

## **CarbethHutters' Community Company Carbeth Futures Project Specification Consultant's Brief**

CarbethHutters' Community Company are seeking to engage a freelance / self-employed consultant to create a business plan with community input. The completed business plan will function as a roadmap for the future management and ultimate community ownership and management of Carbeth Hutting areas.

### **Background**

Approximately 10 miles out of Glasgow, nestling in the Stirlingshire countryside, Carbeth is a special place for many people and a unique part of Scottish heritage. CarbethHutters' Community Company represent a community of owners of small wooden huts on Carbeth Estate land. The Carbeth Huts have been used and loved by people from all over Scotland, but particularly from Clydebank and Glasgow since the 1920s.

Following the successful resolution of a rent dispute, more recent positive negotiations between CarbethHutters and Carbeth Estate have reached a significant point of agreement about the future of Hutting on the Estate. There is now a legally agreed two year Option to Purchase and a Management Agreement in place. We plan that in two to three years time Hutters will own the Carbeth Hutting areas.

### **Purpose of Brief**

The purpose of this piece of consultancy work is to deliver a fully costed business plan for the longer-term future of hutting at Carbeth that is based upon broad ranging local community input. The business plan will then be used to assist Hutters to:

- communicate their plan for the future
- approach funders to assist with buying the hutting areas of the Estate
- implement revenue generating approaches with clarity about the cost implications

### **Methodology**

CHCC envisage the above being created through two primary means; community consultation, and work with the Board.

The community consultation process will engage the membership and other relevant people and organisations in creating a vision for the future of Hutting at Carbeth.

A suggested structure for this consultation includes:

- Two whole-community consultation events; as well as creating opportunities for direct individual comment to ensure that voices both loud and quiet are heard
- Liaising with the successful party (subject to a separate contract that is currently being advertised) to record the community consultation process using video and photography.

In addition to working in close co-operation with the CHCC Board on the above, the consultant will be expected to work with the Board on the financial and fundraising components of the Business Plan.

At the end of the process the consultant will deliver a well-presented, high quality Business Plan for circulation to funders, partner NGOs, business partners and the Hutting Community. The specific outputs expected are:

3 full colour hard copies of the final report

1 PDF copy of the final report

The successful consultant (who may be from the private, community or social enterprise sector) will have knowledge and experience of:

- creating and delivering a Business Plan tailored to a rural setting
- developing financial plans and revenue raising options with costings
- fundraising for rural community asset purchases and revenue generating enterprises
- applying the spectrum of community finance raising options including grants, loans and earning income
- engaging with diverse communities
- working with a volunteer Board
- facilitating consultation events of varying scales and have excellent interpersonal, communication and presentational skills.

The consultant will have the flexibility to work some irregular / unsociable hours (e.g. weekends) and be able to spend time at Carbeth and surrounding area.

Relevant qualifications, a track record of reliability and trustworthiness and knowledge of IT, environmental issues, community issues, land reform legislation, community buy outs, presenting information to major funders [e.g. LEADER] are all desirable qualities.

### **Organisation and Timing**

Funding applications have been submitted to pay for this work. Forth Valley and Lomond LEADER funding has already been secured.

We anticipate recruitment of consultant in January 2011, ready to take up the post at the end of the month.

The consultant will report directly to the Board. This will involve attendance at monthly Board meetings, as well as more regular weekly contact. Initial meetings to scope the Business Plan and community consultation will be arranged between the consultant and Board members.

It is anticipated that work would be completed by May 2011.

A written response to this brief is required, for details see below.

### **Fee**

The total budget available is £4,720. This includes consultant's fee, travel, printing etc.

Consultant's quotes should not exceed this level of funding, and should include all relevant expenses. VAT should be included in this figure where applicable.

CHCC will take a best value approach to selection, which will take into account the quality of the submissions in addition to the total price. All consultants will be assessed against a set of criteria. From this a short list of consultants will be invited for interview. The successful consultant will be decided following the interviews.

### **Submission of Tenders**

Closing Date for applications 28<sup>th</sup> January 2011.

Applicants are asked to send a proposal detailing their approach to the brief, methodology, previous experience and/or knowledge and reason for interest, budget and CV, including two referees to The Secretary, CHCC, Berth 1, Helenslea, Bowling, G60 5AJ or by email to [dharm46@hotmail.com](mailto:dharm46@hotmail.com)

Further background information on Carbeth is available at [www.carbethhuts.com](http://www.carbethhuts.com)

## Selection Criteria

### Essential

#### Knowledge & Experience of:

- creating and delivering a Business Plan tailored to a rural setting
- developing financial plans and revenue raising options with costings
- fundraising for rural community asset purchases and revenue generating enterprises
- applying the spectrum of community finance raising options including grants, loans and earning income
- engaging with diverse communities
- working with a volunteer Board
- facilitating consultation events of varying scales and have excellent interpersonal, communication and presentational skills.

### Desirable

#### Knowledge:

- relevant qualifications
- IT
- environmental issues
- community issues
- land reform legislation
- community buy outs

#### Experience:

- track record of reliability and trustworthiness
- presenting information to major funders [e.g. LEADER]