

Modernising health
and social care
Employment support for people
with mental health problems

2010

PART OF THE ISLE OF WIGHT
VOLUNTARY & COMMUNITY
SECTOR STRATEGY

NHS
Isle of Wight



Isle of Wight NHS Primary Care Trust

Employment Support for People with Mental Health Problems

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Grant- making Prospectuses are part of the Isle of Wight Strategic Partnership's strategy for ensuring an environment for a thriving third sector. For more information about the strategy and related programmes, contact: Martin Johnson (email: martin.johnson@iow.gov.uk), tel 01983 823825

A Commissioning Prospectus for a Mental Health Service

1. Introduction

The third sector on the Isle of Wight makes a significant contribution to Island life. Over 12000 voluntary, community, faith and resident groups, together with social enterprises, enrich our cultural, social, and sporting life. They also promote our knowledge, health, wellbeing, safety and prosperity. The third sector also has an increasing role to play in delivering public services.

The Isle of Wight Primary Care Trust and its partners in the Island Strategic Partnership want to encourage a thriving third sector as well as ensuring the best use of public funding. These two commitments come together in the Partnership's Strategy for Ensuring the Environment for a Thriving Third Sector on the Island (2009). A copy of the full strategy can be found at www.eco-island.org.uk/documents/vco_strategy_final_april_09.pdf

This strategy establishes a new grant funding process. We call this our Prospectus approach. We believe this strategy will lead to:

- A thriving and sustainable voluntary and community sector.
- Better planning and delivery of public services through a partnership between the public sector, the third sector and local communities.
- Encouragement for social enterprise.
- Public services that harness the knowledge, experience, potential and creativity of voluntary organisations and local communities.
- A campaigning and independent third sector that speaks for excluded, unheard or disengaged communities.
- Investment in the third sector and its infrastructure.

1.1 What is this Prospectus for?

Prospectuses are part of our grant-making framework, they clarify what public sector organisations want to achieve in various areas of Island life. These objectives are set out as priorities and outcomes. Prospectuses invite third sector organisations to bid for funding in return for delivering these outcomes.

Prospectuses will give equal opportunity to new and existing third sector organisations that want to bid for grant funding. The Prospectus makes it clear how grant funding will deliver public sector spending plans and priorities and it triggers a more open and transparent grant-making process.

The Prospectus approach recognises the unique nature of the many hundreds of possible applicant organisations. It is a competitive process that is intended to encourage innovation in public service, collaboration and capacity building in the voluntary sector. It also implements Local Compact commitments to long term funding; full cost recovery and payment in advance where needed.

1.2 Delivering Public Sector Plans and Priorities

The Island Strategic Partnership's Eco Island Sustainable Community Strategy (2008) sets out a vision for the Island:

“We want the Isle of Wight to become a world renowned Eco Island, with a thriving economy, a real sense of pride and where residents and visitors enjoy healthy lives, feel safe and are treated with respect”.

The main themes and priorities for Island partners are:

- Creating a thriving Island
- A healthy and supportive Island
- A safe and well-kept Island
- An inspiring Island

The Eco Island strategy can be found at www.eco-island.org.uk

Mental Health services on the Isle of Wight are managed and provided by the Primary Care Trust, in partnership with the Isle of Wight Council and a range of partners from the private, public and third sectors.

People with mental health problems who are at risk, ill or in recovery, can receive help. This can be in the form of preventative services, treatment and support to recover and re-establish disrupted lives.

It is a priority for the Primary Care Trust to provide effective treatment and a service that helps people to live as normal a life as possible during and after a period of mental illness, however prolonged.

For information about the Island's mental health services contact julie.sharp@iow.nhs.uk or sue.lightfoot@iow.nhs.uk on 01983 524081.

1.3 Why do we want a partnership with the Third Sector?

The public sector on the Isle of Wight believes that involving third sector groups and organisations in planning and delivering local services and activities promotes stronger and more active communities as well as achieving better value for money.

