

Invitation to Quote

Active Design Support and Capacity

**Closing Date:
9 am on 24th February 2025**

activepartnerstrust.org.uk



Date 2nd January 2025

Active Partners Trust is seeking to appoint an organisation or individual to provide support in our work with Derbyshire Local Authorities around the embedding of Sport England Active Design principles in strategic documents such as the Local Plan, Green Space and Parks strategies and open space facility developments.

1. About Active Partners Trust

Being physically active is good for us, for society, health, and even for the economy. There's no doubt about that. But how do we get people moving more? That's a bit trickier, and the need varies from place to place, programme to programme, and person to person.

As one of 43 Active Partnerships (APs) across England, Active Partners Trust, working in Derbyshire and Notts, teams up with local councils, community groups, businesses, healthcare organisations, charities and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

Making our Move - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a new plan to guide our and partners' work over the next 10 years - where we work and how we work.



Our values and behaviours define us as an organisation - they are who we are and what we stand for.

Our values

Make a Difference. We seek to positively make a difference through movement, physical activity and sport. We add value through insight and learning, influencing relationships, strengthening our networks and connections and embedding what works well.

Integrity. We will act with integrity in all that we do, being open, honest and trusted. Encouraging this culture with others.

Collaborate. We commit to collaborate, giving time and space to develop relationships, to listen, to reflect and to build shared purpose. We take collective responsibility and learn together to inform our work.

Inclusive. We ensure we are inclusive in everything we do. We are open-minded and equitable, encouraging others to reflect on how they think and act. We are a committed ally to inclusion.

Passionate. We believe in what we do. We are energetic, curious and aspire to think creatively. We are bold in our thinking, not afraid to try new things.

Our behaviours

We will

- Seek to understand and add value
- Be open and honest
- Be mindful of others and show emotional intelligence
- Lead by example, adapting our style as required
- Take collective responsibility and be accountable for our actions
- Give time and space to developing relationships
- Be open-minded and equitable
- Commit to being an ally of inclusion
- Be willing to learn and grow
- Believe in what we do
- Bring energy, curiosity and courage to our work
- Positively and professionally challenge views

2. Background to this work

The Making our Move Plan for Derbyshire has a shared priority around making safe, accessible and inclusive spaces. We have termed this as Active Environments and are working with several Derbyshire Local Authorities to influence the development of strategic documents and embed Active Design principles into the delivery of those documents. The diagram below illustrates how we structure that work.



3. Scope, outputs and timescales

The scope of the work is to work with several Borough Councils as and when support is required. This support would cover engagement in the following areas:

Green Space and Parks Strategy and Play Strategy - to review the draft strategies and embed Active Design principles which will be adopted in the Councils operational delivery.

Local Plan - to provide advice and input into the Local Plan process, particularly the use of Active Design principles in Design Guidance policies.

Open Space Facility Developments - to support the development of facilities, ensuring the use of Active Design principles and authentic community engagement with priority groups and local communities

Support the delivery of Active Design training for the planning, health, leisure, parks workforce across Derbyshire and Nottinghamshire. Including the input of green infrastructure development to support older residential areas not subject to new housing developments.

The work will be agreed on a project by project basis over an initial 12 month period. It is anticipated that the minimum number of days would be 24 during that period.

4. Work Updates

The summary of work will be provided to Stuart Batchelor, stuart.batchelor@Activepartnerstrust.org.uk on a project by project basis.

5. Contract details

This contract will be with Active Partners Trust.

The successful organisation or individual will report and be accountable to Stuart Batchelor and will be responsible for the successful delivery of the key tasks as outlined in section three.

The term of this contract shall be from the day of commencement as soon as possible following appointment.

6. The fee

The applicant should provide a day rate for their work, inclusive of VAT and expenses.

7. Quotation submission

Quotations should be submitted by 9.00am on Monday 24th February, 2025, via email to stuart.batchelor@activepartnerstrust.org.uk

Submitted quotes should include the following:

- CV and/or covering letter which summarises the skills and experience relevant to the project scope and assessment criteria
- A clear proposal for how the work would be carried out
- A schedule of costs and services
- Any further information which may support the proposal

8. Assessment Criteria

The quotation will be assessed against the following criteria:

Evidence of knowledge, expertise and experience in data analysis
Suitability of the proposed approach
Evidence of capacity to undertake the work within the defined budget and timescale
Value for money
Availability

Active Partners Trust reserves the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates.

If interviews are not required, the successful individual/organisation will be notified by Wednesday 26th February 2025.

Any request for feedback should be made to Stuart.Batchelor@Activepartnerstrust.org.uk

End

**Stuart Batchelor
Strategic Director
Active Partners Trust**

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