



Commissioning Brief – Invitation to Tender

Title	Changing Lives: extending and supporting creative commissioning		
Project	Great Place Scheme – Creative Commissioning 2	Project reference	B2
Commissioner	Torbay Culture		
Contract period	Oct 2018 – March 2020		
Deadline for submissions	12 noon, Monday 17 September Please follow the instructions for submission carefully. Applications that are incorrectly submitted may be rejected.		
Client contact details	Kate Farmery, Executive Director, Torbay Culture kate.farmery@tda.uk.net or Anna Matthews, Project Manager, Torbay's Great Place Scheme anna.matthews@tda.uk.net TDA, Tor Hill House, Union Street, Torquay TQ2 5QW torbayculture.org		

1. Background

Torbay adopted a new ten year cultural strategy in 2015 (www.torbayculture.org/manifesto) and partners across the Bay are working with Torbay Culture to transform cultural provision and engagement in the region. With strategic investment from Arts Council England and a grant of £1.2m from the new Great Place Scheme (www.greatplacescheme.org.uk), we are investing heavily in our cultural infrastructure and heritage assets to ensure that everyone living in, working in and visiting Torbay has the opportunity to experience and be inspired by arts and culture, and that culture is shaping the local area by placing it at the heart of local vision (www.torbayculture.org/introduction).

A key aim of the cultural strategy is *to harness the health and well-being benefits of culture* and 'changing lives' is one of four key strands to our Great Place Scheme programme. An increasing amount of academic research evidences the beneficial clinical and social outcomes culture can provide. With our experienced network of socially-engaged arts practitioners – TCAN (Torbay Culture and Arts Network) – alongside Torbay and South Devon's pioneer status for integrated health and social care and an active Healthwatch, there is a strong base from which to develop a strategic and sustainable approach to creative commissioning.

We are already working with a growing range of commissioners and communities in Torbay to help residents lead healthier, happier lives. We are testing new ways of building artistic practices into the day-to-day work of other sectors to help them meet their own objectives and to embed creativity into the lives of those who can benefit the most. There is significant opportunity to build upon this work, consolidating and extending existing creative commissioning partnerships and capitalising upon Torbay's growing reputation as a centre for best practice in this area through new collaborations and projects.

We are now seeking to work with a freelance individual or organisation to take our creative commissioning to the next level, so that arts, culture and heritage can genuinely transform communities and lives in Torbay.



2. Key outputs and activities

- To connect with both existing and new Torbay creative commissioners, including colleagues within health, housing and care, to extend existing collaborations, develop new opportunities and support the development of collaborative responses. To be the first point of contact for all commissioning enquiries.
- To develop TCAN's membership base; get to know members of the network, their expertise and needs; develop and support the delivery of an annual programme of TCAN meetings, events and CPD opportunities relevant to a focus on quality creative commissioning.
- To consolidate the framework and process for commissioners, artists and other stakeholders' involvement in new creative commissions, to create a streamlined and easily communicable step-by-step process from initial contact to creation of brief, award of contract, project delivery and evaluation. To oversee the delivery of this process for all new commissions, liaising with commissioners and TCAN members.
- To support the effective evaluation of projects, creating case study materials for dissemination of learning and impact to existing and potential creative commissioning partners and stakeholders where appropriate.
- To proactively seek and respond to funding opportunities that support or provide creative commissioning opportunities in Torbay, augmenting the creative commissioning match funding available within the Great Place Scheme budget.
- To explore options for making creative commissioning in Torbay and TCAN itself sustainable beyond the current funding cycle (ends March 2020).
- To identify and pursue opportunities to raise the profile of Torbay as a developing centre for arts, health and well-being nationally, including at conferences, meetings, etc.
- To attend quarterly Great Place Scheme working party meetings and other meetings as required
- To cross reference this area of activity with other Great Place Scheme work streams, maximising opportunities for consolidation and adding value to other programmes where possible.

3. Objectives and outcomes

- To make Torbay and TCAN beacons of best practice in achieving social outcomes through arts, heritage and culture, building on Torbay Culture's partnerships with Torbay Council, Torbay and South Devon NHS Foundation Trust, Clinical Commissioning Group, Public Health Torbay and Torbay Community Development Trust and the momentum of existing creative commissioning activities.
- To develop and deliver a strategic, scalable and sustainable approach to creative commissioning in Torbay.
- To begin implementing strategic development of TCAN to facilitate its long term growth and sustainability in the context of Torbay Culture's own development as an organisation.



