



Department
of Health &
Social Care



Public Health
England

NHS

England

VCSE Health and Wellbeing Fund 2019-20:

Children and Young People's Mental Health

November 2018

**Information pack for voluntary, community and social
enterprise (VCSE) sector organisations**

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Executive summary

The Department of Health and Social Care (DHSC) and its partners, Public Health England (PHE) and NHS England (NHSE), value the important contribution that voluntary, community and social enterprise (VCSE) organisations make towards improving health and care. We see the sector as key in helping us to deliver our priorities and improve health and wellbeing. We use the term “system partners” throughout this document to refer to the partnership of DHSC, PHE and NHS England.

This document provides VCSE organisations with information about the Health and Wellbeing Fund (HW Fund) for 2019-20, to help them decide whether to submit an application for three year grant funding. It details the outcomes that the system partners are seeking from the Fund and the criteria that will be used for assessing applications. A timetable is provided for this process, from application through to decision. This includes information on ‘Meet the Funder’ webinars.

This Fund will focus on Children and Young People’s Mental Health and aims to:

Expand and evaluate already successful innovative projects that:

- Adopt community and person-centred approaches to improving the mental health of children and young people aged 0-25 years;
- Particularly support children and young people through life changing events,
- Have strong local connections already in place;
- Are delivered by the VCSE sector;
- Are co-produced with service users and stakeholders; and
- Promote equalities and reduce health inequalities.

The expansion of projects should enable the testing of a new approach within an existing project to reach a different audience (either age range or demographic). The Fund cannot be used to support geographical extensions of a project.

The evaluation relates to the expansion element of the project only and should take place on a 'rolling basis', with data routinely collected and available to system partners for the monitoring of projects funded. The evaluation will need to formally report at the end of year two and should also provide an updated assessment at the end of year three. At least 5% of the project budget should be allocated for evaluation.

All awards are subject to the approval of budgets as part of business planning for 2019-20 by DHSC. The launch of this scheme does not commit DHSC to the funding of any grant awards.

Key dates for VCSE Health and Wellbeing Fund 2019/20

Please note that these dates are for guidance only

Process	Dates (indicted by week commencing)
Fund launch	Monday 19 November 2018
Meet the funder webinars	<ul style="list-style-type: none"> • 28 November – 14:00 – 15:30 • 30 November – 09:30 – 11:00 • 03 December – 10:00 – 11:30 • 06 December – 14:30 – 16:00 • 10 December – 14:00 – 15:30 • 14 December – 10:00 – 11:30
Closing deadline for applications	Friday 15 February 2019 at 12 noon
Assessment of applications	February - March 2019
Ministerial approval	May 2019
Award	June 2019

To book a place on a meet the funder webinar, please e-mail HWF.Webinar@dh.gsi.gov.uk

Applications once completed should be sent with supporting documents to HWFund@dhsc.gov.uk by 12 noon on Friday 15th February 2019.

VCSE Health and Wellbeing Fund 2019-20: Children and Young People's Mental Health

1. Background

The DHSC has a long history of supporting VCSE organisations through grant funding.

The [VCSE Health and Wellbeing Programme](#) was launched in April 2017 as a joint initiative by the system partners following a review of funding and investment to the VCSE sector. The programme enables system partners to work together with VCSE organisations, to drive transformation of health and care systems in order to promote equality, address health inequalities, and help improve the health and wellbeing of people, families and communities.

The core objectives of the Programme are to:

- Build evidence of sustainable, scalable solutions to mitigate and prevent inequalities from impacting on health and wellbeing of communities.
- Encourage co-production in the creation of person-centred, community-centred health and care which promotes equality for all.
- Enable the voice of people with lived experience and those experiencing health inequalities to inform national policy making and shape the delivery of services.

The Programme seeks to achieve its objectives through two co-dependent funded mechanisms:

- A national partnership arrangement: the VCSE Health and Wellbeing Alliance (HW Alliance)
- Funding for bespoke projects: the VCSE Health and Wellbeing Fund (HW Fund).

This document provides further information on the HW Fund only. Further information on the HW Alliance can be found [here](#).

This is the second round of the HW Fund. It focuses on a different theme each year. The first round focused on social prescribing. Further information on the successful bids from this round can be found [here](#).