A combination of partnership and investment in the third sector will develop and sustain its capacity and contribution to Island life.

Partnerships with the third sector are not always the cheapest option. However, third sector involvement in local public services can offer a different and distinctive value in comparison to public or private provision. A thriving and independent third sector is also an agent for change. It can also help us to arrange and fund (commission) more responsive services based on service user or community-based knowledge and experience.

2. Grant Funding for Employment Support for People with Mental Health Problems.

2.1 Objectives and priorities

Grant funding is available to fund third sector organisations that can provide support to people with common mental health problems to retain and regain employment. This is part of local implementation of the *Improving Access to Psychological Therapies* (IAPT) national programme (www.iapt.nhs.uk).

Our objective is :*“To champion, promote and support meaningful employment; highlighting its significance for positive mental health through collaborative initiatives and actions ,by providing the following interventions”*

Our IAPT priorities are to:

Regain Employment:

- Basic advice and career guidance;
- Rapid job search/placement, minimising assessment and training;
- Post-placement follow-up support on-the-job to maximise job retention;
- Vocational information and advice, including CV writing, job search and interviewing skills;
- Individual support for confidence building and assertiveness skills;
- Signposting to Job Centre Plus (JCP) support;
- Access to expert benefits counselling.

Retain Employment:

- Manage employment / employer issues;
- Individual support for confidence building and assertiveness skills;
- Adjustments in the work place to help maintain attendance at work;
- Help to return to work after sick leave;
- Access to occupational health support;
- More emphasis on careers guidance;
- Look for more suitable jobs whilst still employed.

2.2 Outcomes that we are seeking through this prospectus

Can you provide us with all or some of the following outcomes?

We will grant fund third sector partners who can:

- | | |
|-------------|---|
| (Outcome 1) | Help IAPT users into work and to retain work; |
| (Outcome 2) | Move IAPT users off of benefits and support them into, training, education, volunteering and work placements; |
| (Outcome 3) | Deliver training on employment and benefits to the IAPT team. |

2.3 How will we know that our outcomes are being achieved?

In order to demonstrate that the Island IAPT service is working effectively, The PCT must report the following information:

- Number of IAPT referrals (by employment status);
- No. of completed treatments;
- No. of service users being supported and no longer worked with;
- Waiting-times for first contact.

Depending on what they offer, successful applicants for the grant will need to help us report how well the Island IAPT service:

- Helps service users meet their work preferences;
- starts job searches within four weeks of first contact;
- Provides up-to-date benefits advice;
- Works effectively with local health and social care services;
- Has good working relationship with local Job Centre Plus (JCP) offices;
- How many staff receive IAPT or other specialist training;
- Number of complaints received and the provider's response;
- Feedback from service user satisfaction surveys.

2.4 Funding and resources that the commissioner can make available

- The total expected funding available during the period in which the grant will be paid is £45k. You can bid for all or part of this fund. Other funding may also be available at the time of the appraisal of bids.
- We will consider an element of payment in advance and are committed to a total grant based on full cost recovery. Please see section 5 of this Prospectus for other payment details.
- We can offer successful bidders some training, access to PCT knowledge and will help with the marketing of their service.

This is a new grant. Existing grants, contracts and services are not affected.

2.5 How to apply

This is a competitive process and the funding decisions will be based on the information you supply. To apply, use the [small grant application form](#) to tell us how much funding you require. This can be found online on www.eco-island.org.uk/prospectus.

Please contact the commissioner (see below) to discuss your ideas before you begin an application. This will help you to submit the best possible bid. Be

sure to use the application form to tell us how your bid will deliver our outcomes, how you will use the grant funding and how you will be able to show us how well your service is working.

Providing IAPT employment support creates a number of responsibilities. This means that successful bidders must be able to show that they are or will be able to meet these responsibilities. *You should discuss these issues with the Commissioner before making an application.* The particular responsibilities that you must cover in your application are:

- Public liability insurance.
- CRB arrangements.
- A Complaints process.
- Safeguarding of Vulnerable Adults.
- Confidentiality.
- If you've not previously provided services to the Primary Care Trust, you should attach a suitable reference in support of your bid.

