

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

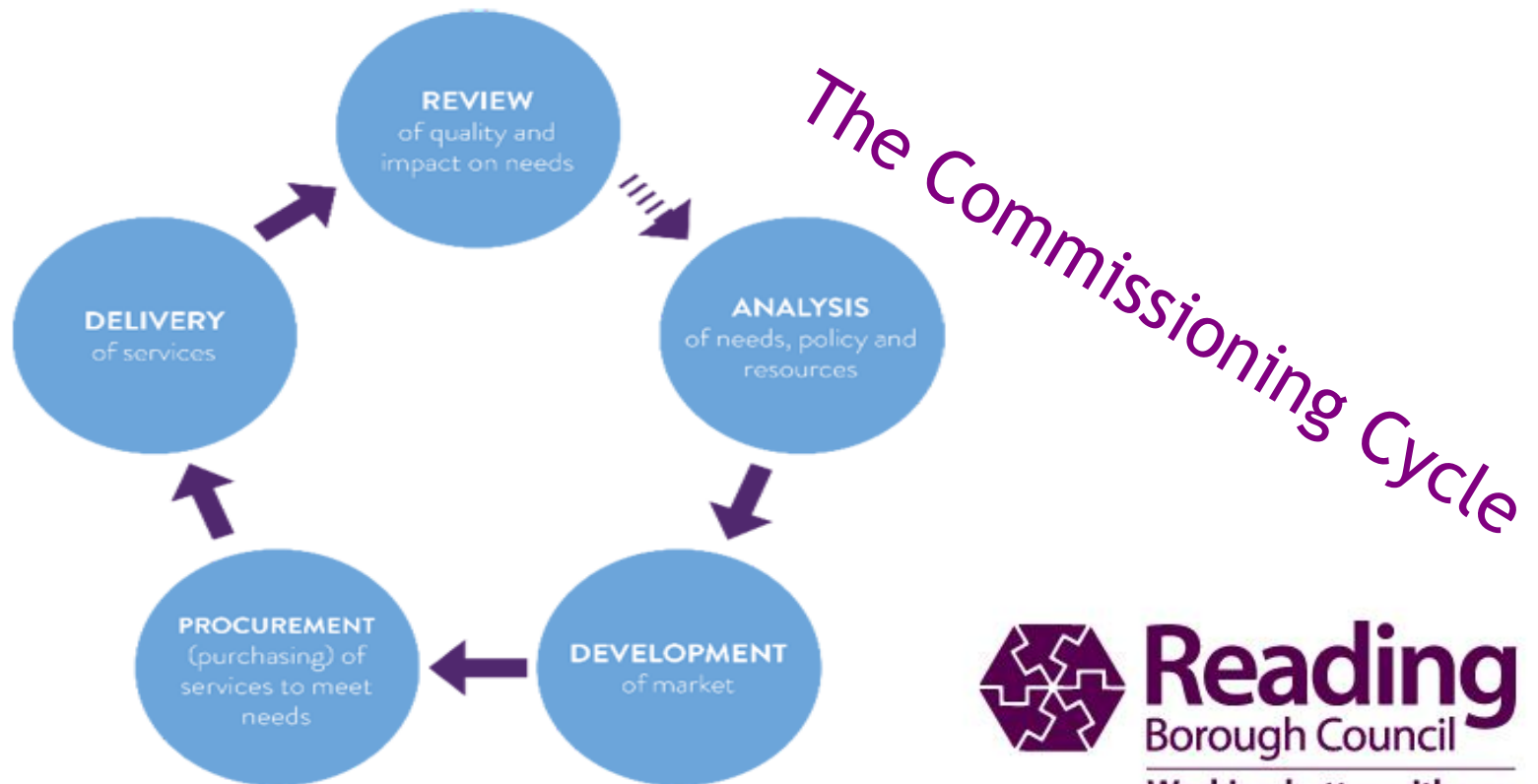
The aims are to:

- Put culture at the heart 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.



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



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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Cultural Commissioning

The Reading Cultural Commissioning programme aims to mainstream the commissioning of cultural activities for social outcomes.

- by making public service commissioners more aware of the potential for arts and cultural organisations to deliver effective interventions around their priority outcomes.
- by enabling the arts, culture, heritage and voluntary sectors to better engage with public sector commissioning.



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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 3 funding strands:

Older People at risk of loneliness and social isolation

£20,000

Projects must use arts, culture or heritage activities to combat loneliness and social isolation for older people who face the greatest barriers to engagement in the community and in the arts.