2. Aims of the Fund 2019-20

This round of funding will focus on children and young people's mental health and aims to:

Expand and evaluate already successful innovative projects that:

- Adopt community and person-centred approaches to improving the mental health of children and young people aged 0-25 years;
- Particularly support children and young people through life changing events;
- Have strong local connections already in place;
- Are delivered by the VCSE sector;
- Are co-produced with service users and stakeholders; and
- Promote equalities and reduce health inequalities.

The expansion of projects should enable the testing of a new approach within an existing project to reach a different audience (either age range or demographic). The Fund cannot be used to support geographical extensions.

The evaluation relates to the expansion element of the project only. At least 5% of the project budget should be allocated for this.

Further information on the context and priorities for mental health and definitions of terms are provided in Annex 1.

The intended outcomes from the fund are:

- An increase in system partners' evidence base relating to sustainable and scalable person-centred approaches to reduce mental health inequalities for children and young people aged 0-25 years, particularly during life changing events.
- Evidence and findings from VCSE-led projects that can be disseminated to different audiences across the system to both share learning and inform and influence local and national policy and practice.
- Increased capacity of VCSE sector organisations in capturing and evaluating the impact of their work, to demonstrate to policy leads the benefits of this work with particular groups.

3. Fund criteria

To be considered for grant funding the application must meet all of the following criteria.

Funding

Grant and match funding

The HW Fund will grant fund projects for a period of three years. A total sum of up to £510,000 is available per applicant. Match funding from a statutory partner, e.g. Clinical Commissioning Group (CCG), Sustainability and Transformation Partnerships (STP), Local Authority (LA), must be secured in line with the percentages set out below.

Year	Amount HW Fund		Minimum amount of match funding required and that must be provided by a statutory funder (e.g. CCG/STP/LA)	
2019/20	100%	£300,000	0%	£0
2020/21	50%	£150,000	50%	£150,000
2021/22	20%	£60,000	80%	£240,000

Applicants are welcome to obtain additional funding that supports the project, but the match funded element must be wholly supported by a statutory provider.

Note that grants from the HW Fund have to be used within the funding year in which they were allocated.

After three years of grant funding, projects that are successful are expected to find ongoing funding and demonstrate sustainability.

Please note that DHSC will not be able to provide additional funding to cover any shortfall in local resourcing.

Demonstrate sustainability of the organisation

Applicants will need to confirm that they have suitable funding for the rest of their organisation for three years (the length of the HW Fund grant). There is no restriction as to where this funding should be from (e.g. statutory provider, other VCSE organisation, The Big Lottery Fund, etc.)

We expect that projects that have proven successful will be fully sustainable from the end of year three (the end of the funding period from DHSC).

Organisational eligibility

Organisations must:

- Be a VCSE organisation based and registered in England, with a plan to operate this project in England only.
- Not apply for grant funding amount of more than 25% of their current annual turnover, as demonstrated by your audited or independently examined accounts.
- Have been working or specialising in mental health for children and young people for at least the last three years
- Demonstrate that they have a clear connection to work within local communities (either as a local or national VCSE organisation)
- Be eligible for grant funding as outlined in Annex 2 (section 64 eligibility criteria) and subject to due diligence process

Meet the aims of the fund

Expand and evaluate existing projects

The application must be for the expansion and evaluation of an existing project that adopts community and person-centred approaches to improving the mental health of children and young people aged 0-25, particularly during life changing events.

Further definition of these terms are found in Annex 1.

Applicants must clearly demonstrate the need for expanding a project which is based on a new approach, through highlighting a gap in the evidence base.

This expansion should not simply be to make a project larger but should enable the testing of a new approach within an existing project to reach a different audience (either age range or demographic). The Fund cannot be used to support geographical extensions.

The evaluation relates to the expansion element of the project only. The evaluation should be a 'rolling' evaluation where data will need to be routinely collected and available to system partners for monitoring of the projects funded. The evaluation should formally

report at the end of year two (2020/21), as well as reporting on the projects outcomes at the end of year three (2021/22).

At least 5% of the project budget should be allocated to the evaluation.

Please note that the system partners will request that some standard evaluation criteria are built into the evaluation process to allow comparison, where possible, across grant funded projects. Information on this will be provided to successful projects.

Successful projects will also need to commit to sharing learning with the system partners through the evaluation and other queries, to help learn what works when supporting children and young people during life changing events.

Have existing strong local connections

Applicants must clearly demonstrate how the project is strategically linked up with other local initiatives and service planning, and that is not duplicating another local initiative. This should include having a strategic input into services planned locally, e.g. through relationships with local Clinical Commissioning Groups (CCGs) and Sustainability and Transformation Partnerships (STPs).

