## **Sheffield Neighbourhoods involvement project**

## **Brief and application**

1. Background

**1.1 Introduction**

A key priority for NHS Sheffield CCG is to improve the health and wellbeing of Sheffield residents by planning and buying more care and support away from hospitals in neighbourhoods - closer to where people live.

In Sheffield, GP practices have joined together to form 15 groups across the city – known as neighbourhoods – along with their ‘neighbours’ from hospital, community, mental health, social care, housing services and local voluntary groups. Each neighbourhood covers a population of around 30-50,000 people.

Practices work together to coordinate health and social care for people in their local area, and consider how to make the best and most effective use of local services.

Each neighbourhood has a set of priorities based on the health and social needs of their particular area. There is also a strong focus on preventing ill health, reducing unnecessary hospital admissions and supporting people to gain control of their own health and wellbeing.

To commission services that meet the needs of the population NHS Sheffield CCG need to involve populations in Sheffield to identify their needs and priorities for health and care services in their neighbourhood.

**1.2 Approach**

NHS Sheffield Clinical Commissioning Group (CCG) is working with the South Yorkshire Community Foundation (SYCF) to provide a grant to community organisations who can engage with, and seek feedback from, their local community on key areas of interest for the NHS, including:

* Raising public awareness of neighbourhoods
* What people need from services delivered in their local neighbourhood compared to a wider area i.e. locality or city.
* What people’s biggest health challenges are.
* What barriers are stopping people accessing services.
* What will help people stay well or become well.

The CCG would also like to collect a database of names and contact details of people who would like to be involved in the development of their local neighbourhood, and how they might want to be involved.

The insight gained from this involvement work will help influence:

* The development and planning of neighbourhoods.
* NHS Sheffield CCG’s business planning for 2020/21.
* The implementation of the NHS Long Term Plan in Sheffield and across the South Yorkshire and Bassetlaw Integrated Care System.
* Physical Health for people living with a Mental Health condition, Learning Disability and Autism.

**1.3 Requirements**

Successful community organisations will be expected to engage with at least 50 people living in their selected neighbourhood/s. More than one neighbourhood may be applied for. A discussion topic guide and suggested questions will be provided which is expected to be adhered to within any involvement activity. Organisations will be required to complete a feedback and contact details template for each neighbourhood they are successful in applying for. An equality monitoring form should be completed for each participant engaged with throughout the activities.

Organisations should strive to engage with a broadly representative sample of the local population, particularly:

* By ethnic group (i.e. Black and other ethnic minority groups = 19%)
* By age groups over 18 (i.e. under 45 = 50%, over 65 = 20%)
* By people with a disability or long term health condition (i.e. 19%)
* By gender

The CCG would also like to hear from under-represented groups where possible, such as:

* People living with mental health issues
* People living with two or more long-term conditions
* People in receipt of social care
* Roma-Slovak community
* People whose first language isn’t English

Organisations could choose to undertake any number of activities to reach the required number of people, including, but not limited to:

* one to one interviews
* focus groups
* community events
* existing community groups
* other activity which they deem appropriate

**1.4 Grant amount**

Your organisation has been invited to apply for a grant of £1,066 per neighbourhood area. Organisations may choose to be considered to deliver in more than one neighbourhood.

Payment will be made by BACS or cheque following a quality check of the feedback received.

1.5 Timetable

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| Activity | Date |
| Project brief and application issued to potential providers | 15/07/2019 |
| Return deadline | 28/07/2019 @ 17:00 |
| Evaluation of applications (begins) | 29/07/2019 |
| Notification of outcome to all applicants (expected) | 02/08/2019 |
| Anticipated start date | 05/08/2019 |
| Return of involvement feedback | 13/09/2019 |

1.6 Supporting resources

Materials have been provided to support involvement activity. This includes:

* Slide pack explaining neighbourhoods
* Map of 15 neighbourhoods across Sheffield
* Discussion topics and suggested questions
* Feedback and contact detail capture template
* Equality monitoring form
  1. **Exclusions**
* Any costs associated with interpreting and/or translation should form part of the grant per neighbourhood and will not be paid additionally by NHS Sheffield CCG.
* Any costs associated with incentives, expenses costs should form part of the grant per neighbourhood and will not be paid additionally by NHS Sheffield CCG.

1. **Submission of applications**

**2.1 Submission of application**

The completed submission should be e-mailed to [richard.kennedy4@nhs.net](mailto:richard.kennedy4@nhs.net) **by no later than 17:00 on 28 July 2019.** Any response submitted after this deadline may not be considered for acceptance.

**2.2 Evaluation of applications and notification of results**

NHS Sheffield CCG will evaluate all applications and accept the offer which it feels will best deliver on the objectives of the project in each neighbourhood. The CCG may take any factor into account and reserves the right not to award the grant. No guarantee can be made that all neighbourhoods that a successful applicant has applied for will be granted.

All applicants will be informed of the outcome of their applications by 2 August 2019. Successful applicants will then be expected to commence involvement activity from 5 August 2019. All feedback must be returned in the templates provided to South Yorkshire Community Foundation by 13 September 2019.

**2.3 Further information and queries**

If you have any queries or require any clarification of this project or application, please contact Richard Kennedy on [richard.kennedy4@nhs.net](mailto:richard.kennedy4@nhs.net) or 0114 305 1282.

1. **Application**

The following must be completed and returned as your application. Please respond in the boxes provided (boxes will expand).

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| **Basic details of your organisation** | |
| Name of organisation |  |
| Address |  |

|  |  |
| --- | --- |
| **Contact details for enquiries about your submission** | |
| Contact name |  |
| Telephone number |  |
| Email address |  |

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| **Which neighbourhood/s would you like to undertake the involvement work in?** | | | | | |
|  | City Centre |  | North2 |  | Townships I |
|  | GPA1 |  | Peak Edge |  | Townships II |
|  | Heeley Plus |  | Porter Valley |  | Universities |
|  | Hillsborough |  | SAPA 5 |  | Upper Don Valley |
|  | Network North |  | Seven Hills |  | West 5 |

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| **How do you plan to deliver involvement activity in the neighbourhood/s selected above?**  Please include details of any links into your local community that you will use. |
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| **Please give examples of how you have previously engaged with local communities.**  Please provide suitable case studies of previous similar projects undertaken where you have successfully supported the delivery of community engagement. |
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| **Please confirm that the following criteria can be met by the organisation.** | |
|  | The organisation has appropriate public liability insurance |
|  | The organisation has a privacy or data protection policy |
|  | The organisation has a safeguarding policy |
|  | The organisation is confident that it can meet the key outputs of this work |
|  | The organisation has its own named bank account |
|  | The organisation will strive to maintain the reputation and integrity of the NHS and NHS Sheffield CCG throughout the delivery of this work |