



**Nottinghamshire
County Council**

**Positive Play Activities in
Nottinghamshire**

Tender Reference: PR0000721

**Invitation to Tender (ITT) –
PART THREE
Service Specification**

1. INTRODUCTION

- 1.1 The purpose of this service specification is to inform the tendering process for an organisation to provide play delivery across the seven districts in Nottinghamshire (Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Sherwood, and Rushcliffe).
- 1.2 Nottinghamshire County Council requires a single organisation (or a lead bidder representing a consortium) to deliver play to children and young people between the ages of 3 and 13 (up to 18 with a disability), at positive play activities after school, at weekends and during school holidays.
- 1.3 The contract is initially for a two year period. There will be opportunities for of two yearlong extensions to this contract dependant upon satisfactory outcomes and NCC budget reviews. The successful organisation will be expected to deliver the contract with our budget ceiling without further funds or resources available from NCC.
- 1.4 NCC recognises that there is a disparity of deprivation across the county and within each of the districts. Whilst there needs to be a minimum delivery in each of the districts, there will be an expectation that the areas of higher deprivation will be offered additional provision.
- 1.5 This service is currently provided in-house, as part of the roles of our Locality Play Workers who are responsible for developing and supporting Play in each of the seven districts across Nottinghamshire. The service has been restructured and these roles will cease to exist from 31st March 2013. Commissioning this contract will represent minor percentage of the former job role of the Locality Play workers. The council does not believe there will be any TUPE implications with this commissioned service.

2. PROFILE OF DEMAND

- 2.1. There are 179,500 children and young people aged 0-19 in Nottinghamshire and this population is set to increase by 13% on average across the county by 2030, with the largest growth in the 5-9 population (23%).
- 2.2. There is an estimated 6.6% black and minority ethnic 0-19 population in Nottinghamshire, concentrated in the conurbation areas of Broxtowe, Gedling and Rushcliffe. 3.5% of Nottinghamshire school pupils speak English as an additional language.
- 2.3. The vast majority of children and young people in the county are registered as Christian (122,414), of no religion (38,816) or religion not stated (17,222). The largest religion after Christianity is the Muslim faith (1,343).
- 2.4. More than one in five Nottinghamshire pupils has some kind of special educational need (SEN) and 1.1% have a Statement of SEN. The main SEN is behavioural/emotional/social need and diagnoses of Autistic Spectrum Disorder have seen a steep rise in recent years.
- 2.5. Child poverty is concentrated in the north-west of the county, with additional clusters in Retford, Newark, Arnold and Carlton, Hucknall and several scattered wards in Broxtowe. 14,463 school pupils are eligible for free school meals in

Nottinghamshire, 12.55% of the whole school population. The highest numbers are in Ashfield and Mansfield.

- 2.6. The Indices of Deprivation last published by the Government in 2007 shows that there is a disparity of multiple deprivation across the seven districts. This is demonstrated in the table below (the lower the score the higher the Index of Multiple Deprivation IMD)

Local Authority	IMD 2004	IMD 2007
Ashfield	52	72
Bassetlaw	77	101
Broxtowe	194	219
Gedling	183	205
Mansfield	32	34
Newark & Sherwood	143	175
Rushcliffe	309	330

Within each district are areas of higher deprivation. The service will focus the provision in and around these areas as a priority.

The full information on these areas can be found in Nottinghamshire's Child Poverty Needs Assessment by following the link below:

<http://cms.nottinghamshire.gov.uk/nottschildpovertyneedsassessmentfinal240211.pdf>

3. OVERALL OUTCOMES

- 3.1 The service will meet the following recorded outcomes

- To ensure **a minimum 1000 individual children and young people**, between the ages of 3 and 13 (up to 18 with a disability), at positive play activities (Play Days, Street Play and Park Play) in each District (**total 7000 across the county**) which take place outside of the school day
- To ensure that children and young people, between the ages of 3 and 13 (up to 18 with a disability), **engage in a minimum of 2000 attendances** at positive play activities (Play Days, Street Play and Park Play) in each District (**total 14000 across the county**) which take place outside of the school day

- 3.2 The purchasers require a service that aims to:

- 3.2.1 Offers children and young people innovative play opportunities
- 3.2.2 Protects and safeguards the most vulnerable children and young people

- 3.2.3 Improve children and young people's progress and life chances in line with the following outcomes: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being
- 3.2.4 Enable children and young people who are looked-after to have the same opportunities and life chances as other children and young people and to reduce/prevent the negative impact on children and young people from being looked-after
- 3.2.5 Advise on and create mechanisms which enable children and young people to contribute to service developments and policy formulation.