Co-produced

Applicants must clearly demonstrate how the project has been or will be developed in co-production with those that the project seeks to benefit.

Promote equalities and reduce health inequalities

The new approach must promote equalities and address national and local health inequalities, as well as clearly demonstrating how it will help to develop the evidence base in this area for children and young people, particularly during life changing events, to help inform future national policy.

Provides all the necessary supporting information

Applicants will need to provide the following:

- A signed letter/agreement from a statutory provider. This should also include confirmation that:

- There is a match funding commitment for the next three years (as outlined above).
- The current project and proposed expansion is connected to other local provision and service planning.
- That the proposed project is not currently being delivered anywhere in the locality.
- That there is support for the projects proposed expansion.
- Your last years' annual report and final accounts.
- Confirmation that your organisation has equal opportunities and health and safety policies.
- Copy of governing documents – Memorandum and Articles of Association.
- Information governance agreement.
- Risk management agreement.

The following further detail on your proposed project is also needed:

- Staffing structure for the organisation and project.
- Your organisation's business plan.
- A budget plan.

Please note that successful applicants will need to accept the conditions of the grant award (see page 13). Any information that you provide is subject to the Freedom of Information Act 2000.

What we will not fund

The HW Fund 2019/20 will not fund organisations that are looking to begin delivering mental health provision to children and young people. The fund is for VCSE organisations that have been delivering mental health projects for at least the last three years.

The HW Fund will not fund a continuation of existing projects that have previously been funded through another route.

VCSE HW Fund: CYP mental health information pack

The HW Fund will not fund national VCSE organisations unless it is clear that they are directly working with local communities.

This funding is for VCSE organisations only; statutory bodies may not apply.

4. Eligibility to apply

Eligibility to receive grant funding

Your organisation must meet the below eligibility criteria to receive grant funding from DHSC:

- Work in England. This project is not being delivered in Scotland, Wales and Northern Ireland.
- 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
 - AND/OR have charitable status (registered with the Charity Commission)
- Apply for grant funding of no more than 25% of your annual turnover from the previous year as demonstrated in your audited or independently examined accounts.
- Successfully pass due diligence checks undertaken by the DHSC (outlined below).
- Commit to joining the Children and Young People's Mental Health Coalition as a supporting member, to share learning, information and evidence.

Meet criteria

You will need to meet all of the criteria detailed in Section 3. This needs to be demonstrated in the application form and through the required supporting information.

5. Summary of conditions of the award

If you are successful, you will be sent a grant agreement letter 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.
- Grants are restricted funds; both the grant income and expenditure should be individually identified with your restricted reserves.
- 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 DHSC.

Please also note that payment of the first instalment of grant funding will be conditional on production of the final signed versions of your Memorandum of Understanding with a local statutory partner, as well as information governance and risk management agreements, with the DHSC grants hub.

Monitoring and Reporting

There will be some reporting requirements identified for funded projects. Successful organisations will need to agree to these monitoring and reporting arrangements at the outset, which will align to the Cabinet Office Functional Standards. Organisations who do not meet these requirements may risk having future grant payments withheld.

6. Application Process

Applicants are required to complete the application form published alongside this information pack and provide all the supporting information outlined on page 15 of this pack, submitting this to HWFund@dhsc.gov.uk no later than 15th February 2019 at 12 noon. Please note that applications submitted after the deadline, even due to circumstances beyond the applicant's control, will not be considered.

The assessment process will be conducted by a panel made up of representatives from each of the system partner organisations. The panel will assess applications against the criteria set out. 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 how the project meets the specification. Each application will also undergo a Due Diligence process by DHSC to ensure that the organisation is suitable to receive grant funding.

Meet the funder webinars

Interested organisations will be able to take part in webinars involving policy leads from the system partners, to hear about the fund and gather further information on what projects we are specifically interested in funding. Presentations from webinars will be made public and a set of Frequently Asked Questions will be generated during the application process which will be shared online for reference.

There will be six webinars and you are required to register to attend them. Registration will be limited to one person per organisation and will be allocated on a first come, first served basis. Webinars will take place on:

- 28 November – 14:00 – 15:30
- 30 November – 09:30 – 11:00
- 03 December – 10:00 – 11:30
- 06 December – 14:30 – 16:00
- 10 December – 14:00 – 15:30
- 14 December – 10:00 – 11:30

To book a place on these webinars, please e-mail HWF.Webinar@dh.gsi.gov.uk

What makes a good application?

