



Specification for three artists for the Matinée Outreach project working remotely with isolated and vulnerable people living with dementia, and their carers in Derbyshire.

Ref: Q/AW/210419

1. Purpose and aim of the contract

Derbyshire County Council, on behalf of Arts Derbyshire, is looking for 3 artists to work on the Matinée Outreach project in Derbyshire.

2. Background

The Matinée project is a Derbyshire based scheme that initially focussed on providing dementia friendly film events in village halls and community venues across the county to provide opportunities to access cultural events for those people living with dementia and their friends, family and carers. Matinée is funded by the Paul Hamlyn Foundation, Arts Derbyshire, Derbyshire County Council and supported by the Alzheimer's Society. More information about the scheme can be found at www.matineederbyshire.org.uk.

Matinée Outreach was launched response to the COVID19 lockdown and its effects on the project and its participants. We had to cancel all planned film screenings and know that the impact is depriving many people living with dementia and their carers of cultural and social interaction. Our response was to recruit and contract 2 artists to work creatively with c.30 individual households with people living with dementia and their carers living in Derbyshire and currently isolated due to the Covid19 situation.

We would now like to extend that project. Matinée Outreach aims to develop people's sense of social connectedness – not only through developing a new relationship with an artist remotely, but knowing they are involved in a project that other people are also participating in, and with the option to present some of their new skills and creative pieces in public at a later date. The project will enable people living with dementia to explore, develop and grow through creativity.

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3. Scope

Project Description:

- To work creatively, via remote methods, with c.45 individual households (each artist working with c.15) with people living with dementia and their carers living in Derbyshire and currently isolated due to the Covid19 situation.
- The project will be delivered via telephone and post so that it is fully accessible to those who are not confident using the internet and computer technology.
- There may be the opportunity to deliver some small group face-to-face sessions towards the end of the project

Project Objectives:

- To enable people living with dementia in the community who have experienced isolation during the COVID19 lockdown to explore their creativity, share experiences, prioritise their wellbeing and have fun.
- To focus on the engagement and participation of people taking part.
- To develop participants' sense of social connectedness through:
 - developing a new relationship with an artist remotely,
 - knowing they are involved in a project that other people are also participating in,
 - the option to exhibit or present some of their new skills and creative pieces in public at a later date.

Project Outcomes:

- Recruitment of c.45 households with people living with dementia and their carer(s) (to be undertaken by the Matinée/Arts Derbyshire team)
- Delivery of approx. 8 creative sessions to each household
- Recruit 3 professional artists to deliver the creative sessions working with c.15 households each, with a track record of delivering creative projects with people living with dementia
 - 1 artist specialising in creative conversation and bespoke painting/visual art
 - 1 artist specialising in using creative conversation and bespoke themed craft activities
 - 1 artist specialising in using creative conversation and bespoke writing
- Contribute to opportunities to display, share and celebrate the project including exhibitions of work produced.

Each Artist Role:

- Work alongside the Matinée/Arts Derbyshire team to devise and create a suitable programme of creative engagement, introducing a range of new skills and opportunities for participants to develop their own ideas
- Remotely facilitate creative sessions to c.15 households.
- Design activities that reflect the success and values of Matinée, offering the opportunity for people with dementia to enjoy 'normal happy activities together with their loved ones'.
- Work in a flexible and emergent way allowing the outcomes to be determined through conversation and dialogue with all participants
- Start the process from where people are at, their current experiences, activities ideas and feelings, involving people in decision making
- Attend planning meetings and be briefed on safeguarding policies, evaluation, monitoring and other relevant information.
- Carry out risk assessments prior to any of the activities and adhere to all relevant policies
- Keep reflective notes after each session and report to the Matinée project co-ordinator regularly throughout delivery. This will allow the project to identify any issues that arise in a timely manner, and also identify any interesting impacts and narratives with participants.
- To report regularly on the number of sessions with individuals living with dementia, and also on any contact with their carers.
- Contribute to project evaluation and dissemination of learning.
- Contribute to opportunities to display, share and celebrate the project including exhibitions of work produced.

4. Timescale

The contract covers the period from May 2021 to March 2022.

5. Location

- The delivery will be carried from the artists' base to households across Derbyshire.
- Should physical planning meetings be possible these will usually be in Alfreton Library, Derbyshire.

6. Pricing

c.£8,000.00 for each artist, to cover:

- planning and preparation

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- project delivery
- exhibition preparation
- contribution to evaluation

In addition, there is a generous materials budget (c.£900 per artist) and separate money for postage. This figure is exclusive of VAT, but inclusive of all other expenses, including travel, but not phone calls.

The artists will be paid quarterly in arrears upon receipt of invoices, or as otherwise agreed with the successful contractor.

7. Management

Ann Wright, Head of Arts for Derbyshire County Council, will manage the contract. The project is managed overall by Rachel Massey, Arts, Health & Wellbeing Co-ordinator. Day-to-day project co-ordination and management will be by Frances Watt, the Matinée Project Co-ordinator.

8. Equipment

- The successful applicants will be provided with a mobile phone exclusively for this project.