Co-funded with Berkshire Community Foundation



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Year 3 funding strands:

Creative Employment

£30,000

Creative projects working with young people who are not in education, employment or training, with a focus on particular provision for young people with autistic spectrum disorders and/or special educational needs and disabilities. Projects must provide meaningful work experience within a creative industry.

Co-funded with Brighter Futures for Children



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Year 3 funding strands:

Women at risk

£20,000

Projects that deliver high quality cultural and creative activities for disadvantaged women, in particular those who are at risk of modern slavery, exploitation, domestic violence and abuse, sexual assault and social isolation.

Co-funded with Berkshire Community Foundation,



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Timeline

Deadline for Applications:
October 21

Project Delivery:
December 2019-December 2020



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Application Questions - A Closer Look

WHO:

Please describe who you are working with and why

- What would you like to do with the grant?
- How many people will benefit from this project?
- What needs and disadvantages will your project address (backed up by evidence)?
- Who are your target participants and why?
- How will you reach and engage these hard-to-reach participants?
- What difference will your project make? Please include three main objectives for the project including specific targets (e.g. number of users in a week, visits made etc.).

Application Questions

- **HOW:** Please describe how you will deliver the services specified to the target participants
- **TEAM:** Please demonstrate how your team will ensure the effectiveness of your proposed service delivery approach
- **PARTNERSHIPS:** Please demonstrate your approach to partnership working
- **EVIDENCING:** Monitoring and Evaluation
- **BUDGET:** How will you allocate resources to deliver the service?
- **ADDITIONAL FUNDING:** What added funding will your organisation bring to this proposal?

Application Questions

Award Questions- Service Specific Questionnaire

9. WHO: Please describe who you are working with and why

- Who are your target participants and why?
- How many people will benefit from this project?
- What needs and disadvantages will your project address (backed up by evidence)?
- How will you reach and engage these hard-to-reach participants?
- What difference will your project make? Please include three main objectives for the project including specific targets (e.g. number of users in a week, visits made etc.).

(Maximum length 750 words)

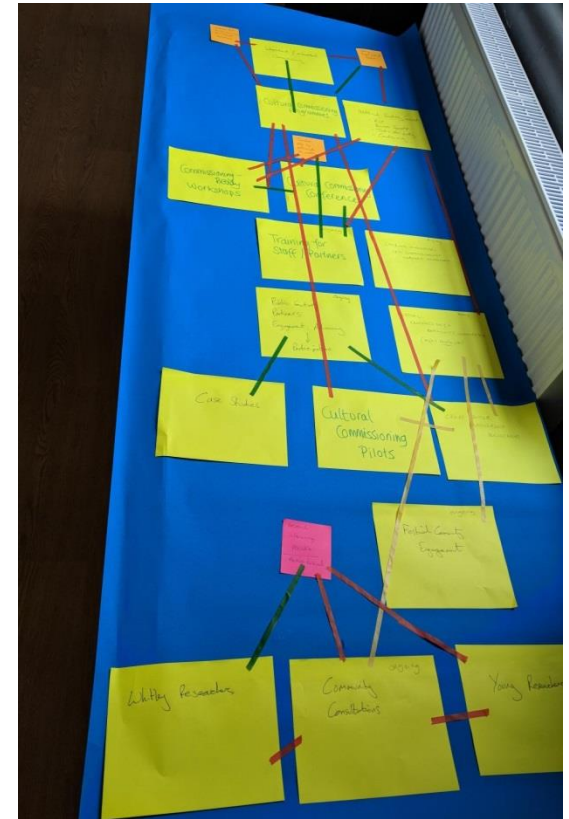
Requirements

- The activity clearly addresses target participants in accordance with the specification.
- Appropriateness of the group worked with.

Weighting: 25%

Partnerships: A Closer 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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Evaluation: A Closer Look

- Social Impact Measurement
- Empowering participants
- Exploring the difference made
- Learning from mistakes
- Communicating impact to commissioners



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.

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

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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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

- there are no selections for your current criteria -

Category

Title

[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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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.



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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 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

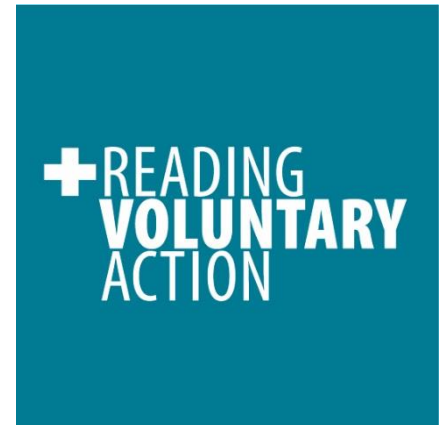


Support from RVA

- 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

Tel: 01189 372273



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Q&A



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