



Department
of Health &
Social Care



Public Health
England



VCSE Health and Wellbeing Alliance 2021-24

Information pack for VCSE organisations

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Contents

Executive summary	4
Purpose of this information pack	4
Background	4
Applying to join the HW Alliance.....	5
Strategic context	7
VCSE Health and Wellbeing Programme	8
Overview	8
VCSE Health and Wellbeing Alliance 2021-24	10
Aims of the HW Alliance	10
Eligibility for both HW Alliance Member and Coordinator roles.....	11
HW Alliance Member Role.....	13
What we are not looking for.....	14
Role of HW Alliance members.....	14
Core work	14
Priority project work.....	17
How it will work.....	17
Assessment for HW Alliance Member	18
Health and Wellbeing Alliance Coordinator.....	21
What we are looking for.....	21
Requirements for HW Alliance Coordinator.....	21
Role of the HW Alliance Coordinator	22
How it will work.....	23
Assessment for HW Alliance Coordinator.....	24
Application Process	26
How do I apply?.....	26
Supporting information	26
Applying as a consortium	27
Timeline.....	27
Meet the funder webinars	27
Process	28
Start date for the HW Alliance	29
Monitoring and reporting.....	29

Annex 1.....	30
Section 70 of the Charities Act 2006 eligibility criteria	30
Annex 2.....	31
Summary of conditions of the award	31
Annex 3.....	33
Appeals	33

Executive summary

Purpose of this information pack

The Department of Health and Social Care (DHSC), Public Health England (PHE) and NHS England and NHS Improvement (the system partners) are seeking applications from voluntary, community and social enterprise (VCSE) sector organisations to be part of the refresh of the Health and Wellbeing (HW) Alliance.

Organisations can apply individually or be part of a consortium, must be based in England and be a national VCSE sector organisation and/or have national coverage through a consortium. Being a member of the HW Alliance provides a unique opportunity to work closely with the system partners in influencing and shaping health and care policy and programmes.

This information pack provides VCSE organisations with the information required to make an application to become a member of the HW Alliance. **Please read the sections carefully to ensure your organisation is eligible.**

Background

The system partners value the significant contribution that the VCSE sector makes towards improving health and care. The VCSE sector is a key partner in delivering our strategic priorities and improving health and wellbeing across England.

The VCSE Health and Wellbeing Programme (HW Programme) was launched in April 2017. The Programme consists of:

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

The HW Alliance is in its fourth and final year in its current format. The system partners have committed to refreshing the membership and building on its successes by strengthening the leadership and collaboration opportunities that are essential elements of the Programme.

The refreshed HW Alliance will start on 1 April 2021 subject to an annual funding agreement and ministerial approval. It will be closely aligned to the national strategic priorities of the system partners, with a continued focus on promoting equality and reducing health inequalities. It is intended that the HW Alliance will operate with the same membership and structures as set out in this information pack for three years to 31 March

2024, subject to the annual approval of budgets by DHSC and regular performance reviews of members by system partners.

Applying to join the HW Alliance

The system partners are seeking applications for two different roles within the new HW Alliance:

HW Alliance Members

- We are inviting applications from national VCSE organisations that work with communities from at least one of the following categories: equalities protected groups; communities that experience health inequalities and/or are inclusion groups; or from organisations that support the wider determinants of health (see page 13 for further information).
- The role of HW Alliance members will be to amplify the voice of those they work with, to shape policy and programmes working closely with policy leads across the health and care system, act as a leader for the communities they work with, and connect the system partners to the wider VCSE sector.
- We are seeking to appoint approximately 16 members and therefore strongly welcome applications from consortia that represent a collection of groups of communities. Please note there will be an opportunity to connect virtually with other potential applicants through the meet the funder webinar series (see page 27 for further information). Organisations can apply for an annual grant of between £80,000 – £97,000.

HW Alliance Coordinator

- We are also inviting applications for one national VCSE infrastructure organisation or consortium to work on behalf of the HW Alliance as a Coordinator. This role will be responsible for co-ordination of cross HW Alliance activity and communications, manage external relationships with key stakeholders and connect with the local VCSE sector who are not represented by organisations representing specific communities across England (see page 21 for further information). Organisations can apply for an annual grant of between £75,000 - £90,000.

This information pack details the activities and outcomes that the system partners are seeking to invest in through this relationship with national VCSE organisations and the criteria that will be used for assessing applications.

Note that the closing date for applications is noon on 06 November 2020 with a full timetable available on page 27. However please note that timescales indicated may be altered due to Covid-19 response.

Note that all awards from April 2021 onwards are subject to the approval of budgets as part of annual business planning by DHSC. The launch of this scheme does not commit DHSC to the funding of any grant awards from April 2021.