Completed applications should be delivered to:

Sue Lightfoot, Commissioning Directorate,
South Block, St Marys Hospital, Newport, IW, PO30 5TG.

Applications received after the closing date cannot be considered.

2.6 Key dates

This Prospectus will be issued on or about:	15th December 2009.
The closing date for applications is:	12 th February 2010.
The Appraisal Panel will meet on or about:	26th of February 2010
IAPT employment support to begin by:	March/April/May 2010.

2.7 Contacts

- To speak to the commissioner about what the Island's IAPT service wants to achieve for its users, please contact julie.sharp@iow.nhs.uk or sue.lightfoot@iow.nhs.uk
- To discuss the process that is being used to award this grant, please call Martin Johnson (email: martin.johnson@iow.gov.uk) , The IW Council's Partnerships Manager, at County Hall on 01983 823825.
- For information on how to get independent advice on your application, contact the IW Rural Community Council on 01983 524058.

2.8 Guidance for the appraisal panel

The most up to date reference and guidance on how we will allocate grant funding is available at www.eco-island.org.uk/prospectus

3. Making a Grant Application

3.1 Preparing an Application

What is this prospectus for?

Section 2 of this prospectus sets out what we want to achieve and invites third sector organisations to bid for grants. If you apply, you must explain to us how a grant will help us to achieve our objectives.

How do we apply?

There are two application forms, a version for Small Grants and a Standard Grant application form. The 'How to Apply' part of Section 2 of this Prospectus will tell you which form to use; the 'Key Deadlines' part of Section 2 explains the most important dates. If this is not clear, please use the contact arrangements in Section 2.7 to clarify what you need to know.

The application forms provide us with information about your organisation and what you would do with a grant.

Large and complex grants with legal obligations or responsibilities will need the longer and more complex Standard Grant Application form. This may take time to complete and you will need to gather together some extra information.

You can find the Small and Standard Grant Application forms at:
www.eco-island.org.uk/prospectus or call 01983 823825

What do I have to send with the application form?

We may need evidence of your experience or ability to use grant funding. This may include evidence of insurance or your policies. We take a proportionate view of what is needed and will only ask for evidence that is essential. If you want to supply evidence that has not been asked for, check with the contact person in Section 2 to see whether this will be helpful.

What must I put into our application?

The Prospectus invites you to bid for funding that will deliver our outcomes and priorities. It does not tell you how to deliver your service or activity; this is for you to tell us.

Tell us which outcomes in Section 2 you are going to help us achieve, why you are applying to help and how you will do it. What will your service or activity be like? Tell us about the practicalities of your proposal; be clear about how you will ensure that everyone will be treated equally and fairly.

Set out some standards that people can expect from you. Suggest some periodic measures that you can use to show us how well you've been doing.

The Council and its partners in the Island Strategic Partnership are committed to making the Eco Island strategy a success. If you can, please try to find somewhere in your application to tell us how your service or activity will make people safer or healthier. You can also tell us how it will contribute to the

Island economy and how you might minimise your use of energy and carbon production.

Will you pay us enough to deliver our service or activity?

We will try to pay you all of the costs of delivering what you propose to do for us. We will also consider payment in advance.

In order for us to decide if your proposal represents value, and how much grant you need, make sure that your proposal is properly costed with both direct and indirect costs. Pay particular attention to the finance section of the application form.

Will we be asked to report on what we do?

We'll try not to burden you with more reporting than is necessary. However, some of the outcomes in the Prospectus will be linked to government and other measures often beyond our control. If there are specific targets that need to be reported, this will be made clear in Section 2 of the Prospectus. *If this causes you concern, contact us to discuss this before you apply.*

Will there be policies and procedures that we must have?

