

# Cultural Commissioning Ready Workshop

Presented by Reading Borough Council  
and Reading Voluntary Action (RVA)



# Great Place Scheme

‘Reading, Place of Culture’ was awarded to Reading as part of a 3 year ‘Great Place Scheme’, funded by a new and innovative collaboration between the Heritage Lottery Fund, Arts Council England and Historic England.

Reading is one of only 16 places in England selected to participate, and is jointly led by Reading Borough Council, Reading UK CIC and Reading University.



# Great Place Scheme

The aims are to:

- Put culture at the head of planning for the future of the town.
- Make Reading a better place to live, work and visit.
- Create a culture of collaboration and partnership between the public, private and voluntary sectors.

Part of the funding allocated allows us to commission local organisations to achieve social outcomes using arts, culture and heritage.



# Commissioning

You may have heard commissioning and procurement used interchangeably, but they are two distinct processes.

Commissioning is the whole process of deciding what public services are needed, what priorities they are accorded, and choosing what, why, how and where to allocate resources to provide services. Service users, communities and organisations like yourselves hold the knowledge, ideas and skills that are vital to the design and implementation of the best suited services and activities.

Commissioning is best described as a cycle to meet strategic objectives, which incorporates identifying need, scoping the market of providers, drawing in expertise, designing a service, deciding how to resource the service, choosing a supplier and monitoring the ultimate service's delivery.



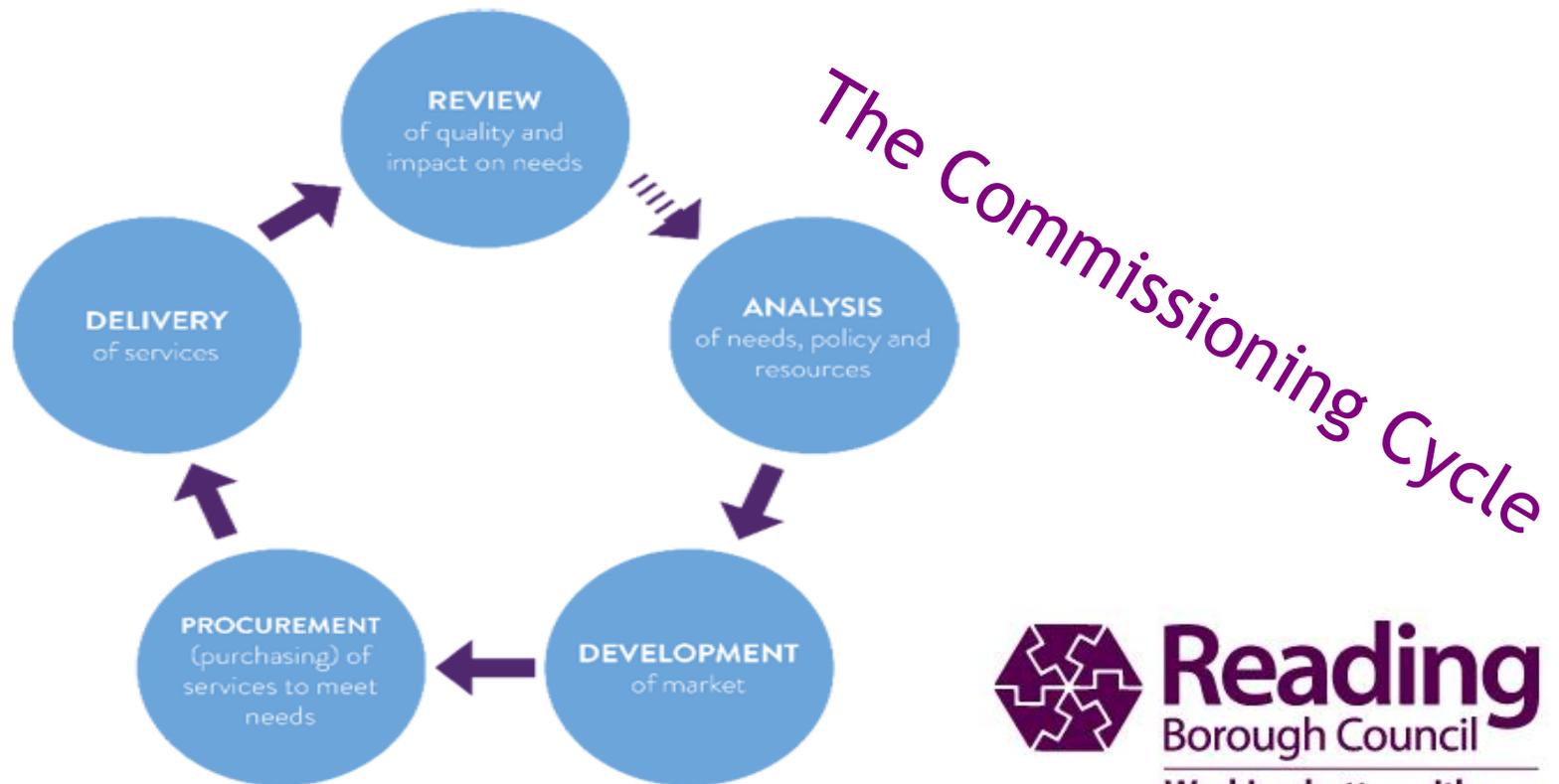
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# Commissioning

