew Down	

Comments:

**1.6 Core Stakeholder Engagement from nominated lead authority**



Stakeholder		
<b>Finance Lead</b>	Name	Date
Comments:		
Stakeholder		
<b>Legal Lead</b>	Name	Date
Comments:		
Stakeholder		
<b>Procurement Lead</b>	Name	Date
Comments:		
Stakeholder		
<b>Human Resources Lead</b>	Name	Date
Comments:		
Stakeholder		
<b>Communications Lead</b>	Name	Date
Comments:		
Stakeholder		
<b>Information Technology Lead</b>	Name	Date
Comments:		

**2 - The Economic Case**

**2.1 Benefits Appraisal**

Summarise the main benefits associated with the achievements of the project's objectives by beneficiary.

No:	Benefit	Benefit Type	Beneficiary
1	Increased delivery of social value across council contracts	Direct	Oxfordshire community organisations
2	Increased visibility of the social value agenda across Oxfordshire	Indirect	Suppliers, purchasers, Oxfordshire community organisations
3	Improved social mobility and increased prosperity for communities and residents	Direct and indirect	Communities and residents of Oxfordshire

**2.2 Key Risks**

*Specify the main risks associated with the achievement of the project's objectives. Outline the proposed counter measures for avoidance, mitigation, and management.*

Risk	Impact (1-5)	Probability (1-5)	RAG Rating	Risk Owner	Mitigation
<b>Resource Implications:</b> On-going funding after the 2 years	5	3	15	TBC	Currently there is no mitigation but if successfully deployed as required there will be a lower support resource required over time and a business case to bid for future funding.
<b>Resource Implications:</b> The platform is likely to need a critical mass of projects to be effective – there are a number of marketing channels which could help promote the platform to suppliers and community projects	5	2	10	TBC	A layer of support has been built into the business case to help promote the platform and work with businesses and organisations to sign them up to the platform

**2.3 Options Analysis & Appraisal**

Please identify a minimum of 4 options and complete a shortlisting exercise within the table below; options must include 'BAU/Do Nothing' and 'Do Minimum'.

Option	Description	Shortlisted (S) / Rejected (R)	Meets objectives (Y/ N)
1.	Procure social value brokerage for each of the Local Authorities across Oxfordshire for a period of 2 years	S	Y
2.	Do nothing- Continue to deliver social value through procurement through current structures	R	N
3.	Option 3 fund licence commission only- districts to fund support	R	N
4.			

Using the same option numbering above, complete the following options appraisal summary:

	Option 1	Option 2	Option 3	Option 4
Net Costs (Capital & revenue)	£70,000 to £90,000	There are no additional costs	£30,000 to £50,000	
Benefits that arise (monetary & non-monetary)	<p>a) Increased delivery of social value across council contracts</p> <p>b) Increased visibility of the social value agenda across Oxfordshire</p> <p>c) Improved social mobility and increased prosperity for communities and residents</p> <p>d) Contributes to the delivery of the Oxfordshire Anchor Network (OAN) objective on social value</p> <p>e) Supports the delivery of multiple outcomes of the Oxfordshire Strategic Vision for Long Term</p>	<p>The focus for social value through procurement processes would remain for contracts over £100,000 reducing the amount of social value that could be delivered across the county.</p>	<p>Benefits a and c from option 1 would be possible only if each Local Authority provided their own resource to help promote the platform and work with businesses and organisations to sign them up to the platform.</p> <p>However, there wouldn't be the overarching county visibility of social value from engagement with the platform</p>	

	Sustainable Development			
Risks associated	Local Authorities having the capacity to work to the same timelines for delivery	Not realising the benefits of option 1	Without the support capacity, Local Authorities will struggle to resource the capability to engage with businesses and community organisations and the platform will not work	

### 2.4 Recommended/ Preferred Option

Please confirm which Option you deem to be the preferred option. Conclusions should be drawn on each of the different options considered in terms of cost, benefit, risk and its ability to meet the project objectives.

#### **Different implementation options:**

- **Option 1:** Procure social value brokerage for each of the Local Authorities across Oxfordshire for a period of 2 years with additional capacity support built in
- This option meets all of the project objectives and would enable:
  - Increased delivery of social value across council contracts
  - Increased visibility of the social value agenda across Oxfordshire
  - Improved social mobility and increased prosperity for communities and residents
  - Contributes to the delivery of the Oxfordshire Anchor Network (OAN) objective on social value and the OIEP's
  - Supports the delivery of multiple outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development
- **Option 2:** Continue to deliver social value through procurement through current structures
- Whilst this option has no additional costs, it has the most dis-benefits with social value continuing to be delivered in Local Authority silos and only for contracts over £100,000. This will reduce the amount of social value that could be delivered across the county, decreasing the benefits of improved social mobility and increased prosperity for residents and communities.
- **Option 3:** Fund licence commission only for Local Authorities – no capacity support
- Some of the benefits from option 1 would be possible only if each Local Authority invested their own resource to help promote the platform and work with businesses and organisations to sign them up to the platform. However, there wouldn't be the overarching county visibility of social value from engagement with the platform

