**Culture Drives Impact: Health and Wellbeing**

**Specification**

**Suffolk County Council, on behalf of Norfolk & Suffolk Culture Board**

1. **Introduction**

The Norfolk & Suffolk Culture Board works collaboratively to build the impact of culture in the East. The Board provides a focus for decision making and leadership regarding cultural issues, opportunities, strategies, programmes and projects.

The Board started in 2011 and has successfully developed and delivered a range of initiatives including *Look Sideways East – building cultural tourism ( 2014 – 2020), StartEast – building the cultural economy (2016 – 2019) and Collaboration, Place Change – transforming leadership (2020 – 2022). See attached full information Pack.*

* 1. We are seeking to commission an experienced consultant to work with us to:
* Establish a practical, simple, working definition for good practice in culture lead health and wellbeing activity with reference to the Culture, Health and Wellbeing Alliance’s quality framework.
* Map current cultural (arts & museums) activity, across Norfolk & Suffolk, devised to deliver health and wellbeing outcomes including ‘prevention, treatment or acute care.’
* Establish a basic data base of both providers delivering this work and the commissioners of the work, so that the mapping can be updated.
* Identify and detail the regional activity that is specifically commissioned by Public Health and the NHS:
* establish which work has been recommissioned and which work was a one off pilot;
* identify the success factors for these activities;
* highlight those activities that are sustainable.
* highlight those activities that have the potential to be scaled up.
* Identify and detail the regional activity that delivers health and wellbeing outcomes but is not funded by Public Health or the NHS:
* summarise how this work has been developed;
* identify the funding sources for these activities;
* identify the success factors for these activities.
* highlight those activities that have the potential to be scaled up.
* Identify local, regional and national investment from culture, public health and NHS to deliver the work.
* Gather and review Public Health data, policy and strategy across the region, to identify clear demographic priorities and need. Demonstrate where current cultural activity is meeting those needs. Describe the capacity of the sector to meet a range of health and wellbeing needs, including ‘prevention, treatment or acute care.’
* Identify the gaps in cultural provision for health and wellbeing across the region. Identify the needs that the cultural sector can address and develop the priorities that match those needs.
* Identify the skills gaps in culture, public health and health sector, at both senior leadership and practitioner level, and develop a plan for skills development to enable growth in the quality and quantity of creative and cultural health and wellbeing activity. Ensure the plan references the needs of creative practitioners, including their wellbeing, and builds links between the training providers in both the health and cultural sector and accesses current opportunities.
* Develop a plan to build a high-level partnership between Norfolk & Suffolk Culture Board and regional NHS and Public Health bodies, agreed by Senior leaders in both sectors.
* The Norfolk and Suffolk Culture Board is committed to equality of opportunity in all its practises; this work must explore and reflect this.

1. **Procurement and management**

SCC is procuring this contract on behalf of the Norfolk & Suffolk Culture Board. This contract will be managed by SCC, overseen by the Chair of the Board and the Board’s Health & Wellbeing Working Group and will report to Norfolk & Suffolk Culture Board.

The Specification requires that any digital tools, databases, intellectual property, or networks developed under this contract will be the property of Suffolk County Council to support culturally driven health & wellbeing.

**Key dates: deadline for bids: 12 noon on April 20th**

**All bids must be submitted to:** [**leanne.goodrum@norfolk.gov.uk**](mailto:leanne.goodrum@norfolk.gov.uk)

**Interviews for bidders: 4th May – on line**

**If you have any queries or questions on this Tender please Contact** [**jayne.knight@suffolk.gov.uk**](mailto:jayne.knight@suffolk.gov.uk)

**3. Scope & Requirement**

It is expected that this contract will be delivered within 9 months from 1st June 2023 to February 29th, 2024.

The total contract value is £22,000.

The Specification has three overlapping, integrated tracks as follows:

**3.1 Track 1 – Mapping and identifying need, investment, gaps and priority areas.**

The minimum requirement is set out here.

The Contractor is required to work with the Board and its working party to:

* Establish a practical, simple, working definition for good practice in culture lead health and wellbeing activity with reference to the Culture, Health and Wellbeing Alliance’s quality framework.
* Map current cultural (arts & museums) activity, across Norfolk & Suffolk, devised to deliver health and wellbeing outcomes including ‘prevention, treatment or acute care.’
* Establish a basic data base of both providers delivering this work and the commissioners of the work, so that the mapping can be updated.
* Identify local, regional and national investment from culture, public health and NHS to deliver the work.
* Gather and review Public Health data, policy and strategy across the region, to identify clear demographic priorities and need. Demonstrate where current cultural activity is meeting those needs. Describe the capacity of the sector to meet a range of health and wellbeing needs, including ‘prevention, treatment or acute care.’
* Identify the gaps in cultural provision for health and wellbeing across the region. Identify the needs that the cultural sector can address and develop the priorities that match those needs.

**4.2 Track 2 – Development – scaling up and skills**

The minimum requirement is set out here.