9. Key skills/knowledge

The artists will need to demonstrate:

- A track record of delivering creative arts participatory sessions with people living with dementia and their carers.
- Experience of conducting creative work with people living with dementia via telephone and/or post.
- Proven experience as a creative facilitator.
- Excellent ability to communicate remotely with participants.
- Excellent organisational skills, attention to detail, reliability and capacity to meet deadlines.
- Experience of reporting on project progress and being involved in evaluation and monitoring.
- Experience of relevant safeguarding and risk assessment requirements.
- Access to telephone facilities.

10. Award of the contract

The award of the contract will be based on six elements:

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| • Quality and content of the proposal | • Experience of the applicant |
| • Match with this specification | • Quality of previous work including references |
| • Match with key skills/knowledge | • Value for money |

11. Requirements for the commission

Individuals or organisations should submit the following:

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- Your proposal, outlining how you would approach this commission including a description of your approach and practice. Detail the art forms that you will employ. Explain how your delivery will inspire and motivate individuals via remote methods; how you will address some of the potential challenges and how you will plan for ending the projects with the individuals – planning your exit strategy.
- Please keep your proposal to no more than 2 sides of A4. Include details of your relevant experience working with people living with dementia and their carers.
- Please include links to examples of relevant artistic practice (jpegs, short video / sound file) or attached up to 5 files.
- A completed Form of Quotation
- A completed Price Schedule
- A copy of your CV or the CVs of the individuals who would carry out the work
- Two written references from arts organisations and/or local authorities
- Confirmation that you or your organisation maintain professional indemnity insurance and public liability.
- Confirmation that you or the individuals who would carry out the work have current enhanced DBS checks in place.
- **All applications must be received by 9am Mon 10 May 2021.**
Applications should be sent to Ann Wright, Head of Arts, Derbyshire County Council: Ann.wright@derbyshire.gov.uk
- Interviews will take place via online conferencing on Thursday 13 May 2021.
- Applications will be reviewed by the Matinée team and Arts Derbyshire. If you have any enquiries about this opportunity, please contact Frances Watt, Matinée co-ordinator. See below for contact details.

Project Contact Details:

- Arts Derbyshire Arts and Health Co-ordinator: Rachel Massey, rachelartsderbyshire@gmail.com
- Matinée Project Co-ordinator: Frances Watt, admin@matineederbyshire.org.uk

12. Timetable

- Monday 19 April 2021 – Artist Call out
- Monday 10 May 2021 – Deadline for receipt of proposals is 9am. Proposals must be sent by email.
- Tuesday 11 May 2021 – Shortlist artists notified
- Thursday 13 May 2021 – interviews
- Friday 14 May 2021 - notification to successful candidates
- Monday 17 May 2021 – project start date
- End of March 2022 – project end date and exhibition pieces completed.

Note: The timetable outlined above may be subject to change.

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Arts Derbyshire

Arts Derbyshire is the strategic arts charity for the county; its 100+ member organisations include arts organisations, local authorities and public bodies with a remit for the arts. Arts Derbyshire aims to increase participation in and access to the arts, providing training and development for artists and arts organisations, and act as a catalyst for arts development. Arts Derbyshire runs a wide variety of work programmes including Arts, Health and Wellbeing.

Arts Derbyshire Arts, Health and Wellbeing

Arts Derbyshire Arts, Health and Wellbeing includes a growing Arts and Health Network, strategic advocacy and development work, generation and management of specific projects and information dissemination. Work is managed by the **Arts and Health Co-ordinator**, currently Rachel Massey

Privacy Notice for Applicants

Matinée Derbyshire is committed to protecting the privacy and security of your personal information. As part of the selection process, Matinée Derbyshire collects and processes personal data relating to all applicants. This Privacy Notice describes how we collect and use personal information about you and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Personal data to which this Privacy Notice relates will be stored in our personnel management systems.

The kind of information we collect and hold about you: We collect, store and use the information you have provided in your application. We may also collect personal data about you from third parties, however we will only seek information from third parties if an offer has been made to you, and we will inform you that we are doing so. For some opportunities we will also collect information from the Disclosure and Barring Service (DBS). If a background check is required, this is made clear in the opportunity information.

How we will use information about you: We will only use your personal information where the law allows us to. Most commonly, we will use your personal information to manage the recruitment process, to enter into a contract with you, and to comply with a legal obligation (e.g. a mandatory check of a successful applicant's eligibility to work in the UK). We may also need to process data from applicants to respond to and defend against legal claims.

Data sharing: We may share your data with third parties for the purpose of managing the recruitment process, for example representatives of partner organisations or freelance artists who may join our selection panels. We require third parties to respect the security of your data and to treat it in accordance with the law.

Data security: We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, altered or accessed in an unauthorised way.

Data retention: how long will we use/hold your information for? We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If your application is unsuccessful, the organisation will retain your data on file for 6 months after the end of the relevant recruitment process. If your application is successful, personal data gathered during the recruitment process will be transferred to the project file which is only accessible to Arts Derbyshire employees.

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Your rights in connection with personal information: Under certain circumstances, by law you have the right to request access, correction or erasure of the personal information we hold about you, or to restrict the way we process this information.

Please contact Frances Watt by emailing to admin@matineederbyshire.org.uk for further information regarding this privacy notice.

The Derbyshire County Council contact for the Matinée Derbyshire project is Ann Wright at ann.wright@derbyshire.gov.uk

