

Health and Care Voluntary Sector Strategic Partner Programme 2013-14

*Information pack for voluntary sector
organisations*

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Health and Care Voluntary Sector Strategic Partner Programme 2013-14

Information pack for Voluntary Sector organisations

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Executive summary

This document provides voluntary sector organisations with information about the Health and Care Voluntary Sector Strategic Partner Programme for 2013 - 14.

The document provides voluntary sector organisations with information to help them decide if the Strategic Partner Programme is applicable to their organisation. It details the outcomes and activities that the Department of Health, NHS Commissioning Board and Public Health England are seeking to invest in through more strategic relationships with voluntary sector organisations for 2013-14 and the criteria we will use for assessing applications. A timetable is provided for the whole process from application through to decision.

If you need more information, you can contact the Voluntary Sector Partnerships Team:

- By email at strategic.partners@dh.gsi.gov.uk

- By telephone on:
 - 0113 2545212
 - 0113 2546649
 - 0113 2545604

Department of Health's Priorities

The Department of Health's Corporate Plan 2012/13 sets out what it wants to achieve against the following six priority areas.

1. **Better Health – helping people live healthier lives** by improving our public health system; protecting people's health by ensuring we have the capabilities and policies in place to address threats to public health; promoting health and wellbeing to deliver better health outcomes and tackle health inequalities across all ages.
2. **Better Care – helping people get better and ensuring people are treated with dignity and respect and supporting a patient-led NHS** by reforming social care; working with the NHS to strengthen people's ability to make meaningful choices about their care and support the integration of services around the individual; getting the basics right on safety in health and care; a greater focus on health outcomes.
3. **Better Value – providing better quality care by improving productivity and ensuring value for money for the taxpayer**; reducing bureaucracy; supporting the NHS to save up to £20 billion to reinvest in frontline services; simplifying regulation of the development and adoption of new medicines and treatments.
4. **Successful Change – delivering the transition to a more autonomous and accountable system** by making sure the new partnership organisations, clinical commissioning groups and health and wellbeing boards are ready to take on their new responsibilities by April 2013; continuing our own transformation into a smaller, more purposeful organisation, with a clear sense of its role in health and care.
5. **Our Partners – achieving strategic clarity, building a common sense of purpose by developing strong relationships with our external stakeholders**, and establishing effective ways of working with the new organisations in the health and care system; playing our full role in delivering the government's priorities led by other departments.
6. **The DH itself – improving our capability and becoming a better department** – developing new ways of working that reflect the leadership role we will play in the new system; the importance of engaging with our partners; and building understanding of our work within the health and care system and the wider public. Putting equality and diversity at the heart of what we do.

DH will continue to need an engaged and informed relationship with the voluntary and community sectors. The DH system wide oversight and leadership role in addition to social care policy means that the sectors voice and experience in providing informed feedback and as a partner and critical friend in policy co-production and delivery has a strong role to play in the reformed health and care system.

The Role of the NHS Commissioning Board

The main aim of the NHS Commissioning Board (NHS CB) is to improve the health outcomes for people in England.

Established in October 2012 as an executive non-departmental public body, the NHS CB believes the new approach it is taking to working will really make a difference and deliver the improved health outcomes we all want to see.

Central to its ambition is to place the patients and the public at the heart of everything it does. It is what it wants the NHS to be – open, evidence-based and inclusive, to be transparent about the decisions it makes, the way it operates and the impact it has.

The NHS CB will encourage patient and public participation in the NHS, treat them respectfully and put their interests first. This will allow the NHS CB to develop the insight to help it improve outcomes and guarantee no community is left behind or disadvantaged.

The NHS CB will empower and support clinical leaders at every level of the NHS through clinical commissioning groups (CCGs), networks and senates, in the NHS CB itself and in providers, helping them to make genuinely informed decisions, spend the taxpayers' money wisely and provide high quality services.

The NHS CB, will practice what it preaches. By working collaboratively and building coalitions with partners everywhere means it can achieve greater things together and deliver the best patient service not only in England but in the world.

The NHS CB will continue to make the necessary preparations for when it takes on its full statutory responsibilities on 1 April 2013.

