

## Healthwatch B&NES Community Pot Applicant information

### SUMMARY

Healthwatch Bath and North East Somerset (B&NES) is an independent consumer champion for health and social care. We gather the views and experiences of local people and share them with commissioners and providers in order to highlight what is being done well and identify areas where things could be improved.

We cannot carry out this work on our own - voluntary, community sector and social enterprise (VCSE) organisations and groups are crucial in helping us to reach the local community and understand how health and social care services in B&NES are working for them.

The Healthwatch B&NES Community Pot is designed to support this work. VCSE organisations and groups operating in B&NES can apply to receive a one-off grant ranging from £500 to £5,000 to fund a piece of work or project that will be completed by Monday 31 October 2021.

Successful applicants will commit to supporting Healthwatch's aims. These are to:

1. Support local people to take part in planning and influencing local service provision
2. Work to improve the patient and user experience so that there is greater satisfaction in health and social care services in B&NES
3. Help to identify health inequalities and propose solutions to address the gaps
4. Signpost local people to help them to find the services they need when they need them
5. Enabling people to raise issues about services with local commissioners and providers
6. Work to improve the awareness and profile of Healthwatch B&NES

Applications that aim to engage with seldom heard communities, equalities groups and those people living in rural communities would be welcomed.

The Healthwatch B&NES Executive Board will assess all applications and decide on the amount of funding to be allocated. Memorandums of Understanding (MoU) will then be developed between Healthwatch B&NES and all successful applicants setting out what has been agreed.

In order to increase your chances of success, it is vital that applications:

- deliver against the aims of Healthwatch B&NES
- will result in measurable outcomes, demonstrating a clear benefit to the B&NES residents
- fit with current local and regional priorities in health and social care
- can be delivered effectively within the available time period
- represent good value for money
- fit with the ethos, policies and aims of The Care Forum W: [TheCareForum.org/our-aims](https://TheCareForum.org/our-aims)

If you would like to discuss your application, please contact the Healthwatch B&NES team at E: [info@healthwatchbathnes.co.uk](mailto:info@healthwatchbathnes.co.uk) or T: 01225 232 401

**Applications to the Healthwatch B&NES Community Pot must be received by 12pm (midday) on Wednesday 31 March 2021.**

## Healthwatch B&NES Community Pot Applicant information

*NOTE: Please also refer to the Community Pot Application guidance document and Community Pot Terms and Conditions to support your application*

### CONTENTS

1. Introduction .....	2
2. How does Healthwatch B&NES work?.....	2
3. About the Healthwatch B&NES Community Pot .....	3
3.1) Why apply to the Community Pot?	
3.2) Who can apply to the Community Pot?	
3.3) Healthwatch's aims	
3.4) What we will fund	
3.5) What we won't fund	
4. Funding, reporting and assessment.....	5
4.1) Important dates	
4.2) Payment schedule	
4.3) Reporting	
4.4) How will we assess your application?	
4.5) Healthwatch B&NES Community Pot assessment criteria	

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### 1. INTRODUCTION

In line with The Health and Social Care Act 2012, Healthwatch was established in April 2013. Healthwatch is the independent consumer champion for health and social care. It exists in two distinct forms - Local Healthwatch at a local level, and Healthwatch England, at national level.

Local Healthwatch is expected to deliver three core functions:

1. **Influencing** - Influencing the planning and provision of health and social care services
2. **Signposting** - Signposting local people to information about health and social care services
3. **Assisting** - Enabling local people to take issues forward with health and social care commissioners and providers

*Healthwatch Bath and North East Somerset (B&NES)* was established in 2013 and has been hosted by The Care Forum since its inception. It is commissioned by B&NES Council. To find out more W: [www.healthwatchbathnes.co.uk](http://www.healthwatchbathnes.co.uk)

## Healthwatch B&NES Community Pot Applicant information

*The Care Forum* is a voluntary sector organisation with over 20 years' experience working across the South West. We deliver several Local Healthwatch, advocacy services, and a range of other projects. To find out more **W:** [www.thecareforum.org](http://www.thecareforum.org)

### **2. HOW DOES HEALTHWATCH B&NES WORK?**

The Care Forum receives a specific amount of funding from B&NES Council each year to deliver the statutory requirements of Healthwatch as set out in the Health and Social Care Act 2012. This includes having a representative on the B&NES Health and Wellbeing Board, carrying out Enter and View visits and engaging with local residents to gather their views and experiences of using local health and social care services. To find out more about Healthwatch legislation and our statutory requirements **W:** <https://bit.ly/38y69M8>

Mid-year (usually during the autumn), The Care Forum receives a second funding stream to deliver additional Healthwatch activity, which comes from central government's Local Reform and Community Voices (LRCV) grant. The amount of funding that we receive from the LRCV grant is not confirmed in advance so we are unable to factor this money in when planning our annual work priorities and activities.

