

## **SPECIFICATION**

### **For the Provision of Arts, Sports, and Environmental Services**

#### **Scope of Service**

Organisations seeking to deliver arts, sports, or environmental conservation services will be expected to meet the priorities discussed below.

We wish to fund community led services, which increase participation and engagement and foster excellence in cultural activity including sport and physical activity, parks and open spaces, and arts.

We wish to commission services that address the following issues:

- Low levels of physical activity and associated health risks in some parts of the borough
- The need to develop pathways to excellence in sport for young people
- The need to provide outdoor physical activity opportunities for children and young people
- Increased participation in celebratory events which celebrate diversity and improve community cohesion
- Increased participation in art and cultural activity delivered through specialist facilities
- Raised awareness of the natural environment and of the need for individual contributions to address environmental change

#### **Quality Standard**

Organisations wishing to bid to provide arts, sports, or environmental conservation will have to demonstrate that:

- The service provision is able to operate in compliance with an approved quality assurance standard to enable an appropriate level of service delivery
- Working within the PQASSO quality assurance framework for small voluntary organisations/charities or demonstrate application of a similar sector-specific quality assurance framework
- All individuals engaged in the delivery of any funded activities to be suitably qualified, and accredited where necessary, in their respective fields
- Services, training and support provided as part of projects is of the highest quality, ensuring customers can realise their full potential

- Individuals engaged in the delivery of projects to raise levels of physical activity to have the following qualifications and registrations:
  - Level 2 coaching
  - Level 2 on the Register of Exercise Professionals
  - Able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation services where required.

### **Type of Service**

We specifically wish to fund organisations that are able to deliver the following services:

- Developing pathways to excellence in specific sports identified through Council and partner strategies, such as the Five Borough Sports Development Plans: Aquatics, Athletics, Basketball, Cycling, Disability Sports, Football, Hockey, Tennis.
- Improving the capacity of local sports clubs, in particular:
  - to improve the skills of coaches working with older people at all coaching levels
  - to improve the skills of coaches at higher qualification levels for all age groups
  - to enhance the sport offer for people with disabilities
- Increasing the level of physical activity amongst those residents who are currently inactive, to raise activity levels to at least 3 x 30 minutes of moderate levels of physical activity as defined by Sport England
- Street and carnival art initiatives which feed into the Council's festival and events programme
- Outreach and community initiatives which increase the usage of specialist arts facilities for (a) new media and film, (b) dance, and (c) performing arts facilities for young people
- Initiatives which enhance residents' understanding of the natural environment and encourage them to actively engage with the natural environment, e.g. city farms, food growing, wildlife walks, etc.

### **Overall Geographical Coverage**

We wish to fund a package of services that provides a good geographical spread of services across the borough through a range of accessibly located sites. We will particularly prioritise services that are able to deliver services in more than one of the following designated Local Area Partnership areas:

- LAP Area 1 – Weavers, Bethnal Green North, Mile End & Globe Town
- LAP Area 2 – Spitalfields & Banglatown, Bethnal Green South
- LAP Area 3 – Whitechapel, St Dunstan's & Stepney Green
- LAP Area 4 – St Katherine's & Wapping, Shadwell

- LAP Area 5 – Bow West, Bow East
- LAP Area 6 – Mile End East & Bromley By Bow
- LAP Area 7 – Limehouse, East India & Lansbury
- LAP Area 8 – Millwall, Blackwell & Cubitt Town

### **Geographic Coverage of Physical Activity Projects**

We specifically wish to fund projects and activities encouraging increased levels of physical activity in those parts of the borough which have been identified as having the lowest levels of participation. Preference will therefore be given to services provided in areas of lowest participation as identified through the Sport England Active People Survey. For details of the areas of lowest participation, please see the map provided at Appendix 1 to this specification.

### **Equality of Access to services**

Organisations must ensure that:

- Services are open and available to all potential users in the area where the service is being delivered. However, we would like to give consideration to funding such services which encourage the meeting and coming together of people from a variety of backgrounds.
- In particular, in relation to increasing levels of physical activity, activities for women from ethnic minority backgrounds should be a key feature.
- Whilst we are expecting to fund specific services for people with disabilities and for older people, we expect all service providers to deliver inclusive services (where funding streams are not targeted specifically).