A definition of the outcomes that the NHS is striving to achieve was set out in the **2012/13 NHS Outcomes Framework**, which covers five improvement domains:

1. Preventing people from dying prematurely
2. Enhancing quality of life for people with long-term conditions
3. Helping people to recover following episodes of ill health or after injury
4. Ensuring that people have a positive experience of care
5. Treating and caring for people in a safe environment and protecting them from avoidable harm

The NHS Commissioning Board will establish robust and transparent relationships that ensure patient, carer, citizen, community and public voice, experience and insight makes 'no decision about me without me' a reality. It will need to draw on the experience and reach of voluntary and community organisations (including but not limited to those referred to as 'patient organisations') as an effective and transparent way of reaching all parts of society, including the most vulnerable, excluded and disadvantaged people and communities. Building strong relationships and meaningful engagement with a wide range of organisations will play an

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important role in the Commissioning Board fulfilling its new duties on health inequalities. These duties are set out in the Health and Social Care Act 2012.

Public Health England's Mission, Purpose and Role

Public Health England's overall mission will be to protect and improve the health and wellbeing of the population, and to reduce inequalities in health and wellbeing outcomes.

It will do this in concert with the wider health and social care and public health system, and with key delivery partners including local government, the NHS, and Police and Crime Commissioners, providing expert advice and services and showing national leadership for the public health system.

The purpose of public health reforms is to help people live for longer and in better health and reduce the gap between the health of the richest and poorest.

Purpose

Public Health England will work with partners across the public health system and in wider society to:

- deliver, support and enable improvements in health and wellbeing in the areas set out in the Public Health Outcomes Framework
- lead on the design, delivery and maintenance of systems to protect the population against existing and future threats to health.

Role

Public Health England will work with its partners to provide expert evidence and intelligence, and the cost-benefit analysis that will enable local government, the NHS, and the voluntary, community and social enterprise sector, among others, to:

- invest effectively in prevention and health promotion so that people can live healthier lives and there is reduced demand on health and social care services, as well as on the criminal justice system
- ensure interventions and services are designed and implemented in ways that meet the needs of different groups in society advancing equality of opportunity between protected groups and others, and supporting local authorities and the NHS in their duties to reduce health inequalities
- protect the public by providing a comprehensive range of health protection services
- commission and deliver safe and effective healthcare services and public health programmes across the whole lifecourse and across care pathways; from prevention through to treatment, from children's services to mental health and

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wellbeing, substance misuse services, screening programmes and older people's services

Public Health England will want to ensure that the reach, insight and expertise in the sector is able to inform, influence and support effective communication across communities to improve health and increase resilience. In health protection and resilience the voluntary sector plays particularly critical roles and an effective method of engagement and mobilisation will be beneficial. Public Health England will also play a key role in tackling inequalities.

Voluntary Sector Health and Care Strategic Partner Programme

The Strategic Partner Programme for 2013/14 has two over-arching outcomes:

- Increased capability and knowledge within the voluntary and community sectors that supports the sector to engage effectively in the health and care system, evidenced by improved relationships between voluntary sector and statutory sector agencies at national, regional and local level.
- Productive and transparent relationships between DH, NHS CB and PHE and the voluntary and community sector, bringing the sector's voice and expertise into national policy making.

The Health and Care Strategic Partner Programme aims to invest in an appropriate number of strategic partners who will work collaboratively with the Department of Health, NHS Commissioning Board and Public Health England to:

- Advise and inform DH, NHS CB and PHE about key issues in health, public health, social care and wider determinants that affect the voluntary sector
- Operate as a coherent and rational framework for engaging with voluntary sector organisations at a national level in a systematic and mutually beneficial way that brings citizen and user voice to the heart of policy making
- Achieve shared objectives in improving health and well-being, promoting Equality and reducing health inequalities
- Develop capability and capacity in the voluntary sector
- Provide robust and systematic dissemination methods for information, policy developments and key programmes enabling voluntary sector organisations to engage in the delivery of health and well-being objectives

Funding

Grants to support this programme will be made using powers provided by Section 64 of the Health Services and Public Health Act 1968 or Sections 149-156 of the Health and Social Care Act 2008 that give the Secretary of State for Health the power to make grants or loans to certain voluntary organisations in England whose activities support the Department of Health's policy priorities or who are delivering health and social care services. Such organisations must meet the legal requirements of section 64 of the Health Services and Public Health Act 1968 or Sections 149-152 of the Health and Social Care Act 2008 to qualify.

