



A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

Learning Disability Service User and Carer Involvement Grant Programme 2012 - 2014



Isle of Wight Clinical Commissioning Group



ISLE OF WIGHT
Rural Community Council



This Prospectus is part of a grant-making programme supported by the Isle of Wight Council, the IW Clinical Commissioning Group and the IW Rural Community Council. This Prospectus will be administered by the IW Rural Community Council on behalf of the IW Clinical Commissioning Group.

The Prospectus programme provides fair and transparent access to grant funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more general information about Prospectus programmes, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: martin.johnson@iow.gov.uk

For a specific discussion about this Prospectus, to request an application form or an accessible version of this document, please contact Elaine Garrett at the IW Rural Community Council on 01983 539382 or by e mail elaine.garrett@iwrcc.org.uk

For support for organisations to help with the preparation of a bid relating to this prospectus contact the IW Rural Community Council's Volunteer Support Team via Julie Cocker on 539370 or julie.cocker@iwrcc.org.uk

Isle of Wight Clinical Commissioning Group Learning Disability Service User and Carer involvement Grant Programme 2012-2013

I. Introduction

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to provide services and projects which will increase the local involvement of service users with learning disabilities and their carers in influencing the quality of health services. In particular, the activity will feed into the Learning Disability Health Self-Assessment Framework for 2012/13 (see section 2 for more information about the framework).

The funding to support this Prospectus is provided by the IW Clinical Commissioning Group. NHS Isle of Wight CCG is the new organisation that plans and buys (or commissions) the majority of NHS healthcare for island residents. It is led by a group of GPs who are working with other clinicians, patients and stakeholders to ensure that NHS services provided to island residents are high quality, cost effective and integrated. For more information see <http://www.isleofwightccg.nhs.uk/>

What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the use of the Prospectus grant funding process.

The Prospectus approach recognises and encourages the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

This Prospectus is open to new and existing organisations as well as small enterprises of any type. As with all public funding, successful bidders will help to deliver a number of outcomes in return for any grants made.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our Island communities. It particularly rewards partnership between different organisations and groups.

This is a competitive process and grant funding decisions will be based on the information supplied within the application. Bidders should use the application form to tell the funders how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the funders will know how well the service is working. The Prospectus process allows flexibility, creativity and innovation. There will be opportunities to negotiate with successful bidders before and after a funding agreement is made to shape proposals to make sure the required outcomes can be delivered.

Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact procurement standards to voluntary organisations and small businesses.

Delivering our plans and priorities

Prospectuses aim to support delivery of the main themes and priorities for the public service organisations on the Isle of Wight. This is one of three prospectuses being launched in 2012 to support delivery of the priorities of the IW Clinical Commissioning Group.

For more information about the work undertaken by the IW Clinical Commissioning Group and their Integrated Commissioning Plan see <http://www.isleofwightccg.nhs.uk/health-services/commissioning-strategy.htm>

Why do we want partnership with the voluntary and community sector?

We believe that involving civil sector groups and organisations, and small businesses, in planning and delivering local services and activities, promotes stronger and more active communities as well as value for money. Funding public services in this way is shown to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative small businesses and a thriving and independent community sector can also be an important voice, helping funders to arrange and support more responsive services that are based on the in-depth knowledge and experience of local communities.

2. Objectives, priorities and outcomes for this Prospectus

The Department of Health requires NHS organisations and Local Authorities to work closely with vulnerable population groups, including people with learning disabilities and their carers. Over the past year a high priority has been given to safeguarding vulnerable adults who may be at risk in the NHS and a specific requirement has been set to improve the NHS commissioning of mainstream and specialist health services for adults with learning disabilities. Work is being undertaken in preparation for the outcomes of the Department of Health Review into the events at Winterbourne View.