Strategic context

The refreshed HW Alliance will support the delivery of the system partner's strategic priorities, with a continued focus on promoting equality and reducing health inequalities. These strategic priorities are outlined in:

- [The NHS Long Term Plan](#): published in January 2019 with the aim to make the NHS fit for the future and get the most value for patients.
- [PHE Strategy 2020 to 2025](#): published in September 2019, it sets out how PHE will work to protect and improve the public's health and reduce health inequalities over the next five years. It outlines PHE's role within the public health system, 10 priorities where PHE will focus particular effort and the areas where PHE will build capability within the organisation to support delivery of its strategic objectives and wider activities.
- [The Department of Health and Social Care's Single Departmental Plan](#) (published annually) commits to keeping people healthy and independent in their communities, supporting the transformation of NHS Primary, community and mental health services, and local authority public health and adult social care.

In light of the COVID-19 pandemic, we expect these priorities to be reviewed in the coming months in line with the [Government's recovery strategy](#), published in May 2020.

VCSE Health and Wellbeing Programme

Overview

The Voluntary Community and Social Enterprise (VCSE) Health and Wellbeing Programme (HW Programme) was launched in April 2017 following publication of the [VCSE Review](#). The Review looked at the role of the VCSE sector in improving health, wellbeing and care outcomes. The HW Programme is a joint initiative by the Department of Health and Social Care (DHSC), Public Health England (PHE) and NHS England and NHS Improvement (the system partners).

The HW Programme enables the system partners to work together with the VCSE sector to promote equality, improve health inequalities and to help families and communities to achieve and maintain wellbeing.

The HW Programme's objectives are to:

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

The HW Programme consists of:

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

The HW Alliance is in its fourth and final year in its current format. The system partners have committed to refreshing the Programme including the membership and building on its successes and learning from an external evaluator. This includes strengthening the leadership and collaboration opportunities that are essential elements for the next phase of the Programme.

The HW Alliance will continue to adapt to ensure positive and constructive working between the VCSE sector and the health and care system.

VCSE HW Alliance 2021-24

The refreshed HW Alliance will start on 1 April 2021, subject to funding, ministerial approval and system pressures due to Covid-19. It is intended that the Programme will operate with the same membership and structures as set out in this information pack for three years to 31 March 2024, subject to approval of annual budgets by DHSC and regular performance reviews of members.

The HW Alliance facilitates collaborative working between the VCSE and statutory sectors and brings the voices and expertise of the VCSE sector, and the people they represent, into national policy development and delivery.

The refreshed HW Alliance will build on the successes of the current Programme with greater alignment to the national strategic priorities of the system partners while maintaining a continued focus on promoting equality and reducing health inequalities.

VCSE Health and Wellbeing Fund

Please note this information pack is not for the HW Fund. This section on the HW Fund is for background information only.

The aim of the HW Fund is to promote equalities and reduce health inequalities by building the evidence base about good practice, sharing lessons and widening the adoption of interventions with a proven track record.

The Fund focuses on one specific theme each year, which is agreed across the system partners and in co-production with the VCSE sector.

The first round of the Fund was themed around social prescribing, and there were [23 successful applicants](#).

The theme for the second round of the Fund was children and young people's mental health, and again there were [23 successful applicants](#).

Further information

Updates from the HW Programme, including information on the HW Fund, can be received by signing up to the DHSC monthly [newsletter](#).

VCSE Health and Wellbeing Alliance 2021-24

Aims of the HW Alliance

The HW Alliance supports the overall purpose and objectives of the HW Programme.

The HW Alliance is designed to be policy-driven and responsive to the health and care system's strategic priorities, including the NHS Long Term Plan, the Department of Health and Social Care Single Departmental Plan and the Public Health England Strategy 2020-25. Please note that some of these documents are currently being reviewed due to COVID-19.

The HW Alliance will strengthen and build on the productive relationships between the system partners and the VCSE sector and will:

- Amplify the voices of communities that experience the greatest health inequalities and bring the voice and expertise of the VCSE sector and communities they work with into national policy making and delivery
- Facilitate integrated working between the VCSE and system partners and co-produce solutions that promote equality and reduce health inequalities
- Provide a collective voice for issues related to VCSE partnerships in health and care
- Provide co-ordinated route for system partners to reach a wide range of VCSE organisations.

The HW Alliance will do this by:

- Working collaboratively between members, drawing upon the expertise from across the membership to ensure that system partners are hearing the experiences of communities across England and can engage with the VCSE sector
- Working with other HW Alliance members to ensure the issues that cut across different groups are considered when creating programmes and policy
- Highlighting programmes and practices in localities across England as demonstrations of local initiatives that can be reflected in national practice
- Providing networks of VCSE organisations within communities of interest.

Roles in the HW Alliance

There will be two types of role in the refreshed HW Alliance as outlined below:

1. HW Alliance Members

Members from national VCSE organisations or consortia that work with communities and groups that experience the most significant health inequalities, and/or organisations involved in supporting the wider determinants of health, and/or other specifically identified communities (see section page 13 for further information).