4. Great Place Scheme goals

This contract contributes to the following Great Place Scheme outcomes for Torbay:

- Torbay residents' health and wellbeing is improved through engagement with culture
- Culture is a local priority and a positive part of everyday business for non-cultural sector partners, strategically and in practice. Cross-portfolio, cross-sector partnership & working is significantly improved and extended.
- The cultural sector in Torbay is more resilient – strengthened skills, networks and partnerships
- Torbay's cultural offer is more sustainable
- Engagement with arts, culture and heritage by Torbay residents is increased. More people, and a wider range of people, engage with arts and heritage – people have enjoyable cultural experiences. Stronger, more connected and happier communities.
- Torbay is perceived as a cultural centre, locally, regionally and nationally.

Ultimately, this element of the Great Place Scheme will contribute to four of the five national Great Place goals:

- 1) Everyone has the opportunity to experience and be inspired by culture
- 2) Local area is a better place to live, work and visit
- 3) Cultural and other organisations are more resilient
- 4) Sustainable partnerships are built with other sectors & agencies.

5. Key relationships, skills and experience

The appointed contractor will work closely with TCAN members, commissioning bodies, other members of the Great Place Scheme project team and the Great Place Scheme working party. We are seeking the following skills and experience:

- Credible knowledge and experience of creative commissioning and the ability to quickly assimilate specialist information about a variety of sectors
- Extensive experience of multi-agency working
- Excellent knowledge and experience of arts, health and well-being or related sector strategic collaborations and their effective implementation
- Excellent knowledge and experience of approaches to evaluation of arts, health and well-being or similar strategic collaborations
- Good knowledge of Torbay
- Fundraising skills
- Networking skills.

Please note: in order to comply with the terms of the contract, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf in the event that they are unable to perform the services themselves. The substitute must meet all of the criteria of this brief and be approved in writing by TDA.

6. Timescale

To be presented in proposals (see below). Key milestones to be agreed at outset, to be delivered within the Great Place Scheme project timeframes and by March 2020.



7. Budget

Our total budget for this piece of work is £30,000, to include any VAT and expenses, additional administrative/network co-ordination resources, meetings/training expenses and case study materials. The agreed fee would be paid in phased installments, to be agreed at the outset. Note that on receipt of invoice, TDA has a 30-day payment policy.

There is further funding within the Great Place Scheme budget to match partners’ contributions to new creative commissioning programmes where necessary. We are open to an exploration of charges for training events and to activities being opened out to, or shared by, members of other networks such as Torbay Music Hub’s new peripatetic teachers’ network. We are also open to an exploration of charging for network membership in the longer term.

8. Submission and selection process

Applicants should apply in writing to culture@tda.uk.net:

- Name of applicant, role/position (e.g. director, secretary), company name, company address, company registration number (where applicable) and company legal form. Please state clearly whether a sole trader, limited company, partnership, etc.
- A written statement (maximum 2 sides of A4), detailing your approach to delivering the brief, relevant examples of experience that demonstrates your ability to meet the brief and details of your capacity to meet the brief (including estimated time commitment and confirmation of your availability)
- Brief CVs of the key individuals to be involved, including details of two referees
- A quotation outlining costs and proposed budget for delivery of the brief
- Confirmation of insurances held, confirmation of GDPR compliance and any relevant data protection policies.

Please note that applications will be judged primarily on quality/value to the project, price being a secondary (though important) consideration.

9. Selection process and timetable

Activity	Description	Dates
Brief issued		Week commencing 13 th August
Closing date for submissions	Applications to be sent by email to culture@tda.uk.net	12 noon, Monday 17 th September
Shortlisting	Submissions will be evaluated against the brief and shortlisted by a panel	w/c 17 th September
Presentations	Shortlisted applicants are invited to present to the selection panel in Torbay and respond to questions from the panel.	w/c 1 st October
Contract award		w/c 8 October

These dates are given as a guide only and may be subject to change by Torbay Culture/TDA.