**THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA**

**PROVISION OF MINDFULNESS TRAINING PROGRAMME**

**APPENDIX 1 - SERVICE SPECIFICATION**

**Introduction**

* 1. The Royal Borough of Kensington and Chelsea (RBKC) and the London Boroughs of Hammersmith and Fulham (LBHF) operates a shared service for Human Resources that delivers learning and development for both. Some services are also shared with Westminster City Council (WCC) whose employees have access to certain courses.
  2. There are 4,900 employees across RBKC and LBHF and WCC employs 2,780 bringing the total potential training cohort to 7,600.
  3. The Councils’ offer a wide range of services that include adult, children, environment and planning services. Services can be delivered independently or as shared services across two or three Borough partnerships. The three boroughs work closely together to provide high quality services to local residents
  4. RBKC wishes to commission a number of **Mindfulness Training programmes**. The programme needs to be designed to develop skills and behavioural change.
  5. Each face to face programme will be run over a period of time and to develop the skills and confidence to practice mindfulness techniques as part of their behavioural toolkit. This is likely to be 4 x 2.5 hour sessions; we expect to run 4 courses over a period of a year. The contract will be offered as a 12-month contract and with absolute discretion the Council may, following a review, extend the contract by a period of up to 12 months and may do so again to make a maximum contract length of 36. This equates to a maximum of 48 half days or 24 full days 60 days over 36 months. The anticipated value for this contract is £25,000

1. **Scope and method of the training**
   1. Mindfulness training needs to be highly interactive and self-exploratory. Aimed and developing personal insights, skills, knowledge and behaviours to enable this technique to become familiar and in regular use by the individual.
   2. Should provide the opportunity to work with live examples from participants own experience
   3. The chosen provider will be use a variety of training methods and techniques to engage the particular audience of each course taking into consideration learning styles and current experience.
   4. The provider is expected to work to an ethical framework and ensure that the mental safety of the individual is observed and any issues reported or referred appropriately.
   5. Mindfulness in a holistic skills and behaviour, however we would like the provider to explore with the group application to workplace situations.
   6. A briefing will take place where the content of the training and the shape of the programme will be agreed between RBKC and the provider at the beginning at the contract. Quarterly review meetings will take place to ensure that the programme is up-to-date and relevant. There may also on occasions be a need to design courses for specific service groups.
   7. The booking of events will be co-ordinated by the BBL team.
2. **Programme Frequency** 
   1. All programmes will run based on demand and subject to financial constraints. An indication of the number of events required is given in paragraph 1.5.
   2. At its absolute discretion the Council may, following a review, extend the contract for a further period of up to 12 months and may do so again to make a maximum contract length of 36 months,
   3. We expect there to be a maximum of 18 attendees per workshop and we would work with the chosen provider to ensure the schedule allows the subject matter covered to be delivered by one trainer.
3. **Programme requirements**

The successful provider will:

* Be responsible for promoting the online evaluation process following each event
* Produce all materials including certificates for attendees
* Use training methods that are proven to support and convey theory and practice
* Allow for applied and reflective learning during the training period
* The provider must ensure all learning materials can be adapted to ensure those with visual and or hearing impairments can gain benefit of the programmes
* The training will be delivered within the premises of RBKC, H&F or WCC
* We would ask providers to promote our other training courses and additional learning material at the end of the course
* Providers are asked to provide follow up material for each participant to reinforce the learning. This can take the form of 3 x 5 minute pieces of learning such as video, article, audio or interactive e-learning module. The company will be responsible for sending this information out to participants.
* Providers will need to bring their own equipment such as laptop, projector and connection leads.

**5. Contract Performance Monitoring**

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| **Activity** | **Timescale** | **Who will be responsible** |
| Agree title, times and outlines and delivery schedule | At the initial planning meeting following the contract being awarded | The provider |
| On-line learning material /E- learning | Agree the additional learning material such as video, audio and e learning and how it will be accessed by the learner. | Both the provider and BBL team |
| Attendance lists | On conclusion of each training day | The provider to send to the BBL team ( if not able to hand to a member of staff on the day) |
| Evaluation online | Promote at the end of the course | The provider and BBL team |
| Follow up material and related courses | Promote at the end of the course | The provider and BBL team |
| Review meetings | Quarterly | The provider and BBL team |

**Course Specification – indicative**

**Mindfulness**

The Councils’ working environment is focused on continuous improvement and how to become more efficient. This requires employees to build a strong sense of personal accountability and responsibility to make local decisions based on a variety of factors. Employees need to be confident, assertive and resilient to meet these challenges.

**Aims**

To build the skills and behavioural techniques of ‘mindfulness’ as an approach to raising self-awareness, developing ‘a be present’ focus and improving wellbeing. This should enable an employee to become more confident, resilient and personally effective in the workplace

**Objectives**

By the end of the 4 sessions participants will be able to;

* Understand what mindfulness is and how it can be beneficial to both work and personal life
* Learn and practice a selection of basic mindfulness techniques
* Improve self-awareness through discussion and feedback – personal insights
* Consider how behavioural techniques can be applied in the workplace to improve efficiency
* Share experiences of developing mindfulness skills over the period of the programme
* Use the techniques to improve confidence, resilience and wellbeing

**Duration**

**4 x 2.5 hour sessions**

**Number**

**4**