

Active Black Country in partnership with Sandwell MBC

Service Specification

Sandwell's Shine a Light Festival - Sport and Physical Activity Offer

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1. PURPOSE

This service specification will form a part of the contract between the Commissioner, and the prospective provider of a comprehensive sport and physical activity events programme in the lead up to the Birmingham 2022 Commonwealth Games.

1.1 BACKGROUND

1.1.1 NATIONAL CONTEXT

The Commonwealth Games is one of the world's largest sporting events, bringing nations and territories together for a celebration of sport, enjoyed by over one billion people worldwide. The Games are underpinned by the core values of humanity, equality and destiny, and aim to unite the Commonwealth family through a glorious festival of sport. It is often referred to as the 'Friendly Games' and the event is renowned for inspiring athletes to compete in the spirit of friendship and fair play.

1.1.2 LOCAL CONTEXT

The 2022 Games will be the first time the West Midlands has played host to the event, following London 1934, and Manchester 2002. As preparations for the Birmingham 2022 Commonwealth Games take shape, the West Midlands become part of a lasting legacy. One that displays world-class teamwork, athleticism and friendship.

The Birmingham 2022 Commonwealth Games will take place at venues across the West Midlands region from the 28 July 2022 to the 8 August 2022. The swimming and diving events will be hosted at the new Sandwell Aquatics Centre located in Smethwick.

Sandwell MBC will be delivering a comprehensive and inclusive cultural and events programme in the lead up to the Birmingham 2022 Commonwealth Games, which aims to engage residents in a range of activities. This service will contribute to the overall events programme by providing sport and physical activities to event attendees.

1.2 AIMS

This service specification sets out the requirements to deliver the sport and physical activity elements of the 'Shine a Light Festival' which will be delivered alongside the cultural, educational and social programmes. The sport and physical activity programme aims to engage residents in a range of Commonwealth Games sports and activities and will highlight and signpost local opportunities.

The aims of the service will be to:

- Provide and manage / oversee an inclusive range of sport and physical activity taster sessions including one programme over a weekend in each of Sandwell's six towns and throughout the duration of the live site.
- Provide a range of sport and physical activity sessions that are designed to become a catalyst for behaviour change, creating healthier behaviours.
- The service providers will ensure proposed activity links in to the Active Communities Behaviour change framework and learning and outcomes framework.
- Provide supervision and delivery of selected sport and physical activity sessions for Sandwell residents
- Showcase Sandwell's Green Flag parks and open spaces
- Provide social interaction opportunities through the coming together of different groups of people
- Support residents to increase their levels of physical activity
- Engage and involve local voluntary clubs / groups/ national governing bodies that wish to showcase their sports / activities as part of the festival and manage their activities accordingly
- Engage with a range of groups including people with learning disabilities, physical disabilities, long term conditions, adults, children and families.

1.3 OBJECTIVES

This Sport and Physical activity events programme will:

- Showcase Sandwell's parks and destination locations to increase visitors and pilot new activities and events.
- Deliver an inclusive and diverse programme of sports and physical activity sessions aligning with the 'shine a light' festival delivered by Sandwell MBC.
- Increase awareness of different Commonwealth sports.

- Deliver an inclusive and diverse programme of sport and physical activity sessions that reflect the Commonwealth Games categories, engaging all ages and levels of fitness.
- Increase participation in local sport and physical activity opportunities by providing exit routes to community provision including walking and cycling opportunities.
- Support the development of community-based sports activities in parks and open spaces which link to the active communities project.
- Engage with community groups, schools, colleges, and supported by our parks, leisure, museums, libraries, public health, sport and education teams.

2. SCOPE

The provider will be local to the Black Country and already delivering sport and physical activity programmes across the Black Country. They will be embedded in Sandwell’s community with established relationships and have the capacity to deliver a wide range of sport and physical activity sessions.

2.1 SERVICE DESCRIPTION

The provider will deliver a comprehensive programme of sport and physical activity sessions over weekends in each of Sandwell’s six towns as detailed in the proposed timetable below. The provider will also deliver a programme of sport and physical activity sessions at the Birmingham 2022 Commonwealth Games live site in Sandwell Valley as detailed in the proposed timetable below. The provider will aim to deliver and showcase the various sports featured in the Birmingham 2022 Commonwealth Games as appropriate (<https://www.birmingham2022.com/the-games/sports/>). The provider will deliver a diverse and inclusive programme of sport and physical activity sessions appropriate for all ages and groups including: people with learning disabilities, physical disabilities, long term conditions, adults, children and families.