A good application:

- Meets all essential criteria, providing evidence where appropriate.
- Is concise and within the recommended word limits.
- Addresses the requirements of the Fund and the VCSE Health and Wellbeing Programme more widely.
- Outlines how you will achieve something and not just why.

Notification of progress

You will be notified of the progress of your application using the e-mail address on your application form. We aim to send you a notification in line with the following timeline; with final notifications being issued in May 2019 (this is subject to DHSC business planning). If you have not received notification by then please contact us. Unfortunately, we are unable to provide specific feedback about unsuccessful applications.

Timeline

The closing date is fixed. Please note other dates in this timeline are indicative and for guidance only.

Date	Activity
Monday 5th November	Advertise and invite applications
November - December 2018	Meet the funder webinars
Friday 15th February 2019, 12 noon	Closing date for applications
February 2019	Applicants notified when application has been received and is being shortlisted
May 2019	Applicants notified on the results of their application
June 2019	Final arrangements in place and project commences delivery

How to submit your application

Your application form and supporting documents should be sent via e-mail to HWFund@dhsc.gov.uk before 12 noon on Friday 15th February 2019. Applications received after this time, even for circumstances beyond the applicants' control, will not be accepted.

Electronic copies of your annual report and final accounts, or links to your website/the Charity Commission website, are preferred. If it is not possible to provide them in this format, you should send hard copies to:

The Voluntary and Community Sector Engagement Team
Department of Health and Social Care
39 Victoria Street
Westminster
SW1H 0EU

Appeals

The VCSE Health and Wellbeing 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 Engagement 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
Grants 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 Complaints Manager:

Ministerial Correspondence and Public Enquiries
Department of Health
39 Victoria Street
Westminster
London
SW1H 0EU

This is a summary of our complaints procedure and full details are available [here](#).

7. Annex 1

Mental health policy context and system priorities

In 2014 the NHS came together to produce the [Five Year Forward View](#), which set out the case for change and a shared ambition for the future.

NHS England and DHSC published [Future in Mind](#) in 2015, which articulated a clear consensus about the way in which we can make it easier for children and young people to access high quality mental health care and support when they need it.

The independent Mental Health Taskforce published the [Five Year Forward View for Mental Health](#) in 2016, which builds on the foundations from Future in Mind. The report made recommendations for the NHS arm's length bodies¹ to achieve the ambition of parity of esteem between mental and physical health for children, young people, adults and older people.

These recent documents have helped to place a spotlight on the need to reduce inequalities, address the wider social determinants of mental health and strengthen the ways in which we promote good mental health for people and communities.

In August 2017 PHE published [Prevention Concordat for Better Mental Health](#) to facilitate local and national action around preventing mental health problems and promoting good mental health.

In December 2017, the Department of Health and Social Care and the Department for Education published [Transforming Children and Young People's Mental Health Provision: a Green Paper](#) setting out 3 policy proposals: to incentivise schools and colleges to train a Designated Senior Lead for Mental Health; the introduction of new Mental Health Support Teams and; a proposal to reduce waiting times for NHS services for children and young people who need specialist help. In July 2018 the Government published its [response](#) to Transforming Children and Young People's Mental Health. Recruitment has since begun for new mental health support teams who will work with schools to ensure young people with mental health issues get the help they need – trainees will begin studying in January 2019 and join schools across England next year.

¹ The NHS arm's length bodies (ALBs) are: NHS England, Public Health England, Care Quality Commission, NHS Improvement and Health Education England

In July 2018 the Department for Education issued consultation on draft regulations, [statutory guidance](#), and regulatory impact assessment relating to Relationships Education, Relationships and Sex Education (RSE) and Health Education. The draft guidance outlines what pupils should learn about mental wellbeing by the end of primary and secondary school.

To coincide with World Mental Health Day (October 2018) the Prime Minister made a series of further [announcements](#) on children and young people's mental health including a commitment to publish a 'State of the Nation' report every year on World Mental Health Day, highlighting the trends and issues in young people's mental well-being and a commitment to provide tools to help schools measure their students' health, including their mental wellbeing

Definitions for Children and Young People's Mental Health

Mental Health

Mental health refers to a positive state, of being in good mental health: "Good or positive mental health is more than the absence or management of mental health issues; it is the foundation for wellbeing and effective functioning both for individuals and for their communities". "It is a state in which every individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community". The emotional wellbeing and mental health of children and young people is as important as their physical health and is a vital safeguard for their successful future.