Healthwatch B&NES is overseen by an Executive Board comprising lay volunteer members and co-opted representatives from local organisations, such as NHS complaints advocacy. This group sets the strategic direction and work priorities for Healthwatch each year, and ensures that we effectively capture and elevate the public 'voice' to influence how services are planned and delivered in Bath and North East Somerset.

The Healthwatch B&NES Executive Board has decided that they would like to use the LRCV grant to create a 'Community Pot', which will fund local voluntary, community and social enterprise (VCSE) sector organisations and groups to carry out small projects or pieces of work that will help Healthwatch to understand the experiences of local people when using services, particularly those communities that are seldom heard.

### **3. ABOUT THE HEALTHWATCH B&NES COMMUNITY POT**

#### **3.1 WHY APPLY TO THE COMMUNITY POT?**

The approach to meeting the populations' health and social care needs is going through a monumental (challenging) shift, however this shift creates significant opportunities for services to better meet people's expectations and for individuals to take greater control of their own health, care and wellbeing.

Healthwatch wants patients and the public to be at the heart of these changes. We want to make sure that people are informed and have an opportunity to share their views about local

## Healthwatch B&NES Community Pot Applicant information

services. We also want to make sure that the public's views are heard and taken into consideration when services within B&NES are being planned and delivered.

VCSE organisations and groups are in a unique position - they work on the ground with local communities and understand the day to day experiences, challenges and barriers that people face when using services and managing their own health and wellbeing.

Together we can ensure that commissioners and providers within B&NES have a clear picture of what it is like for local people, including what is working well and what could be improved.

We can also help to identify those communities for whom accessing and/or using services is that little bit more difficult, and better understand what can be done to help improve this and enable people to live independently.

### **3.2 WHO CAN APPLY TO THE COMMUNITY POT?**

The Healthwatch B&NES Community Pot is open to VCSE organisations and groups that operate within B&NES and work with and/or support B&NES residents.

The Healthwatch B&NES Executive Board will consider applications that commit to contribute towards Healthwatch's aims and work priorities, and local health and social care priorities.

If you are unsure whether you are eligible to apply, please call us on T: 01225 232 401.

### **3.3 HEALTHWATCH'S AIMS:**

To deliver Healthwatch we...

1. Support local people to take part in planning and influencing local service provision
2. Work to improve the patient and user experience so that there is greater satisfaction in health and social care services in B&NES
3. Help to identify health inequalities and propose solutions to address the gaps
4. Signpost local people to help them to find the services they need when they need them
5. Enable people to raise issues about services with local commissioners and providers
6. Work to improve the awareness and profile of Healthwatch B&NES

### **3.4 WHAT WE WILL FUND**

Applicants can use the Healthwatch B&NES Community Pot to pay for revenue costs. For example: operational costs such as rent, stationery, activities and staff time.

Here are just a few examples of the kinds of projects that may be funded through the Healthwatch B&NES Community Pot:

- Investigating trends in the experiences of people using a specific service
- Identifying gaps in provision of a particular service for a specific group
- Identifying that the 'voice' of a specific group or community is not being heard and finding ways to address this
- Investigating the impact of changes to a service on local people

## Healthwatch B&NES Community Pot Applicant information

### 3.5 WHAT WE WON'T FUND

The Healthwatch B&NES Community Pot will not fund the following:

- Capital expenditure, for example: buildings, vehicles, computer equipment, office equipment, furniture and fittings etc.
- Any political party activity
- Individuals
- Religious activities (although the Healthwatch B&NES Community Pot can fund research into the experiences of health and/or social care within B&NES by members of religious/faith groups)
- Commercial ventures
- Research into activities or groups outside B&NES (except as comparatives: comparative groups and/or activities must be within England)
- Provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy
- Activities that have already taken place
- Campaigning and/or lobbying activities
- Any activity or research that may cause potential damage to the reputation of Healthwatch B&NES, The Care Forum or Healthwatch England
- VAT, where your organisation is VAT registered

### 4. ETHICAL APPROVAL FOR RESEARCH AND ANALYSIS

Depending on the type of research and analysis you propose to carry out and who you will be gathering data from, you may have to apply to the Business Intelligence Team at Bath and North East Somerset Council for approval. B&NES Council commission Healthwatch and will advise if approval is required. We will provide successful applicants with the council's Data Research, Analysis and Ethics Policy and recommend that the policy is read and advice sought before work on projects starts. For queries please contact the Council by emailing [research@bathnes.gov.uk](mailto:research@bathnes.gov.uk) or by contacting Healthwatch on [info@healthwatchbathnes.co.uk](mailto:info@healthwatchbathnes.co.uk) or 01225 232 401.