Shine a light Town Weekend events (Saturday and Sunday in each of the six town centres)-

Town	Activity	Dates
Shine a light festival Oldbury- Barnford Park	Sports/ physical activity programme	23 rd & 24 th April
Shine a light festival Wednesbury- Brunswick Park	Sports/ physical activity programme	7 th & 8 th May

Shine a light festival Smethwick- Victoria Park Smethwick	Sports/ physical activity programme	21 st & 22 nd May
Shine a light festival West Bromwich- Dartmouth Park	Sports/ physical activity programme	11 th & 12 th June
Shine a light festival Rowley Regis- Haden Hill Park	Sports/ physical activity programme	25 th and 26 th June
Shine a light festival Tipton- Victoria Park Tipton	Sports/ physical activity programme	16 th & 17 th July

Main festival event-

Location	Activity	Dates
Festival & Concessions Arena- Sandwell Valley	Sports/ Physical activity programme	25 th July – 8 th August

NB: dates/ venues are provisional and could be subject to change.

2.2 PERFORMANCE MANAGEMENT

The provider will be expected to report on participant registration information for the events, including:

Age range, gender, ethnicity, town of residence, any physical or mental disability.

The provider will also be expected to collect data and report on preferred activities to provide insight into local need.

The provider will be expected to attend contract review meetings as required with the commissioner- Active Black Country in partnership with Sandwell MBC

2.3 ACCESSIBILITY/ACCEPTABILITY

The programme of activities delivered will be inclusive and accessible to all Sandwell residents.

2.4 WHOLE SYSTEMS RELATIONSHIPS

The provider will be expected to liaise and work in partnership with:

- Sandwell MBC
- Active Black Country
- Sandwell schools
- Sandwell community and voluntary sector partners

3. SERVICE DELIVERY

3.1 SERVICE MANAGEMENT AND COORDINATION

- The provider will be required to lead on the coordination and management of the sport and physical activity programme as part of the Shine a Light festival events.
- The provider will be responsible for ensuring this is GDPR compliant.
- The provider must have relevant and adequate safeguarding children and adults' policies and procedures.
- Report with performance management data
- Assess participants ability and deliver appropriate activities accordingly

3.2 DATA AND INFORMATION

Data to be submitted post programme of events activities.

The provider must share data and information in compliance with the privacy and data protection requirements of the GDPR legislation.

3.3 PROMOTION, MARKETING AND COMMUNICATION

- Promote sport and physical activity programme via multiple communication methods.
- Work with Sandwell MBC, Active Black Country and Birmingham 2022 Commonwealth Games colleagues on any communications and marketing materials.
- Use the appropriate logos for any marketing material and adhere to any brand guidelines
- Promote the programme of events within Commonwealth Active Communities priority wards across Sandwell:
Wednesbury South, Bristnall/ Langley, Greets Green and Lyng, Rowley ward, Tipton Green, Smethwick ward, St Pauls, Soho and Victoria, Abbey ward.

3.4 WORKFORCE STANDARD (SKILLS AND COMPETENCIES)

Provider will ensure that all instructors/delivery staff are qualified to the standard required for the session being delivered using industry standard qualifications.

The provider must ensure that staff are aware of the appropriate safeguarding reporting mechanisms and trained appropriately to recognise and raise such concerns. They must also ensure they pass the relevant DBS checks where necessary.

3.6 GEOGRAPHICAL COVERAGE AND LOCATIONS

- To be delivered across all six towns in Sandwell Metropolitan Borough principal parks and key greenspace. Including at least one park in each of the six towns (as detailed in section 2.1)
- To be delivered at the live site hosted in Sandwell Valley (as detailed in section 2.1)

4. PRICES AND COST

Payment schedule will be discussed with the successful provider.

The quotation should contain a detailed breakdown of costs, inclusive of all expenses.

5. CONTRACT DURATION

The duration of the contract is for 6 months (March 2022- September 2022)

6. GDPR

The provider must comply with the relevant GDPR legislation.

7. SAFEGUARDING AND HEALTH AND SAFETY

Safeguarding:

- The provider will follow appropriate policy and procedures in relation to Adult and or Child Protection procedures.
- The provider shall adhere to the specific requirements relating to Safeguarding contained within the Service Specification.
- The provider shall ensure that all policies and procedures regarding the above are known to his Staff and are used as appropriate.

Health and safety:

- The provider will implement appropriate health and safety measures to ensure the safety of participants while taking part in activities in parks and open spaces.

8. INSURANCE

The provider will be expected to have adequate minimum insurance levels as detailed below:

- Public Liability (PL) £5million
- Employers Liability (EL) £5million
- Professional Indemnity (PI) £2million

The provider will also be expected to ensure that any sub-contracted organisations are adequately insured.

9. SELECTION / APPOINTMENT

The following must be provided:

Describe how you would successfully & safely deliver / manage the programme detailing staffing levels, qualifications, experience along with a breakdown of anticipated costs etc.

Provide details of how you would engage local voluntary sector clubs / groups to become involved in the programme

Outline an example of your experience of delivering events and programmes as set out in the service specification.

Please note that the successful organisation will be selected by Active Black Country in partnership with Sandwell MBC following an analysis of the above information.

Submissions to be received by: **5pm on Monday 21st February 2022**

Submissions to be emailed to: **joanne_booker@blackcountryconsortium.co.uk**

Interviews to be held: **Tuesday 1st March 2022**