4. GENERAL CONDITIONS

- 4.1. The service will provide play outside of the school day, at weekends and during school holidays in each district, which will offer the appropriate balance of direct delivery across the district.
- 4.2. The service will include at a minimum in each district:
 - one large scale Play Day for a minimum of 300 children and young people and their families to be held in the school summer holiday
 - three smaller Play Days to be held during other school holiday periods (half terms, Easter, Christmas)
 - a minimum of 50 sessions of street and/or park play throughout the year after school and at weekends
- 4.3. The service will ensure that those children and young people from at least the top five most deprived wards in each district have access to play provision at least twice a year
- 4.4. The service must provide evidence that innovative and creative play opportunities have been offered at each play session and that the sessions were accessible for disabled young people
- 4.5. The service must have regard to Government guidance, regulations and National Standards.
- 4.6. The service must provide monitoring information on the age and addresses of all children and young people attending the play opportunities on a quarterly basis.
- 4.7. The service must provide the necessary administrative support to the service including files, records, a database of consumers and activity, expenses, reports and agreements.

5. CONTRACT OPERATION

- 5.1. The service manager must liaise with the designated Lead Officer from Nottinghamshire County Council.

- 5.2. The organisation must work in partnership with Nottinghamshire County Council's Youth Service to avoid duplication of and add value to provision where appropriate.
- 5.3. Any changes that impact on the service must be discussed and agreed with the Lead Officer from Nottinghamshire County Council.
- 5.4. The service will demonstrate appropriate safe guarding practices (including safer recruitment processes and full engagement with Nottinghamshire County Council's Pathway to Provision process) and health & safety measures, and provide adequate insurance for both staff, children, young people and the general public are in place for all events
- 5.5. The Organisation, including local staff and volunteers must have a detailed understanding of each of the seven Nottinghamshire districts and their individual play needs

6. MONITORING AND REVIEW ARRANGEMENTS

- 6.1. The Provider shall at all times co-operate with the processes of the Purchaser for monitoring, evaluation and quality audit in whatever way reasonably requested, and shall provide copies of any documents that are reasonably requested by the Purchaser.
- 6.2. An annual review of the service will be held to discuss the service and agree future arrangements. The provider manager(s) will attend. Representation from the staff and young people will also be sought.
- 5.3 The Provider shall demonstrate to the Purchaser that it has a commitment to providing quality services and ensuring Service User satisfaction. In order to do this, the Provider shall have in place a quality assurance system which continuously reviews and improves the standards of service delivery. Such a system will include but not be limited to the following -
 - 5.3.1 seeking the views of Service Users (children and young people and their families)
 - 5.3.2 checking that the specified Service is consistently being delivered efficiently, effectively and sensitively, taking account of Service Users' needs and preferences
 - 5.3.3 ensuring that appropriate changes are promptly made where the Service is not consistently being delivered efficiently, effectively and/or sensitively, taking account of Service Users' needs and preferences
 - 5.3.4 checking that all records are properly maintained and updated
 - 5.3.5 regular monitoring and evaluation of complaints/concerns, in addition to the requirements of the Service Provider's complaints procedure
 - 5.3.6 producing an annual review of Service performance and Service User satisfaction

- 5.4 The Provider shall maintain regular communication with the Lead Officer from Nottinghamshire County Council in whatever way reasonably required by the Purchaser.
- 5.5 The Provider shall allow authorised officers of the Purchaser reasonable access to the premises where the Service is provided and access to all documents relating to the performance of the Service under this Agreement.
- 5.6 The Provider shall provide relevant information concerning Service Users on request from the Purchaser.
- 5.7 The Purchaser retains the right to confidentially canvass the views of the Service Users and/ or their Representative(s) in relation to the Service
- 5.8 The Project Manager must attend an annual review of the service and provide an annual report with monitoring information.
- 5.9 The Purchaser and the Service Provider shall arrange to meet at quarterly intervals to review the work of the previous quarter. The service manager shall send to the Purchaser one week in advance of such meetings a written report containing monitoring information.
- 5.10 Quarterly reports should be received by the purchaser on the 10th of the month for the previous quarter, with the final quarter and annual reports being received by 10th April.
- Quarter 1 (April – June) received 10th July
- Quarter 2 (July – September) received 10th October
- Quarter 3 (October – December) received 10th January
- Quarter 4 (January – March) and Annual Report, received 10th April
- 5.11 Information submitted in relation to each district of the Service shall be broken down for the Purchaser.
- 5.12 In annual review of the Service shall be undertaken by the Lead Officer with the Provider. An annual report shall be prepared by the Provider to be considered at the usual quarterly meeting. It shall include the usual quarterly report and a summary of the year's activity across the Service.
- 5.13 The annual review shall consider the Provider's ability to deliver the Service and whether it is compliant with the terms and conditions of the Agreement.
- 5.14 The annual review shall determine whether any alterations are required to the Service Specification, the monitoring arrangements as detailed in this Schedule 4, or any other parts of the Agreement.
- 5.15 The review panel may meet at other times to discuss any major issues. Any member can ask for a meeting to be convened. Depending on the issue, other people may be invited to the meeting, for example a senior manager from either the provider or Nottinghamshire County Council.