**Preferred option: 1**

### 3 The Commercial Case

#### 3.1 – Procurement Arrangements

*Provide an overview of the procurement arrangements in place to ensure the preferred option can be delivered. This answer should explain the procurement activity to be carried out and set out the proposed commercial and contractual arrangements for the negotiated deal.*

*State the ability of the marketplace to provide the required goods or services and the attractiveness of this proposal to potential service providers. Also include detail on how the respective procurement and legal teams have been consulted with regards to the impact of subsidy control on the project' (including HR/IT personnel implications).*

The requirements would need to be tendered in accordance with CPRs of the contracting authority.

At the time of procuring Match My Project, there was no equivalent platform, and the contract was direct awarded to Match My Project. This may have changed, and it is recommended that the requirement is put out to tender.

There are two possible procurement routes which require further discussion and agreement:

Option 1 – Oxford City procure on behalf of the other Local Authorities

Option 2 – OxLEP act on behalf of the Local Authorities to procure and contract manage the system.

We would recommend option 2, it provides a more neutral approach to procurement and reduces unnecessary burden on one Local Authority.

#### 3.2– Charging timeline

State how the project intends to make payment for its key services and outputs over the expected lifespan of the contract(s).

To be confirmed with contractor following tender process.

### 4 The Financial Case

#### 4.1 – Capital and Revenue Funding Statement

##### Financial requirements

##### Current Oxford City Council costs

In year 1 the total cost for Match my Project would be **£10,187**, falling to **£7,188** in subsequent years – year 1 includes a mandatory additional cost for onboarding and launch. Match my Project recommend a minimum 2 year term to allow time for the system to embed and deliver impact but will agree to a 1 year term on the understanding that the full benefit may not be realised until later.

## Countywide Costs

We recommend that the platform provides a single access brokerage service across the county but that each authority should retain a level of sovereignty over its own social value activity on the platform. This would need each authority to have its own access to the system, meaning at least 6 licenses are needed – one for each Local Authority. There is likely to be a significant economy of scale on the licencing costs compared to a single authority purchasing the platform alone. We estimate that the licencing cost for a shared platform (with 6 individualised licenses) would be between £30k and 50k but this needs to be explored/confirmed through a procurement process.

Platform subscription costs			
	2 year monthly fees	3 year monthly fees	4 year monthly fees
Contracting authority (6 licenses)	£599	£549	£499
Supplier / business (essential features)	Free	Free	Free
Community organisations	Free	Free	Free

Additional contracting authority one off costs	
Onboarding and launch ( <i>mandatory</i> )	£2,999
Annual impact evaluation ( <i>optional</i> )	£3,500

## Staffing/support costs

Although the platform is simple and easy for organisations to use, there are additional capacity requirements needed to make effective use of the platform. There is a need for some dedicated capacity to ‘handhold’ community projects and businesses, to ensure well-scaled requests which will generate good ‘matches’.

This includes:

- Internal capacity – tasks include approving new projects; promoting internal and external use of the platform; checking in with newly registered organisations; approving resource requests, matches and project feedback; liaising with contract managers.
- External capacity – tasks include: promoting the platform to businesses and suppliers across their networks; advising new and existing organisations on effective use of the platform; and helping to generate ‘matchable’ requests and lasting social value relationships that can be tracked through the platform.

It is strongly recommended that both types of additional capacity should be factored into the implementation costs alongside licencing costs and commissioning costs. The project costs estimate the need for £30k over the period.

## 4.2 Project costs

	Status (Secured/ Not Secured)	£
<b>Gross Cost</b>		£70-90k
<b>Revenue</b>	Platform development/licensing costs (TBC through procurement)	£30,000 to £50,000
	Commissioning and contract management (not secured)	£10,000
	Support capacity (for external and internal resources)	£30,000

<b>Capital</b>		
<b>Total</b>		£70,000 to £90,000

**4.2 Finance security- Complete the table below only where there is more than one source of funding**

<b>Funder</b>	<b>Amount</b>	<b>% of Total</b>	<b>Status (Secured/ Not Secured)</b>	<b>Funding Details (status, timing, conditions etc)</b>
<b>Total</b>				

**4.3 Budgeted Cashflow**

*Complete the cashflow table below setting out both income and expenditure. Amend fiscal year dates as required and number of funding sources.*