- Deciding how best to use the total resources available to improve outcomes.
- A process that public sector organisations use to plan, procure, deliver and evaluate services for local residents.



# Procurement

The legal and technical process of seeking bids and acquiring goods or services from an external source, such as a community organisation, charity, social enterprise or business. It is one part of the commissioning cycle, when a good or service is put out to tender, contracts are drawn up and the good or service is purchased.



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# Why commissioning?

- General trend for public bodies (such as local councils and NHS clinical commissioning groups) to move away from grant-giving to the awarding of contracts through competitive processes.
- Shift in public service landscape: Reduced funding leads to greater need for strategic and collaborative working
- Complex conditions and multiple challenges tackled more in joined up approaches
- Rise in co-production
- Opportunity to move from piecemeal projects to strategic engagement



# Commissioning goals

Local authorities and CCGs aim for high level outcomes for their localities, as well as service specific outcomes.

For example:

- Delivering fairness and supporting democracy, where services focus on the whole place and citizens work together for a better future.
- Enabling residents to live full and varied lives, where quality of life is important and where people have choice.
- Building strong communities and protecting vulnerable people.
- Primary prevention - enabling people to stay healthy and happy, without the need for acute interventions.
- Tackling social isolation and loneliness.



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# Why Commission arts and culture?

- Valuable in preventing harm and reducing people's need for acute services, such as clinical treatment.
- Organisations tend to be part of their communities, with places and networks that people use on a daily basis.
- They don't look like traditional services- research has shown that arts and cultural activities can be an effective alternative because they are appealing, inclusive, and reach people without stigmatising them.



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# What we are funding...

- Participatory arts, culture and/or heritage community programmes by, with and for disadvantaged Reading residents.
- Improving people's life chances and their quality of life.
- Address the needs of local people, particularly those who are hard-to-reach and less likely to access cultural opportunities.



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# Year 2 funding strands:

## Elderly Care

- £15,000
- Arts, culture and heritage programmes to work with older people, particularly those with long term conditions and in areas of higher deprivation.



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# Year 2 funding strands:

## Mental Health and Wellbeing

- £30,000 (funded in partnership with Berkshire Community Foundation)
  - Using arts, culture and heritage for early intervention, prevention, coping or self-management for mental health conditions and positive wellbeing.



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# Year 2 funding strands:

## Cultural Short Breaks

- £15,000
- Extending the range of cultural Short Breaks (enjoyable experiences away from primary carer) provided to children and young people with special educational needs and disabilities.



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# Application Process

- **January 2019:** specifications released and open for tenders (In-Tend)
- **March 2019:** deadline for stage 1, successful applicants notified for stage 2
- **May 2019:** Deadline for Stage 2 applications
- **May 2019:** Final appointing and contracting



# Last Year's Questions - A Close Look

## Q1.Target Participants Group and social outcomes

1. Please describe who you are working with, to what outcome and why
  - Who are your target participants and why?
  - What social outcome are you looking to achieve?
  - Level of activity

## 2. Please describe how you will deliver the services specified to the target participants

- How will you reach and engage these hard-to-reach participants?
- How, where, and when the service(s) will be delivered?
- How will participants (where appropriate) and local communities be involved in decision making and shaping the programme?