* Identify and detail the regional activity that is specifically commissioned by Public Health and the NHS:
* establish which work has been recommissioned and which work was a one-off pilot;
* identify the success factors for these activities;
* highlight those activities that are sustainable.
* highlight those activities that have the potential to be scaled up.
* Identify and detail the regional activity that delivers health and wellbeing outcomes but is not funded by Public Health or the NHS:
* summarise how this work has been developed;
* identify the funding sources for these activities;
* identify the success factors for these activities.
* highlight those activities that have the potential to be scaled up.
* Identify the skills gaps in culture, public health and health sector, at both senior leadership and practitioner level, and develop a plan for skills development to enable growth in the quality and quantity of creative and cultural health and wellbeing activity. Ensure the plan references the needs of creative practitioners, including their wellbeing, and builds links between the training providers in both the health and cultural sector and accesses current opportunities.

**4.3 Track 3 – Strategic Partnership**

The minimum requirement is set out here.

The Contractor is required to:

* Develop a plan to build a high-level partnership between Norfolk & Suffolk Culture Board and regional NHS and Public Health bodies, agreed by Senior leaders in both sectors.

**5. Performance requirements:**

5.1 All work must:

1. Be delivered on time and on budget.
2. Be delivered with skill, diplomacy and respect for collaborative, consensual working.
3. Be delivered without administrative support from the Board or Norfolk and Suffolk County Councils
4. Be explored and tested with partners, stake holders and potential clients.
5. Reflect the social values of the Board.

5.2 The supplier is required to:

1. Report to the day-to-day manager of the Contract – SCC Arts Lead, Jayne Knight
2. Establish an ongoing dialogue about the development of the work with the Chair of the Board, Louise Jordan- Hall.
3. Discuss the development of the work, including issues and challenges, in detail with the Health & Wellbeing Working Party.
4. Present full progress reports to the Norfolk & Suffolk Culture Board.
5. Present the final report to up to 5 stake holder groups.

**6. Attachments – a full pack on the Norfolk & Suffolk Culture Board**

**7. Written Response:**

|  |
| --- |
| **Method Statement 1 – Mapping and identifying need, investment, gaps and priority areas. (40%)**  **Word Limit 2000** |
| Bidders are required to produce a method statement describing their approach to **Mapping and identifying need, investment, gaps and priority areas** this should include but not be limited to, how you will work with the Board to:   1. Establish a practical, simple, working definition for good practice in culture lead health and wellbeing activity with reference to the Culture, Health and Wellbeing Alliance’s quality framework. 2. Map current cultural (arts & museums) activity, across Norfolk & Suffolk, devised to deliver health and wellbeing outcomes including ‘prevention, treatment or acute care.’ 3. Establish a basic data base of both providers delivering this work and the commissioners of the work, so that the mapping can be updated. 4. Identify local, regional and national investment from culture, public health and NHS to deliver the work. 5. Gather and review Public Health data, policy and strategy across the region, to identify clear demographic priorities and need. Demonstrate where current cultural activity is meeting those needs. Describe the capacity of the sector to meet a range of health and wellbeing needs, including ‘prevention, treatment or acute care.’ 6. Identify the gaps in cultural provision for health and wellbeing across the region. Identify the needs that the cultural sector can address and develop the priorities that match those needs. The Norfolk and Suffolk Culture Board is committed to equality of opportunity in all its practises; this work must explore and reflect this. 7. Develop summary report. 8. Coordinate this work. |
| Your Method Statement for **Mapping and identifying need, gaps and priority areas** should demonstrate:   * Clear evidence of experience of working with cross sector partnership groups in a collaborative and outcome focused manner; * Clear evidence of experience of working with health and wellbeing data; * Knowledge of Norfolk and Suffolk cultural and health sector. * Direct, up to date knowledge of the cultural sector and health sector and the key people working within it, regionally and nationally; * Direct, up to date knowledge of the cultural sector’s role in the health and wellbeing agenda and the key people working in this area, regionally and nationally. * The knowledge, skills and contacts to add significant value and challenge to a high level, nationally significant cultural collaborative focussed on health and wellbeing. * Who will be lead and deliver this work. |

|  |
| --- |
| **Method Statement 2 – Development – scaling up and skills** **(30%)**  **Word Limit 2000** |
| Bidders are required to produce a method statement describing their approach to **Development – scaling up and skills**.  This should include but not be limited to how you will work with the Board to:   * Identify and detail the regional activity that is specifically commissioned by Public Health and the NHS: * establish which work has been recommissioned and which work was a one-off pilot; * identify the success factors for these activities; * highlight those activities that are sustainable. * highlight those activities that have the potential to be scaled up. * Identify and detail the regional activity that delivers health and wellbeing outcomes but is not funded by Public Health or the NHS: * summarise how this work has been developed; * identify the funding sources for these activities; * identify the success factors for these activities. * highlight those activities that have the potential to be scaled up. * Identify the skills gaps in culture, public health and health sector, at both senior leadership and practitioner level, and develop a plan for skills development to enable growth in the quality and quantity of creative and cultural health and wellbeing activity. Ensure the plan references the needs of creative practitioners, including their wellbeing, and builds links between the training providers in both the health and cultural sector and accesses current opportunities. |
| Your Method Statement should demonstrate:   * Understanding of how culturally led health and wellbeing work is commissioned and evaluated. * Clear evidence of experience in mapping and analysing. * Clear evidence of experience in culturally led health and wellbeing work. * A commitment to and knowledge of the equality, diversity and inclusion. * Who will lead and deliver this work. |