### **Delivery Methods**

We wish to fund services that have well publicised opening hours and contact details and that use a wide range of publicity methods. We require all organisations to explain how, when, how often and where services will be publicised, including details of any translated information and use of the internet and outreach as tools to raise awareness of services.

### **Partnership Working**

There are established voluntary sports, arts/cultural and environmental conservation sectors in Tower Hamlets. Organisations in these sectors deliver a range of services funded through a variety of sources, including the Council and sector-specific agencies (Arts Council, Sport England, Natural England, etc).

As the demand for sporting, arts or environmental conservation and education services increases, future funding will look to enhance service provision through supporting and encouraging the development of partnership working. We encourage the development of consortium arrangements between providers to deliver services more effectively and have designed some of our priorities with this in mind (e.g. carnival arts which can involve a range of specialist arts providers). Service providers should also develop effective referral links with other providers delivering services to those in the community who are most disadvantaged. We would also like to encourage projects which cross the boundaries between arts, sports, physical activity, and environmental awareness or conservation.

## Expected Outputs

We expect organisations seeking to provide arts/sports/environmental conservation or education services to set targets in their service proposals for the following outputs where appropriate:

- Number of new users that will be accessing the services
- Numbers of existing users that will be accessing the services
- Percentage of users retained throughout the programme/project
- Number of people achieving qualifications/upgraded qualifications where applicable
- 100% teaching staff are CRB checked and employed under safer recruitment scrutiny
- 100% of their staff attend training and professional development courses
- At least one third of a voluntary organisation's management committee (appropriate individuals to be nominated by the organisation) should attend capacity building training
- 100% recording of user profile data under the six equality strands – ethnicity, gender, age, disability, sexual orientation and religion
- 100% recording of number of users taking up services and the pattern of take-up across service delivery areas

## Expected Outcomes

We expect organisations seeking funding for arts, sports, and environmental services will need to demonstrate how their service will contribute to making a difference to the following performance indicators, some of which are contained within the Government's Single Data List, and others which are contained within the Council's Strategic Plan.

Indicator	Short Description
Strategic 615	% of people who believe people from different backgrounds get on well together in their local area (Annual Residents Survey)
No reference	Adult participation in sport and active recreation (Active People Survey)
No reference	Maintain the average level of walking within the borough (indicator currently under development)
No reference	Percentage of children in Reception with height and weight recorded who are obese (indicator to be included Public Health Outcomes Framework)
No reference	Percentage of children in Year 6 with height and weight recorded who are obese (indicator to be included Public Health Outcomes Framework)
160-01	Improved local biodiversity – proportion of local sites where positive conservation management is being achieved

Providers will notice that some of these indicators are measured through national surveys. As such we recognise that providers will not be able to directly attribute their activities to survey results. However, we expect service proposals to outline how service activities contribute to improving performance against the Council's and Strategic Partnerships national indicators.

Providers should develop and outline methods for demonstrating their contribution to appropriate indicators. For example, in the case of physical activity we would expect to see service proposals focusing on those members of the community who are currently inactive and engage them in the recommended amount of physical activity. Activities should target those who are inactive rather than providing services for those who are already engaging in physical activities.

Service providers should be able to evidence this targeting and need to have appropriate systems in place to demonstrate their contribution in monitoring returns. Similar targeting and refining of services may be required in relation to other national indicators. Detailed definitions of the Single Data List can be found at:

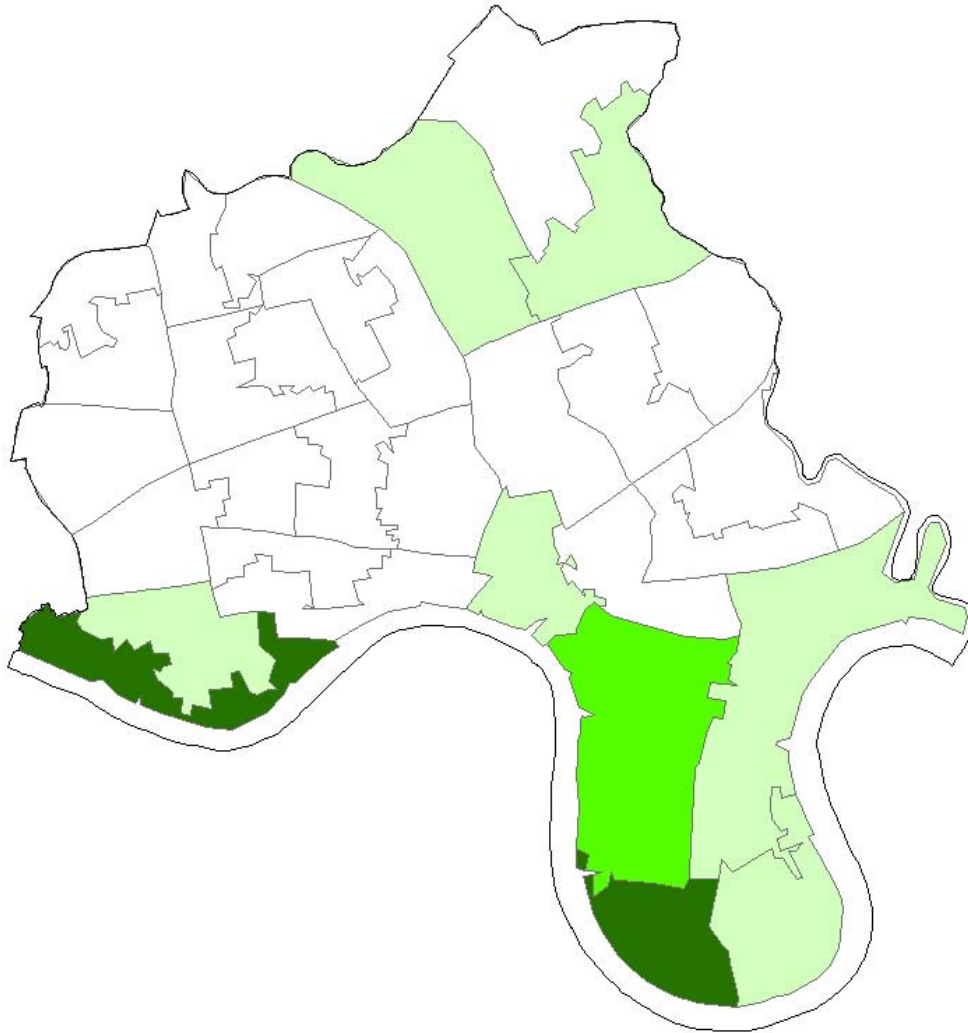
<http://www.communities.gov.uk/localgovernment/decentralisation/tacklingburdens/singledatalist/>

### **Budget**

The total budget available in 2012/13 for funding cultural services is in the region of £308,700. We are at this stage unable to allocate specific amounts to the three main service areas we are seeking to commission. We wish to assess all service proposals on their merits and would therefore not want to pre-determine funding availability for each area.

***(Please note that these figures are dependent on the 2012/13 budget settlement and may be subject to amendment)***

## Appendix 1: Level of physical activity





### Legend


 Local Authority


**NI8 MSOA participation estimates 2010**

#### Quantile Classification

 10.7% - 17.6% (low)

 17.7% - 20.3% (low-middle)

 20.4% - 23.1% (middle-high)

 23.2% - 32.9% (high)

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## **SPECIFICATION**

### **For the Provision of Lifelong Learning Services**

#### **Scope of Service**

Organisations seeking to deliver lifelong learning services will be expected to meet the following priorities:

- Meeting the wider needs of individuals in accessing lifelong learning opportunities
- Help support more local people into employment, as outlined in the Tower Hamlets Employment Strategy
- Enabling adult learners to access effectively learning opportunities

#### **Quality Standards**

Organisations wishing to bid to provide lifelong learning services will have to demonstrate that

- The Service provision is able to operate in compliance with an approved quality assurance standard to enable an appropriate level of service delivery
- Able to operate activities from safe and secure premises meeting the local authority's Health & Safety requirements including conducting a risk assessment on premises/venues
- All staff and volunteers involved in the delivery of services to be appropriately CRB checked;
- Able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service