Eligibility

Is your organisation eligible to apply?

Section 64 of the Health Services and Public Health Act 1968

Your organisation must meet the conditions set out in Section 64 of the Health Services and Public Health Act 1968 to be eligible to receive a grant under the Voluntary Sector Investment Programme. You must meet the following legal requirements (which are a summary of the criteria in Section 64 and not a complete description of the law).

- Your organisation must be carrying out activities that involve "... providing a service similar to a service provided by the National Health Service or by local authority social services, promoting, publicising or providing advice to do with providing either a national health or local authority social service or a similar service".
- A 'relevant service' is defined in the 1968 Act and means, "a service which must or may, under relevant law, be provided or arranged by the Secretary of State or a number of other public authorities". Or, it is a service a primary care trust or other health service body under Part 2 of the National Health Service Act 2006 are under a duty to make arrangements to provide.
- A 'voluntary organisation' is defined in Section 64 of the 'Health Services and Public Health Act 1968 as "... an organisation which carries out activities but not for profit, but does not include any public or local authority".

The Act gives the Secretary of State for Health the power to award grants to not for profit organisations in England whose activities support our priorities.

Section 149-156 of the Health and Social Care Act 2008

In summary, these provisions allow the Secretary of State to provide financial support to qualifying bodies who are delivering health and social care services. It also allows the Secretary of State to fund qualifying bodies delivering related services to providers of health and social care services.

149 Power of Secretary of State to give financial assistance:

1. The Secretary of State may give financial assistance to qualifying bodies which are engaged in:

- a. the provision in England of health services or of social care services, or
 - b. the provision to other persons of services that are connected with the provision in England by those other persons of health services or of social care services.
2. The Secretary of State may also give financial assistance to persons for the purposes of the establishment by them of qualifying bodies which satisfy any conditions prescribed for the purposes of this subsection and which are to be engaged in:
- a. the provision in England of health services or of social care services, or
 - b. the provision to other persons of services that will be connected with the provision in England by those other persons of health services or of social care services.

150 Qualifying bodies:

1. A body is a qualifying body for the purposes of this group of sections if:
 - a reasonable person might consider that its activities are being carried on for the benefit of the community in England,
 - a. except in the case of a body of a prescribed kind, it satisfies prescribed conditions relating to the distribution of its profits,
 - b. it is carrying on a business, and
 - c. it satisfies such other conditions as may be prescribed.
2. Regulations may provide that:
 - a. a body may only be a qualifying body if it is of a prescribed kind;
 - b. activities of a prescribed description are to be treated as being, or as not being, activities which a reasonable person might consider are activities carried on for the benefit of the community in England.
3. "Community" includes a section of the community; and regulations may make provision about what does, does not or may constitute a section of the community.

The associated Regulations (The Health and Social Care (Financial Assistance) Regulations 2009) set out further conditions that must be satisfied for a body to be a qualifying body.

Further detail is available at:

<http://www.legislation.gov.uk/ukpga/2008/14/part/5/crossheading/financial-assistance-related-to-provision-of-health-or-social-care-services>

Eligibility conditions:

As well as the legal requirements in Section 64 of the Health Services and Public Health Act 1968 Act or Sections 149-156 of the Health and Social Care Act 2008, the following eligibility conditions also apply if you want to apply to the fund.

- Your organisation must work in England. There are separate arrangements for Scotland, Wales and Northern Ireland.
- Organisations must be not for profit and:

Incorporated (this would be a company limited by guarantee and registered with companies house OR a community interest company OR a co-operative or industrial and provident society OR a Social Enterprise).

OR

Have charitable status (registered with the Charity Commission).