<b>Year (fiscal)</b>	<b>Q 1 - 2 2024/25</b>	<b>Q 3 - 4 2024/25</b>	<b>Q 1 - 2 2025/26</b>	<b>Q 3 - 4 2025/26</b>
<b>Income (£)</b>				
Capital				
<b>Expenditure (£)</b>				
Revenue				
On-boarding (6 Local Authorities)			17,994	10,782
Licences (6 Local Authorities)			10,782	
Capital				
Net Position			28,776	10,782

## 5 The Management Case

### 5.1 – Management and Governance

Provide an overview of the necessary management and governance arrangements both in the delivery phase and in operation i.e., include detail on:

- Governance and decision-making arrangements
- Change management arrangements
- Benefits realisation arrangements and plans
- Contract management arrangements
- Post evaluation arrangements

OxLEP have agreed in principle to be the procuring and contract management body for this county-wide initiative. They would be acting on behalf of all of the Future Oxfordshire Partnership and individual Local Authorities to procure a county-wide social value brokerage platform funded from the Housing and Growth capacity fund.

### 5.2 – Programme Schedule for Delivery

Draft timeline for development of county wide system, based on information from Match my Project – 16 weeks:

- Authorities will be able to be grouped (in Admin) into networks (by region or other criteria) - **4 weeks**
- Networks have homepages showing their data. - **3 weeks**
- There is an 'admin' authority account for the region who has approval permissions for all authorities. - **2 weeks**
- Authority dashboards for individual authorities and for the regional authority - **4 weeks**
- Suppliers can choose which authorities in the network to sign up with, based on their contractual relationships - does this mean they will choose based on some external factors, not data on our site (so they will be able to choose literally any authority as far as we are concerned)? - **2 weeks**
- Community organisations can choose which authority (or authorities) to sign up with, based on location. CBOs who want to sign up with multiple authorities answer additional questions e.g. if they have a local office. - does this mean that we will filter available authorities to choose from, based on location? - **2 weeks**
- Both organisation types will be able to sign up to additional authorities via their profile. - are networks going to play a part here? Similar question as before, will they be shown all authorities? - **2 weeks**
- When organisations try and sign up with an existing organisation email, the existing account is flagged and they can continue with that account or a separate one. - don't know what flagging would mean here exactly but let's go with **1 week**
- Badges can be displayed on the business/supplier's profile for the authorities it's signed up with, companies house info registration and email address matches company name. This will signal to authorities pending approval. - **1 week**
- Users will be able to login via the regional network homepage, or the authority homepage. (They could also potentially login via MMP homepage for ease of navigation.) - **1 week**



**5.3 – Project Organogram**

Insert a Project staff organogram which includes distinguishes between full-time, part-time and fixed term staff. A Senior Responsible Owner (SRO) should be appointed and identified in the organogram.

**5.4 – Project Delivery Roles and Responsibilities**

Classify the roles and tasks to determine who is Responsible ( R ) , Accountable ( A ) , Consulted ( C ) and Informed ( I ).

Task	Insert Role	Insert Role	Insert Role	Insert Role	Insert Role
Commercials – procurement and contract management	TBC				
Local Authority management of social brokerage scheme	Economic Development Manager, Cherwell District Council	Economic Development Manager, South Oxfordshire and Vale District Council	Economic Development Manager, West Oxfordshire District Council	Economic Development Manager, Oxford City Council	Head of Economy, County Council
Supplier/organisation engagement	TBC				
Provision of social value brokerage scheme	Supplier – Match my Project				

**5.5 – Use of Specialist Advisers**

Specify what support and SME advice is required from outside the project team. Include both resources inside your organisation (e.g. legal and finance) and those outside (e.g. technical consultants)

Specialist contractors will be appointed.

**5.6 – Risk and Issue Management**

Explain how project risk management is undertaken; the relevant roles and responsibilities for managing risk within the project. Think about how risks are identified, how often and by whom the risk register is reviewed, and how risks are to be escalated. This last point is particularly important, what happens if a risk is out of control, where does it go?

A risk and issue log will be developed as part of the project, identified risks and issues will be assessed against probability and impact. The risk and issue log will be reviewed regularly by project board.

**5.7– Lessons Learnt**

Detail how Lessons Learnt have been considered during the development of this proposal and plans for capturing Lessons Learnt during this project.

The development of this proposal has been based on the lessons learnt through the procurement and implementation of the social value brokerage platform, Match my Project, by Oxford City Council. A lessons learnt log will be developed and added to throughout the life of the project.

### **5.8 – Monitoring and Evaluation**

Set out a summary of the outline Monitoring Evaluation arrangements for the project and milestones leading to Project Evaluation.

We will continually review our activities and progress against agreed outcomes set out in the project plan through contract management and the project board.