#### **Type of Service**

We wish to fund organisations that are able to:

- Engage local residents with no formal qualifications to take their first steps into learning to support employment skills. For example:
  - Learners (of 16 years and over) must be engaged in learning at Level 2 or below
  - Learners must not already hold qualifications at Level 2 or above
- Increase participation of vulnerable, targeted and hard to reach groups in Lifelong Learning. For example:

→ Groups that are currently under represented in Lifelong Learning, such as male learners, Somali learners, older learners and single parents

→ Vulnerable groups as identified in the 2011 Community Plan such as carers, older people, people suffering from dementia or mental health issues.

- Recruit and develop local residents to become learning champions in their communities. For example:
  - The engagement, training and capacity building of volunteers (of all ages) in order to become involved in the promotion of community and adult learning throughout the borough.
- Support self directed learning for adults

### **Geographical Coverage**

The limited resources available for this funding priority means that it is not practical to spread funding across the borough and so the focus will be on delivering accessible provision to the relevant client group in an effective way, whether that be through a fixed location or through outreach services.

We will give preference to organisations providing services in areas where there is greatest need, as identified by the Tower Hamlets Employment Strategy.

The strategy maps the geographic concentrations of Job Seeker's Allowance (JSA) claimants, with the following wards having the highest levels of claimants:

- Bethnal Green South
- Blackwall & Cubitt Town
- Bow East
- Bromley-by-Bow
- East India & Lansbury
- Limehouse
- Millwall
- Spitalfields & Banglatown
- St Dunstan's & Stepney Green
- Weavers

### **Equality of Access to services**

Organisations will need to ensure that services are provided to enhance the learning experience for users; additional support should be provided where there is language, cultural, or disability issues which need to be taken on board in delivering services.

We would expect organisations to focus on those groups who are most disadvantaged and therefore are disproportionately represented in higher unemployment statistics. Analysis in Tower Hamlets Employment Strategy identified the following key groups:



- *Black (African)* – the ethnic group with the highest proportion of JSA claimants
- *Young men* – over half of JSA claimants are young men
- *Women* – economic activity rates are much lower than for men in Tower Hamlets.
- *Other ethnic minority communities*, notably including the Bangladeshi community, which has the second highest incidence of JSA claimants after Black (African) people.
- *People with health issues or a disability*, particularly mental health
- *Overlaps between these groups* – such as Bangladeshi women, who are significantly more likely to be economically inactive than other groups

### **Delivery Methods**

In line with the principle outlined in the geographical coverage section above the focus in terms service delivery, organisations will have to clearly demonstrate that they are operating from suitably located premises, which will enable potential service users the opportunity to access quality learning and support services

### **Partnership Working**

We would anticipate some level of collaboration with others to ensure the maximisation of resources.

### **Expected Outputs**

We expect organisations seeking funding for lifelong learning services to provide details of the following targets

- The number of sessions to be delivered each week
- Number of adults accessing the services each week
- Number of learning opportunities provided
- Number of adult learners accessing opportunities to progress their learning

In addition, organisations will need to demonstrate how they will comply with the following requirements:

- A of minimum 80% attendance in every session on average
- 100% of their teaching staff attend training and professional development courses
- At least one third of a voluntary organisation's management committee (appropriate individuals to be nominated by the organisation) should attend capacity building training
- 100% recording of user profile data under the six equality strands – ethnicity, gender, age, disability, sexual orientation and religion

### **Expected Outcomes**

Organisations seeking funding lifelong learning services will need to demonstrate how their service will contribute to making a difference to the following key performance indicators:

<b>Indicator</b>	<b>Short Description</b>
Strategic019	Overall employment rate (working age)
Strategic020	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher

Organisations will also need to demonstrate how their service will:

- Increase opportunities to access lifelong learning
- Engage those workless residents who are currently disengaged from the labour market
- Improve life chances of socially excluded groups by promoting learning

### **Budget**

The total budget available in 2012/13 for funding lifelong learning services is in the region of £81,300