- Your organisation must have an Equal Opportunities Policy and Health & Safety Policy.
- Your organisation must be able to evidence breadth and depth of reach to voluntary, community and social enterprise groups and organisations throughout England.
- Your organisation should be able to demonstrate:
 - The breadth and depth of memberships and networks in the voluntary and community sectors
 - Specific expertise and strength in health, public health, well-being and care
 - Experience of working in partnership and co-producing approaches
 - Expertise in building sector capability and capacity
 - Its role in supporting and enabling effective and accountable representation of citizen and community voice
 - A unique offer that no other national umbrella or membership organisation can deliver – their space in the sector
 - That it can contribute to the Department of Health, NHS Commissioning Board and Public Health England's strategic objectives and outcomes, taking into account of (this is not an exhaustive list):
 - Equalities and protected characteristic groups
 - Social determinants
 - The life course, e.g. children and young people, older people
 - Communities

Please note:

At this stage we are not asking applicants to present a project proposal, work plan or programme of activity.

The process is more akin to a job recruitment. We want to see the evidence of how your organisation would deliver and work in a strategic partner role with health, public health and social care partners.

You will need to demonstrate your organisations experience of working at national level, influencing and developing policy and with your voluntary sector members or networks and supporting their development and engagement.

You may wish to consider contacting us for a verbal discussion if you are considering submitting an application.

Criteria & Role Description

The broad roles for strategic partner(s), which form the basis for the Strategic Partner Programme:

- Facilitate communication between DH, NHS Commissioning Board, Public Health England and voluntary sector organisations operating in health and social care settings
 - Advise on key issues affecting the sector in relation to health and social care
 - Provide regular updates to the sector about key issues and policy developments
 - Provide regular feedback from voluntary sector organisations about the key issues affecting the sector and its ability to engage with the wider reform process
 - Enable effective, inclusive and open representation from voluntary sector organisations
- Work collaboratively towards common goals both short and long term
 - Have clear links and networks with health and social care organisations in the voluntary sector and be committed to working towards the DH, NHS Commissioning Board and Public Health England's strategic objectives
- Contribute experience and expertise to policy development as a 'critical friend'
 - Be able to contribute evidence based expertise, drawing on experience within the voluntary sector, to inform policy and programme development
 - Be able to provide constructive criticism of policies and programmes
- Support synergy with other government departments and statutory organisations

- Have experience and links with other government departments and utilise these to address cross-cutting health and well-being issues
- Give 'voice' to service users and communities of interest
 - Have a demonstrable track record of enabling service users, local communities and 'seldom heard voices' to have their experience and issues articulated at national level
- Underpin strategic sector capacity, capability and credibility in the health and social care system
 - Work collaboratively with DH, NHS Commissioning Board and Public Health England to deliver capacity building events / workshops to build knowledge and skills within the sector
 - Have experience of 'interpreting' policy for relevant local application
 - Connect system-wide strategic work with other work programmes and initiatives in the voluntary sector, ensuring relevance for local application
- Support coherence between organisations in the sector – including support for smaller organisations
 - Have experience of facilitating partnerships and collaborative working
 - Ensure that small organisations are able to engage and participate either through existing networks and fora or through partnerships with other membership organisations

Expectations of Strategic Partners:

We would expect successful applicants to the Strategic Partner Programme to demonstrate their capability and commitment to:

- work collaboratively with other organisations in the voluntary sector at local, regional and national level
- support the development and capacity of organisations in the voluntary sector including smaller organisations at local level
- have a track record of working at a strategic level informing and advocating on behalf of the wider voluntary sector to Government or other statutory sector agency
- have a well developed understanding of the health and social care reform agenda and the roles voluntary sector organisations have to play in improving the health and well-being of the population

Example Activities

Activities a strategic partner might undertake to deliver this role may include (this list is not exhaustive):