Part of the IW Clinical Commissioning Group's (CCG) planned activity to deliver this priority will be to commission services working in partnership with the Third Sector on the Isle of Wight. These services will provide support and develop mechanisms for local people to influence local service delivery. The National Learning Disability Self Assessment Tool is a positive way for local people to assess service quality, to hold local health organisations to account and to agree with local commissioners how best to improve health and health care for people with learning disabilities. The services commissioned through this prospectus will contribute evidence to the Self Assessment Framework report submitted by the NHS on the Isle of Wight to ensure service user, families' and carer voices are heard.

The prospectus approach is the means by which this commissioning will take place and this Prospectus accordingly invites bids for programmes that will deliver the following outcomes relating to adults with learning disabilities and their carers.

Commissioning outcomes you can help us to achieve

Applications are invited for community organisations that will meet the following set of outcomes

- Increased opportunities and support for carers of adults with a Learning Disability to be actively involved in the People Matters User Led Organisation, the Learning Disability Partnership Group and the My Health Group
- Increased service user and carer engagement across NHS working groups and other relevant mechanisms for engagement.

- Active involvement by service users with learning disabilities and their carers in the annual Learning Disability Health Self-Assessment Framework (previously known as Big Health Check).

Bids that cover all or some of these outcomes will be considered. It may be appropriate for organisations to work in partnership to submit a joint application to deliver the complete range of specified outcomes.

Commissioners are seeking bids that propose innovative approaches to delivering these outcomes. Collaborative bids between two or more organisations are especially welcomed, which harness the diversity of skills offered by local organisations working in this field.

Bids will be expected to include activity to cover some or all of the following, depending on whether it is planned to address all or some of the agreed outcomes above:

- Provide training opportunities and support to develop skills, knowledge, confidence and capacity in areas such as self-advocacy and expert carer roles to increase active involvement by people with a learning disability and their families as experts by experience in the:
 - Planning and commissioning of services
 - Contract monitoring and in quality assurance of services
 - Recruitment and training of staff and volunteers(where relevant)
 - Planning and running of establishments where they receive care
 - Review and analysis of complaints
- Gather stories of service users and carers to use as evidence to help improve and target services and develop care policies
- Empower service users and their families or carers with the skills to identify abuse, inequalities, poor standards of practice or safeguarding concerns and to raise safeguarding alerts where necessary with the appropriate body
- The service will channel for the views and wishes of people with learning disabilities, family carers, and representative groups and Advocacy Groups to be fed into the annual Learning Disability Health Self-Assessment Framework.
- Support these activities with appropriate levels of other types of advocacy where required

Applicants may wish to refer to the Learning Disability Observatory self-assessment tools 2012 at http://www.improvinghealthandlives.org.uk/projects/self_assessment/materials2012 for information about the self assessment process that may help to inform the development of their proposals.

Bids that will also attract funding and utilize resources from other sources will be particularly welcomed, as will bids that increase opportunities for the involvement of volunteers in this new commissioning partnership.

Any such proposals should be discussed with Elaine Garrett on 01983 535389 or by e mail on elaine.garrett@iwrcc.org.uk before work commences on any potential bid for this funding.

3. Making an Application

Funding and resources that will be made available

The total funding available through this Prospectus is £55,100. Bids can be for sums up to this amount. If you are only bidding for delivery of some, not all the stated outcomes, please specify which elements you are proposing to deliver and what sum is required to deliver this. This funding is to be used to deliver the outcomes specified above by August 2014.

How to apply

Contact the Health & Wellbeing Project Officer Elaine Garrett at the RCC on 01983 539382 or by e mail elaine.garrett@iwrcc.org.uk to discuss your ideas. This is the only way to secure an approved application form. Potential bidders must contact us to discuss a bid before applying. This provides an opportunity to discuss ideas and the RCC can advise on what information it would be helpful to build into a bid. The application form will give you the opportunity to explain your ideas and how you propose to deliver the commissioning outcomes set out above.