### 5. FUNDING, REPORTING AND ASSESSMENT

Healthwatch B&NES Community Pot proposals are being sought up to a value of £5,000. The minimum grant that will be awarded is £500. The awarding of Community Pot grants is subject to funding made available via the LRCV grant and this may vary each year.

## Healthwatch B&NES Community Pot Applicant information

### 4.1 IMPORTANT DATES

- Applications must be received by **12pm (midday) on Wednesday 31 March 2021.**
- Decisions will be announced by **Friday 30 April 2021.**
- Successful applicants must invoice The Care Forum for the first instalment of the grant within one month of signing the Memorandum of Understanding.
- Successful applicants must provide a verbal update to the Healthwatch B&NES Executive Board half way through their project (**August 2021 - date TBC**)
- Projects must be completed by **Monday 31 October 2021.**

### 4.2 PAYMENT SCHEDULE (*NOTE: for full details, please refer to the Healthwatch B&NES Community Pot Terms and Conditions Agreement*)

The first grant payment of 50% the value of the grant will be made no later than one month after the signing of the Memorandum of Understanding.

A final payment of 50% of the value of the grant will be made following the receipt and approval of the Final project report, End of project financial report and accompanying receipts.

Due to the nature of the payment and reporting schedule it is expected that the final instalment of the grant will be payment in arrears, after the completion of the project and after the final costs have been incurred.

For small grants (£500 - £1,000) and in exceptional cases, exceptions to this payment schedule can be agreed with Healthwatch B&NES. In these circumstances, the revised funding agreement will be outlined in the Memorandum of Understanding.

### 4.3 REPORTING

Successful applicants are required to:

- provide a verbal update to the Healthwatch B&NES Executive Board half-way through their project (August 2021 - date TBC)
- complete an End of project report and financial report (supplied by Healthwatch B&NES).

At the end of the project a high quality report writing up the project and its findings must be submitted, along with a completed End of project financial report accompanied by copies of all remaining receipts and invoices. The final instalment of the grant will be released once both reports have been accepted and signed off as satisfactory by the Healthwatch B&NES Executive Board.

The Final project report will be published on the Healthwatch B&NES website.

### 4.4 HOW WILL WE ASSESS YOUR APPLICATION?

The Healthwatch B&NES Executive Board will review all Community Pot applications.

## Healthwatch B&NES Community Pot Applicant information

At the start of the Executive Board meeting members must declare any conflicts of interest. Where there are conflicts of interest Executive Board members will remove themselves from the discussion and scoring on that application.

As a group the Executive Board will consider each application against the given assessment criteria and provide a score. Having considered all applications the Executive Board will use the scoring as a tool to decide how the Community Pot will be allocated.

The Executive Board may choose to allocate the full amount requested, or a partial amount to any given project. In this instance we will discuss with the applicant what can reasonably be delivered with the funding available, in order to achieve measurable outcomes and fulfil Healthwatch's aims.

The Executive Board will make awards for amounts between £500 and £5,000 to multiple projects as funds are available.

Low numbers of applications will not guarantee that your application will be successful, or that it will receive the full amount requested. Each application will be assessed against the assessment criteria of the Healthwatch B&NES Community Pot.

### **4.5 HEALTHWATCH B&NES COMMUNITY POT ASSESSMENT CRITERIA**

1. Has the funding application come from a VCSE group or organisation that operates within B&NES?
2. Has the funding application come from a VCSE group or organisation that engages with Healthwatch B&NES and its network?
3. How fully does the work outlined in the application deliver against the aims of Healthwatch B&NES?
4. Is the work outlined in the application in the interests of the patients and the public of B&NES?
5. Does the work outlined in the application fit with current local priorities in health and social care?
6. Does the work outlined in the application fit with current or previous work delivered by Healthwatch B&NES, or other regional Local Healthwatch and partners, in a way which creates economies of scale?
7. Is it reasonable to believe that the work outlined in the application can be delivered effectively and in a timely way?
8. Does the funding application fit within the ethos, policies and aims of The Care Forum?
9. Is the work outlined in the application reasonably expected to result in measurable outcomes?
10. Does delivery of the work outlined in the application represent good value for money?

## Healthwatch B&NES Community Pot Applicant information



11. Does the work outlined in the application fit with regional priorities, including those within any service redesigns or system redesigns?

Please note that this list is not exhaustive, but is intended to give a good overall sense of the way in which funding requests are assessed.