- Advising DH, NHS Commissioning Board and Public Health England on key issues affecting the sector
- Articulating views and experiences of their membership and networks to DH, NHS Commissioning Board and Public Health England. This could include attending meetings, seminars, workshops and debating issues.
- Structured programmes of knowledge building activities informing and involving voluntary sector organisations to support understanding of the architecture and policy that underpins the wider health and social care economy
- Active dissemination of information and advice to wider voluntary sector, ensuring that voluntary sector organisations are informed and aware of key policy publications and strategies.
- Developing appropriate briefing / information papers, supported by workshops / learning events, that interpret DH, NHS Commissioning Board and Public Health England policy and strategy into a meaningful application for voluntary sector organisations
- Identifying key barriers to voluntary sector engagement and working collaboratively with DH, NHS Commissioning Board and Public Health England to address these
- Informing and awareness raising with DH, NHS Commissioning Board and Public Health England of successful partnerships, activities and projects within the sector that will inform future developments
- Working with DH, NHS Commissioning Board and Public Health England to develop a customer focus through developing volunteering links between DH, NHS Commissioning Board and Public Health England and voluntary sector organisations

Your application should provide examples and evidence of how you have undertaken and delivered this type of activity.

The application process

This chapter gives guidance on the application process and timescales.

What makes a good application?

A good application:

- is concise
- is relevant to and addresses the requirements of the Strategic Partner Programme;
- is clear about how the organisation will contribute to the DH, NHS Commissioning Board and Public Health England strategic objectives and priorities;
- demonstrates meaningful arrangements for partnership working;
- demonstrates diversity and reach;
- demonstrates how it will ensure equalities issues are an integral part of the project.

How do I apply?

Applications to the Strategic Partner Programme follow a single stage process.

You will need to complete the attached application form and submit this, together with the supporting information listed below, by email to strategic.partners@dh.gsi.gov.uk. Please contact us if this is likely to cause a problem for your organisation.

Assessing applications

Applications will be assessed against the criteria set out for the Strategic Partner Programme. We may wish to discuss your proposal in more detail using an approach similar to that of a 'competitive dialogue' situation to more clearly understand the options available

We will seek expert advice from within the Department of Health, NHS Commissioning Board and Public Health England.

Any applications that are sent outside the Department will be accompanied by a reminder that they are confidential and should not be discussed with others.

Advice will be provided to Ministers on each application and how it matches up with the criteria and preferences for Ministers to make the decision to fund or not. You should be aware that

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not all applications that meet the criteria and preferences will be funded. This is a recruitment process to a specific programme and we will only appoint a limited number of partners. We will provide feedback on all unsuccessful applications linked to the criteria and preferences. We provide this in a constructive way to enable you to review your proposals so you can see where we felt the strengths and weaknesses were in the application.

What supporting information do I need to supply?

You will need to provide:

- For established organisations:
 - Your last years' annual report and final accounts, unless these are available on the Charity Commission website
 - confirmation that your organisation has equal opportunities and health & safety policies
 - Staffing structure for the organisation and project
 - Your organisations Business Plan, including financial forecasts for 2013-14
 - Copy of Memorandum and Articles of Association or constitution / governing document

In addition, for partnership or consortia applications you would need to provide:

- Details of the partnership or consortia arrangements
- Confirmation from each organisation involved of their commitment to and role in the partnership / consortia
- Details of which organisation would be acting as the lead or accountable body

If you do not have electronic copies of your annual report and final accounts and they are not available through the Charity Commission website you should send hard copies to:

Voluntary Sector Partnerships Team
Department of Health
2N14 Quarry House
Quarry Hill
Leeds
LS2 7UE

Funding

Successful applicants would have access to up to £200,000 for activities and work throughout the year. This will be confirmed as a grant with the work programme being developed and agreed across all the partners appointed and taking into consideration specific priorities that DH, NHS CB identify.

This will be an iterative and developmental process that successful partners will be required to participate in to agree a coordinated and relevant programme of work across partners.

VAT is not payable on these grants as they are generally considered out of scope of VAT as the grant giver (DH) does not receive direct benefit from the grant. The Department of Health cannot advise a grant recipient on whether the activities they will be carrying out with the grant are subject to VAT - the organisation will need to discuss this with HMRC themselves. It could be that while the income (i.e. the grant) is outside the scope of VAT, the activities they are providing may be within scope. If you need to pay VAT on any aspects of the work and it is not recoverable you should include this in the initial costings.

What happens next?

Notification of decisions

Decisions and feedback will be sent by e-mail to the address on your application form. We aim to send out all notifications by the end of February 2012. If you have not received notification by then please contact us.

Appeals

The Strategic Partner Programme is a discretionary scheme and there is no appeal process on decisions made by Ministers.