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. They should provide evidence of:

- Public liability insurance (minimum £5 million).
- Evidence that they are able to manage grant funding effectively and efficiently.
- Evidence that they qualify for funding as an organisation - grants can only be made available to properly constituted trading enterprises, voluntary and community groups.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information. This is likely to be demonstrated by providing copies of relevant organizational policies.
- Agreement to the use of the Clinical Commissioning Group logo and web address on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

If you can't show that you can meet these requirements, you may still be able to deliver a service by working in partnership with a more established organisation. You may wish to discuss this possibility with Elaine Garrett, lead officer for this Prospectus at the RCC.

Applicants are strongly advised to take advice on their bid. Independent advice is proven to be a significant factor in the likelihood of making a successful bid. Such advice and support may be available to organisations to help with the preparation of the bid through the IW Rural Community Council's Volunteer Support Team. Volunteers can offer support with bid writing, although it should be noted they do not offer specialist knowledge in health and wellbeing related topics. The capacity of the team to provide this support will be dependent on demand. For further information please contact Julie Cocker on 539370 or julie.cocker@iwrcc.org.uk .

A short guide with more information about the Prospectus process is available and is intended to help all applicants submit the best possible bid. This is an Isle of Wight Council document, but it also applies to NHS Prospectuses; visit www.iwight.com/grantmaking and download a copy, or ask for a printed copy of the guide.

How bids will be evaluated

A panel will meet in September 2012 to consider applications on the basis of perceived impact and value for money against the published outcomes in this prospectus.

When assessing the strength of a bid, the Clinical Commissioning Group will regard the evidence of the involvement of service users in influencing the bid as an important measure of the likely benefits to the community, including whether the services are needed, and how they should best be delivered.

4. - Information for successful bidders

Successful bidder(s) for grant funding will be offered a funding agreement with conditions. The agreement will include arrangements that will be put in place to monitor how the outcomes are being delivered and a schedule of grant installment payments.

Grants will usually be made in a number of payments to a previously agreed schedule, on proof that outcomes are being delivered. However, there may be some flexibility; for example, an initial start up payment can be claimed if needed. The funding agreement will also set out how part or all of the funding may be reclaimed if the project is not delivered as agreed.

Any funding provided through a Prospectus can only be used for the purposes set out in any funding agreement with the RCC, and cannot be used to subsidise other activities. Use of funding for purposes other than those agreed will lead to funding being withheld or reclaimed. The IW Council and the NHS have an agreement with the local community sector, called the Local Compact. This sets out standards for business relationships. The Compact will be applied if any changes to grant funding have to be considered.

Successful bidders will be expected to attend training on monitoring and evaluation of services, prior to the start of project delivery. This is likely to take place in October 2012.

How will we know that our outcomes are being achieved?

The Clinical Commissioning Group will require evidence of the impact and the outcomes it has set. Monitoring will therefore look for a combination of information about how much activity has been delivered and how effective it has been. Bids should include proposals for monitoring and reporting about project delivery. This information will help to inform future commissioning arrangements.

Organisations will be asked to demonstrate the impact of their programmes by:

- Providing information to NHS commissioners to show what service users and carers think and feel about their lives, needs and experiences. Applications should include suggestions for what information is to be shared and how and when this might take place.
- Providing required evidence of activity to feed into the Learning Disability Health Self-Assessment Framework over the period of this Prospectus programme. A schedule for this process will be agreed with successful applicants.
- Meeting with NHS Commissioners on a quarterly basis during the course of the programme delivery to discuss progress in delivering agreed outcomes.

Submitting your application

Completed applications should be sent to: Elaine Garrett. IW Rural Community Council, 3 Langley Court, Pyle Street, Newport, Isle of Wight, PO30 1LA **to arrive no later than 3.00pm on 31 August 2012**. Bids can be accepted by post, hand or email. Applications received after the closing date will not be considered.

Time line for the prospectus

This Prospectus has been issued on Thursday 5th July 2012

The closing date for applications is Friday 31st August 2012 (3pm)

The Appraisal Panel will meet on or about: 10th September 2012

Evaluation training will take place on 24th and 25th October and 5th November. Attendance at one of these sessions will be mandatory for successful bidders

Successful programmes should begin on or about 1st November 2012 and be completed by August 2014