6. PERFORMANCE MANAGEMENT FRAMEWORK

OUTCOME 1 – Delivery of Play opportunities		
Service Requirement	Performance Indicator	Evidence
Ensure a minimum 1000 individual children and young people, between the ages of 3 and 13 (up to 18 with a disability), at positive play activities (Play Days, Street Play, Holiday Park Play and Play Schemes) in each District (total 7000 across the county) which take place outside of the school day	Service Delivery Targets	Record of attendances
Ensure that children and young people, between the ages of 3 and 13 (up to 18 with a disability), engage in a minimum of 2000 attendances at positive play activities (Play Days, Street Play, Holiday Park Play and Play Schemes) in each District (total 14000 across the county) which take place outside of the school day	Service Delivery Targets	Record of attendances
<p>The service will include at a minimum in each district:</p> <ul style="list-style-type: none"> ▪ one large scale Play Day for a minimum of 300 children and young people and their families to be held in the school summer holiday ▪ three smaller Play Days to be held during other school holiday periods (half terms, Easter, Christmas) ▪ a minimum of 50 sessions of street and/or park play throughout the year after school and at weekends 	Service Delivery Targets	Record of attendances

Outcome 2 – improving outcomes for young people		
Service Requirement	Performance Indicator	Evidence
Improve children and young people's progress and life chances in line with the following outcomes: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.	Service delivery guidelines and methodologies	Record of activities delivered and outcomes for children and young people
Enable children and young people who are looked-after to have the same opportunities and life chances as other children and young people and to reduce/prevent the negative impact on children and young people from being looked-after.	Service delivery guidelines and promotion and publicity campaigns	Record of targeted promotion and publicity campaigns and record of numbers of attendances of looked after children and young people
Advise on and create mechanisms which enable children and young people to contribute to service developments and policy formulation.	Providers engagement and participation procedures	Record of children and young people's views are taken into account
Knowledge of the needs of the respective cohorts of children and young people in each of the districts and how to engage with diverse groups of children and young people	Service delivery guidelines and methodologies of engagement for diverse groups	Record of the varieties of activities delivered and the profile of attendances at provision

Outcome 3 – Operation of the organisation			
Service Requirements	Performance Indicators	Evidence	
Ensure that the service manager is appropriately qualified to oversee the supervision, support and training of the workers providing the service.	Provider performance management policy	Provider records	
Ensure that staff employed to deliver the service (including sessional workers and volunteers) are appropriately trained, supported and supervised	Provider staff policies and procedures	Provider records	
Ensure the recruitment of staff (including sessional workers and volunteers) follow safer recruitment processes	Provider recruitment policies and procedures	Provider records	

Outcome 4 – Safety of Children and Young People			
Service Requirements	Performance Indicators	Evidence	
Protect and safeguard the most vulnerable children and young people.	Provider safeguarding policy and procedures	Record of measures and guidelines followed	
Adhere to the procedures outlined in Nottinghamshire County Council's <i>Pathway to Provision</i> http://cms.nottinghamshire.gov.uk/home/learningandwork/childrenstrust/earlyinterventionandprevention/pathwaytoprovision.htm	Provider safeguarding policy and procedures	Record of measures and guidelines followed	

Ensure adequate Health and Safety measures are in place for all provision, including generic, specific and dynamic risk assessments	Provider and policy procedures	Health Safety and procedures	Record of measures and procedures, including Risk Assessments
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Outcome 5 – Promotion, Publicity and Marketing			
Service Requirements	Performance Indicators	Evidence	
Ensure that there is an appropriate marketing campaign in each of the districts that promotes and publicises the service provision	Numbers of children and young people attending because of the marketing campaign	Record of the success of the marketing campaign. Various publicity and promotional materials.	
Ensure service provision is promoted and publicised widely, in appropriate formats and with regard to the target audience	Numbers of children and young people attending because of the publicity/promotion	Numbers of children and young people attending as a result of marketing	