However, we do recognise that, on occasions, applicants may feel that the application process has not been followed correctly and wish to raise a concern. We treat these requests as complaints and use our complaints procedure. The first stage is 'Informal Resolution' where your initial complaint would be handled by the Voluntary Sector Partnership Team. If you are unhappy with their response you can make a formal complaint to the Voluntary Sector Investment Programme Manager and they will investigate and get back to you with their findings:

Voluntary Sector Investment Programme Manager
Voluntary Sector Grant Funding Hub
2N14 Quarry House
Quarry Hill
Leeds
LS2 7UE

If you are unhappy with this response then you can take this further within the Department's complaints procedure by writing to the Head of Customer Service:

Complaints Manager
Customer Service Centre
Department of Health
Richmond House
79 Whitehall
London
SW1A 2NS

This is a summary of our complaints procedure and full details are available at <http://www.dh.gov.uk/en/ContactUs/ComplaintProcedures/index.htm>

Summary of conditions of the award

If you are successful you will be sent an award letter, which will reflect principles outlined in the Compact funding and procurement code, detailing the full terms and conditions of the grant. Some of the terms you may wish to know in advance are:

- The terms and conditions must be accepted by a board member - Trustee or Director – or the Chair of the management committee if you are an unincorporated association.
- Year 1 is confirmed and year 2 and 3 amounts are provisional offers subject to approval by Parliament in the budget setting process.
- Grants are restricted funds.
- The grant is recoverable if you do not use it for the purposes intended.
- The grant may not be passed to a third party.
- There is no commitment to any funding after the agreed term of the grant.
- The grant must be identified in your accounts as being from the Department of Health.

Monitoring and Reporting

Successful organisations under the Strategic Partner Programme will agree at the outset of the arrangements the monitoring and reporting arrangements.

Successful organisations who do not meet the monitoring and reporting arrangements agreed at the outset may risk having future grant payments withheld.

Other issues to consider

You will not be able to use the DH or NHS logo on any material produced through a grant from the Fund. You can use 'Produced with funding support from the Department of Health, NHS Commissioning Board or Public Health England' or similar. The statement should not imply that the Department of Health, NHS Commissioning Board or Public Health England has quality assured the Product or endorses the product. If you are a member of the Information Accreditation Scheme you will be able to use their logo to indicate membership of the scheme.

If you are producing material that has Intellectual Property Rights (IPR) and/or copyright issues you should address this in your application. We may want to discuss this with you.

References & background information

Freedom of Information

The Freedom of Information (FOI) Act gives you the right to see a wide range of public information. For example, you are entitled to see the documents that we used to assess an application for a grant from the Fund. All applications received are covered by the Act and copies will be provided when requested. Unless there is a good reason, we must provide the information within a month. If we decide to withhold information, we must give you the reason. You can find out more about the FOI Act and making a request for information held by the Department of Health at:

<http://transparency.dh.gov.uk/category/foi/>

Useful Publications and websites:

NHS Commissioning Board

<http://www.commissioningboard.nhs.uk/>

NHS Outcomes Framework 2013 to 2014

<http://www.dh.gov.uk/health/2012/11/nhs-outcomes-framework/>

Public Health England

<http://www.dh.gov.uk/health/tag/public-health-england/>

Department of Health Business Plan

<http://transparency.dh.gov.uk/tag/business-plan/>

Care and Support

<http://caringforourfuture.dh.gov.uk/http://caringforourfuture.dh.gov.uk/>

Modernisation of health and care

<http://healthandcare.dh.gov.uk/>

Compact Voice – Publications

<http://www.compactvoice.org.uk/resources/publications>

Fair Society, Healthy Lives (February 2010)

<http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review>

Equality Objectives 2012-16

<http://www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/>

You can download other relevant publications from

<http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/index.htm>

Please check the DH website regularly for updates and forthcoming publications.

Timetable

November	Advertise and invite applications 7 weeks application window
9 January (Noon)	Closing date for applications
January	Organisations notified
February	Announcement of arrangements for April 2013 Work planning process commences across all partners
April	Final arrangements in place and programme commences delivery

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Contact us

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By letter:

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