## Q4.Partnership Working

### 4. Please demonstrate your approach to partnership working

- How will the partnership be managed?
- How will the delivery roles of different partners be allocated?
- Which other relevant local organisations do you propose to involve in delivery?

# Specifications: A Close Look

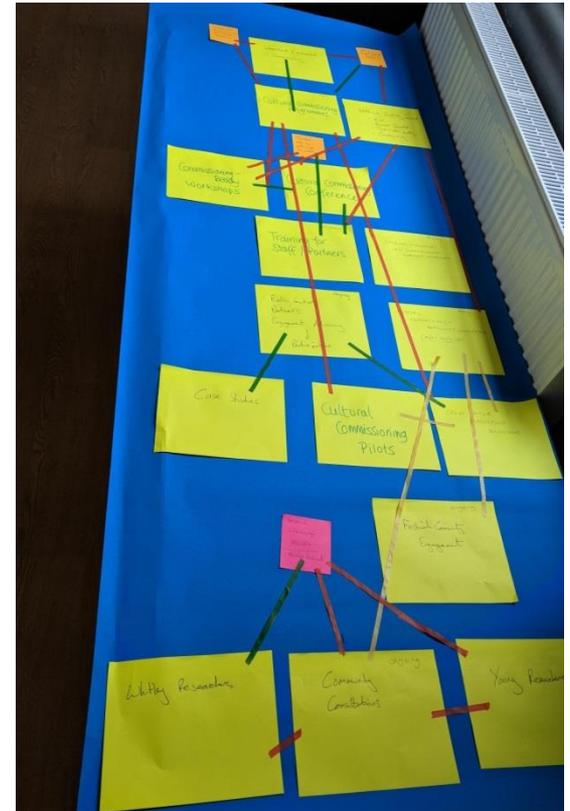
- A detailed description of the goods and/or services required.
- Forms part of an invitation to apply for funding.
- Specifications should reflect the needs of the participants/ service users.
- A specification ensures all requirements are clear and well-defined, so that all potential suppliers have a clear guideline to follow.



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# Partnerships: A Close Look

- Coming together as a consortium or a network of organisations.
- Can be done in many ways- from planning, to delivery, to referrals and reaching new communities.
- Cross-sector learning and sharing of knowledge
- Best practice from different disciplines
- Easier to contact, more visible to commissioners and public service leaders
- Strengthening capacity



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# Year 1 Commissioning

Christie O'Carroll  
& Paul Stacey

*Reading Rep*



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# Break



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# Electronic Bidding on In-Tend

The In-tend Portal is completely free to Suppliers/Providers to register and use; it will provide a simplified supplier interface making the bidding process easier and help Suppliers/Providers to achieve compliant responses to tendering/contracting opportunities and grants. The system will also allow the Council and its suppliers/providers to communicate and share important documents more easily.



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# What do you need to do?

To register on In-Tend

- Click on this link: <https://in-tendhost.co.uk/readingbc>
- Or you can find it on the Reading Borough Council website (Reading.gov.uk) and then follow this path: [Home/Business/Advice and opportunities/Do business with the Council](#)



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# What do you need to do?

To register on In-Tend

You will need to complete a short online form to register:

- your company's/organisation's details
- categorising your company/organisation in terms of the goods or services it can provide
- providing user details, including an e-mail address which will be used as your login and password



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e-Mail Address :

Password :

Login

Forgotten Details

Register

in-community

**NOTE:** Please be aware that failure to provide correct login information three times will result in your account being locked

AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. TO ENSURE OUR EMAILS REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SENDERS AND CHECK YOUR SPAM FILTER SETTINGS. THANK YOU

## Welcome to the Reading Borough Council electronic tendering process

### From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

### How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your company / organisation using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the **Login** option.

*For more information on using the web site select the Help option.*

### Reading Borough Council procurement policies and initiatives.

- For further information on Reading Borough Council procurement policies and initiatives please click on the following link.