The application process has been designed to allow groups of any size or status, new or long-standing, to apply for funding. Depending on what the grant is for, we may need some re-assurance that your service or activity will be safe, inclusive and well managed. *Some policies, financial information or insurances may be asked for in Section 2 above.*

Applications using the longer Standard Application Form will be asked to provide more detailed evidence. Expect to supply this with the bid.

If you are not clear about what is needed, use the contact arrangements in Section 2 to clarify what is needed before you bid.

3.2 Getting Help to Bid

To help you prepare the best possible bid, particularly where you may not have made a bid like this before, the Isle of Wight Rural Community Council will welcome requests for independent advice and support. To clarify what help is available; see the Contacts' part of Section 2 above.

4. Decision Making

4.1 The Appraisal Process

The appraisal process will identify the applications that best help us reach our outcomes. The appraisal process will check the suitability of the various bidders to receive public funds and the degree to which the bid will achieve the outcomes they offer to work toward.

The decision to award a grant is the responsibility of the commissioner or funder, who will be helped to make decisions by a panel of people that will include an independent representative of the third sector, and wherever possible, service users and members of local communities.

Whether you are a new organisation or are already receiving funding, submitting an application does not guarantee that funding will be awarded to you. It will often be the case that bids will exceed the available funding.

The First stage – Eligibility and a technical appraisal

Your application will have an initial assessment of your group or organisation's ability to receive grant funding, based on the information you supply. If you are felt to be ineligible to receive grant aid, we will contact you to discuss our decision. If after this you are still ineligible, the bid will be declined.

We will also check that applications have been completed properly and any supporting papers are attached. Your application may be declined if it fails this test. However, in exceptional circumstances, if the Commissioner believes that the bid can be improved, and there is time available, we may contact you for further information. If this is not supplied, the bid will be declined.

Second stage – Scoring Panel

Eligible bids will be assessed and scored by the appraisers. They will consider how well each application meets the outcomes and priorities set out in the prospectus; please take this fully into account when preparing your bid.

In most cases the appraisal panel will only make decisions based on the written application that you have provided, so it is essential that the application meets the requirements set out in the Prospectus. However, the panel may want to meet you or ask for extra information as part of their appraisal. An invitation from the panel to discuss an application should not be construed as an indication that you have been successful.

4.2 Notification of Decisions

You will be informed of the decision in respect of your bid and will have the opportunity to receive feedback on your submission. The Council will publish details of successful applications and will identify where services have not been commissioned because of a lack of suitable applications.

5. Managing Grants

5.1 Our Funding Agreement

Successful bidders will in most cases be offered a Grant Aid Funding Agreement with Conditions, which will set out the responsibilities of the funder and the successful bidder.

Negotiations on the terms and conditions of a Grant Funding Agreement or any other agreement, will be finished and signed off by the funder in time for successful bidders to begin service delivery by the date set out in 'Key Dates' (Section 2.6 above).

All grant funding awarded as a result of this Prospectus will be subject to the Standing Orders, Finance and Audit Requirements of the Commissioning organisation, and those of any other funding partners.

5.2 Payment Arrangements

Unless agreed otherwise through negotiation, successful bidders will receive payment in 4 equal quarterly payments. The Council will make all payments relating to a quarter within its first month on the submission of any pre-agreed information set out in the Grant Funding Agreement. Arrangements can be made to make payment in advance by agreement.

Payments will normally be made directly into the selected service providers' accounts via BACS.

All funding relates specifically to the period covered by the Grant Funding Agreement and should not be accrued without the prior agreement of the funder. Possible surpluses can therefore be a subject for negotiation in the Grant Funding Agreement.

5.3 Monitoring and Reviewing Progress

Successful bidders will be asked to provide us with performance reports that should be agreed and set out in the Grant Funding Agreement. Any subsequent changes to reporting should only take place with the consent of all of the parties to the Grant Funding Agreement.

During the period of the Grant Funding Agreement we may ask you to co-operate with a financial audit or review. This will enable us to check that adequate audit trails and internal controls are in place, as well as possibly helping successful bidders to improve their business systems. It will also provide us with reassurance of the robustness and reliability of financial administration and risk management.