Mental health issues

A phrase used as an umbrella term to denote the full range of diagnosable disorders and illnesses. Mental health issues may be more or less common and acute or longer lasting and may vary in severity. They cause distress to individuals and all those who care for that individual. They range from short spells of depression or anxiety through to severe and persistent conditions that can isolate, disrupt and frighten those who experience them. Mental health problems in young people can result in lower educational attainment (for example, children with conduct disorder are twice as likely as other children to leave school with no qualifications) and are strongly associated with behaviours that pose a risk to their health, such as smoking, drug misuse and alcohol abuse.

Personalised care

This means that people have choice and control over the way their care is planned and delivered, based on 'what matters' to them and their individual strengths and needs. This happens within a system that makes the most of the expertise, capacity and potential of people, families, and communities in delivering better health and wellbeing outcomes and experiences.

Community-centred approaches

Empower people and their communities, and represent approaches that invest in people's own strengths, wider relationships and networks and have a positive impact on people's resilience, health and wellbeing. All community-centred approaches aim to shift away from a system that waits for people to fall into crisis to one that builds on people's strengths and their aspirations so they are able to maintain their health, wellbeing and independence.

Life changing events or experiences

Experiences that have adversely affected the mental health of a child or young person. This can include (but is not limited to) bereavement, transition between services and educational settings, bullying or family changes.

8. Annex 2

Section 64 eligibility criteria

The following is a summary of the criteria set out in Section 64 of the Health Services and Public Health Act 1968:

In order to be eligible to apply for the Fund, 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.

9. Annex 3

Eligible and Ineligible Expenditure

All Eligible Expenditure must be claimed net of VAT and is recoverable from HM Revenue and Customs.

The following costs/payments will be classified as Eligible Expenditure if made for the purposes of the Funded Activity:

- 9.1 Fees charged or to be charged to the Grant Recipient by the external auditors/accountants for reporting/certifying that the grant paid was applied for its intended purposes
- 9.2 Giving evidence to Select Committees
- 9.3 Attending meetings with Ministers or officials to discuss the progress of a taxpayer funded grant scheme
- 9.4 Responding to public consultations, where the topic is relevant to the objectives of the grant scheme
- 9.5 . This does not include spending government grant funds on lobbying other people to respond to the consultation
- 9.6 Providing independent, evidence-based policy recommendations to local government, departments or Ministers, where that is the objective of a taxpayer funded grant scheme, for example, 'What Works Centres'
- 9.7 Providing independent evidence-based advice to local or national government as part of the general policy debate, where that is in line with the objectives of the grant scheme.

A payment is defined as taking place at the moment when money passes out of Grant Recipient control. This may take place when:

- 9.8 Legal tender is passed to a supplier (or, for wages, to an employee)
- 9.9 A letter is posted to a supplier or employee containing a cheque
- 9.10 An electronic instruction is sent to a bank/building society to make a payment to a supplier or employee by direct credit or bank transfer.

The Grant Recipient must not deliberately incur liabilities for Eligible Expenditure in advance of need; nor pay for Eligible Expenditure sooner than the due date for payment.

INELIGIBLE EXPENDITURE

The following costs must be excluded from Eligible Expenditure. The list below does not override activities, which are deemed eligible in this agreement:

- 9.11 Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- 9.12 Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- 9.13 Using grant funding to petition for additional funding
- 9.14 Input VAT reclaimable by the Grant Recipient from HMRC
- 9.15 Payments for activities of a political or exclusively religious nature.
- 9.16 Goods or services that the Grant Recipient has a statutory duty to provide
- 9.17 Payments reimbursed or to be reimbursed by other public or private sector grants
- 9.18 Contributions in kind (i.e. a contribution in goods or services, as opposed to money)
- 9.19 Depreciation, amortisation or impairment of fixed assets owned by the Grant Recipient
- 9.20 The acquisition or improvement of fixed assets by the Grant Recipient (unless the grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter)
- 9.21 Interest payments (including service charge payments for finance leases);
- 9.22 Gifts to individuals
- 9.23 Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- 9.24 Statutory fines, criminal fines or penalties

9.25 Liabilities incurred before the issue of this funding agreement unless agreed in writing by the Funder.

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