## Registration

Company Details

Business Classifications

Company Categories

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: Yellow fields are MANDATORY

### Company Details

Company Reg No :

I do not have a Company Reg Number

Company Name :

Address Line 1 :

Address Line 2 :

Town/City :

County/State :

Postcode/Zip :

Country :

Structure :

Company Summary :

### Contact Details

Telephone :

Fax :

Website :

### Primary User Details

Contact First Name :

Contact Last Name :

Telephone :

Email Address :

Confirm Email Address :

Password :

Confirm Password :

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access.

While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

### Additional User Details

Contact First Name :

Contact Last Name :

Telephone :

Email Address :

Confirm Email Address :

Password :

Confirm Password :

Register My Company

User ID: N/A

User: Guest

Company: N/A

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Version: 03.06.00.12

Date: 03/07/2015

Server: VSUPWEB1



2015-08-05

## Registration

[Company Details](#)

[Business Classifications](#)

[Company Categories](#)

### Classifications

Type in a keyword and click Search. For the complete list, click search while box is empty

Search :

Search

Clear

Category	Title
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- there are no selections for your current criteria -

Category	Title
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[Register My Company](#)

User ID: N/A

User: Guest

Company: N/A

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# Business Classifications

The following classifications will be used for this project, so please ensure you choose one of these and any other classifications relevant to your organisation:

Select the classification types you wish to be associated with this project

Category Code	Sub Category Code	Title
290000		Arts & Leisure Services
291000		Arts & Leisure Services - Events
291100		Arts & Leisure Services - Museums & Art
291120		Arts & Leisure Services - Organised Activities
291300		Arts & Leisure Services - Performing Arts
299999		Arts & Leisure Services - Not Elsewhere Classified
171110		Education - Arts & Crafts
320000		Social Community Care Supplies & Services



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## Registration

[Company Details](#) [Business Classifications](#) [Company Categories](#)

### Classifications

- Micro Organisation (<10 Employees)
- Small Organisation (10-49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250+ employees)
- Black and Minority Ethnic Organisations (BME)
- Companies Owned or Managed by Women
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

[Register My Company](#)

User ID: N/A

User: Guest

Company: N/A

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[Add In-Tend® to my favourites](#)

Version: 03.06.00.12

Date: 03/07/2015

Server: VSUPWEB1



# Help and support for Suppliers/Providers

- Support is available to help you become familiar with the new In-tend system including:
  - dedicated help desk, available Monday - Friday 9 a.m. to 5 p.m.
  - Supplier help guides available for download from the e-Tendering Portal
  - If you need to speak to the In-tend Help Desk, please call 0844 2728810, or e-mail: [support@in-tend.co.uk](mailto:support@in-tend.co.uk).



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# Useful Tips

- It is recommended for situations where the primary contact is not available, additional points of contact are registered so you can still gain access. While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.
- Junk mailbox - Initially any correspondence from In-tend may go into your junk mail, you need to add [readingbc@in-tendorganiser.co.uk](mailto:readingbc@in-tendorganiser.co.uk) to your list of safe senders, then you will receive all mail in your inbox
- It is worthwhile having the “Guidance for Suppliers” in front of you if you haven’t used this system before. If you can’t see the online questionnaires it’s because you need to select the “Opt In” button

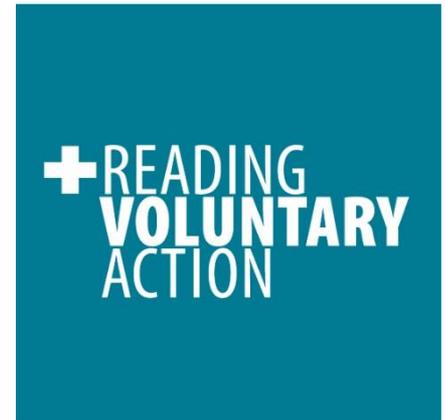


# Support from RVA

- RVA Advice Service
  - Partnership agreements
  - Policies and Procedures
  - Safeguarding practices
  - Data Protection and GDPR
  - Clarifying staff and volunteers roles
  - Training
  - Safe and Sound

[Herjeet.Randhawa@rva.org.uk](mailto:Herjeet.Randhawa@rva.org.uk)

Tel: 01189 372273



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# Q&A



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