|  |
| --- |
| **Method Statement 3 – Partnerships (20%)**  **Word Limit 2000** |
| Bidders are required to produce a method statement describing their approach to building the partnerships and investment.  This should include but not be limited to how you will work with the Board to:   * Develop a plan to build a high-level partnership between Norfolk & Suffolk Culture Board and regional NHS and Public Health bodies, agreed by Senior leaders in both sectors. |
| Your Method Statement for Strategy Refresh & Development should demonstrate:   * Evidence of experience in building cross sector partnerships. * Evidence of developing collaborative plans. * Evidence of local, regional and national culturally led health and wellbeing work. * Who will lead and deliver this work. |

|  |
| --- |
| **Method Statement 4 – Budget (5%)** |
| Bidders are required to produce a detailed budget, showing how the contract fee of £22,000 will be applied to delivering the requirement.  Your method statement for Budget should also include but not be limited to:   1. A description of how the budget will be applied. 2. A breakdown of the number of days work applied to the contract. 3. A description of the Social Value benefits your organisation will bring over and above the requirements of the Specification. This could include areas such as:   o Promoting skills and employment;  o Supporting the growth of responsible regional businesses;  o Creating healthier, safer, and more resilient communities;  o Protecting and improving the environment;  o Promoting social innovation |
| Your Method Statement for Budget should:   * Demonstrate robust financial management * Evidence of how you will bring additional value including Social, Economic and Environmental benefits (as defined in the Social Value Act 2012) |

|  |
| --- |
| **Method Statement 5 – Project Plan (5%)** |
| Bidders are required to produce a method statement describing their approach to ensure the project is delivered in accordance with the requirements of the Specification. This should include a detailed timeline showing milestones and completion dates. |
| Your Project Plan Method Statement should:   * Give confidence in your ability to deliver the project fully in accordance with our requirements; * Demonstrate an ability to manage multiple workstreams. * Show an understanding of the interconnectivity of multiple workstreams. * Reflect the Board’s commitment to equality, inclusion and diversity. * Demonstrate that this work will be carried out with no administrative support from the Norfolk & Suffolk Culture Board or Suffolk or Norfolk County Council. |

**Interviews**

The top 3 bidders will be invited to an interview by a panel of representatives of the Norfolk & Suffolk Culture Board Health and Wellbeing Working Party. The interview will be an opportunity to discuss the details of bidder’s proposals. If the contract is going to be delivered by a team, we expect all team members take part. The interviews will be held on **May 4th online**

**Bidders will be asked to:**

* **Deliver a 10-minute presentation on:**

***What experience, knowledge, networks and skills do you have in the culture, health and wellbeing sectors?***

***How will you use and apply this to add significant value and challenge to a high level, nationally significant cultural collaborative focussed on Health & Wellbeing*?**

**Bidders will be asked to answer the following questions, answers need to be a maximum of five minutes and must include reference to delivery of previous contracts.**

1. How will you establish a practical, simple, working definition for good practice in culture lead health and wellbeing activity with reference to the Culture, Health and Wellbeing Alliance’s quality framework?
2. How will you identify and detail regional activity that has the potential to be scaled up or to be sustainable?.
3. Reflect the Board’s commitment to equality, inclusion and diversity.
4. How will you ensure the skills plan references the needs of creative practitioners, including their wellbeing, and builds links between the training providers in both the health and cultural sector and accesses current opportunities?
5. How will you develop a plan to build a high-level partnership between Norfolk & Suffolk Culture Board and regional NHS and Public Health bodies, agreed by Senior leaders in both sectors?
6. How will you present this work?
7. What will be the biggest challenge for you, in delivering this contract?

The selection panel for this contract will be:

**Jayne Knight – Arts Lead, Suffolk County Council**

**Louise Jordan Hall – Chair, Norfolk & Suffolk Culture Board & Chair Norfolk & Waveney MIND**

**Alex Casey – Director, Suffolk Artlink**

**Claire Atherton - Freelance, Seeing Things Differently**

**Angie Lee Foster - Producer: Arts, Health & Wellbeing – Britten Pears Arts**

**Please note: This initiative is funded by Arts Council England, Norfolk County Council, Suffolk County Council and Norfolk & Waveney Mind.**

**If you have any queries or questions on this Tender please Contact** [**jayne.knight@suffolk.gov.uk**](mailto:jayne.knight@suffolk.gov.uk)