2. HW Alliance Coordinator

There will be one coordinator role for a national VCSE infrastructure organisation or consortium to work on behalf of the HW Alliance. This role will be responsible for co-ordination of cross HW Alliance activity and communications, manage external relationships with key stakeholders and connect with the local VCSE sector who are not represented by organisations mentioned above across England (see page 21 for further information).

VCSE organisations can apply for both roles, but if successful, will only be appointed to one.

Eligibility for both HW Alliance Member and Coordinator roles

To apply to either role your organisation or consortium must collectively:

- Have national coverage
- Meet the conditions set out in Section 70 of the Charities Act 2006 to be eligible to receive a grant under for the HW Alliance. A summary of the legal criteria in Section 70 is set out in Annex 1
- Work in England. There are separate arrangements for 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
 - have charitable status (registered with the Charity Commission)

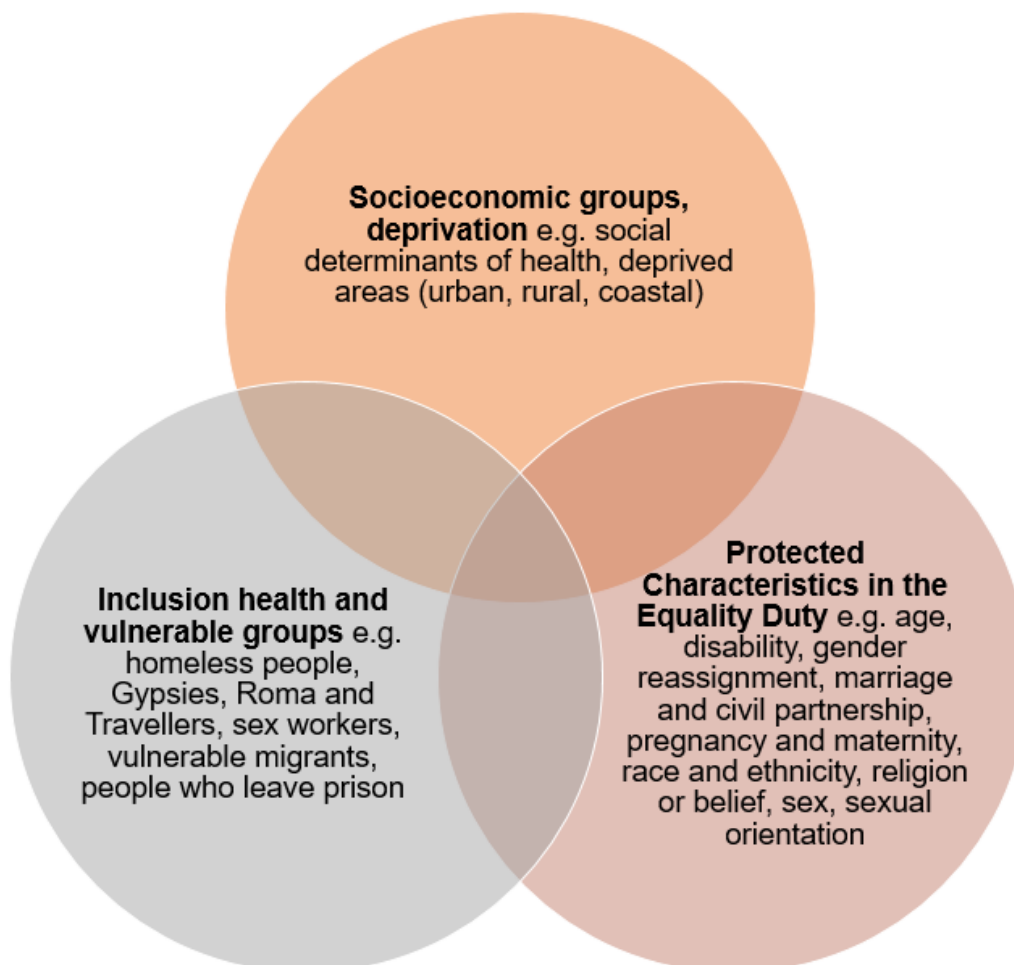
VCSE Health and Wellbeing Alliance 2021-24: Information pack for VCSE organisations

- Have an equal opportunities policy
- Have a health and safety policy

HW Alliance Member Role

What we are looking for

We are inviting applications from national VCSE organisations and/or consortia that work with and can represent communities across England from at least one of the following categories:



We are aiming to ensure there is representation across the breadth of the VCSE sector, but as funding is limited, we are seeking to appoint approximately 16 members only. We therefore strongly recommend that you consider applying as part of a consortium that works with a breadth of communities.

Examples could include:

- Inclusion groups

- Organisations supporting wider social determinants of health
- Organisations working with people at different stages of the life course.

If you feel your organisation should be considered for this Programme based on the objectives and role outlined in this pack, but you do not meet the criteria listed above we would expect you to:

- Provide strong evidence about why there is a need for representation and membership on behalf of this/these communities
- Explain how your membership will support the HW Alliance to achieve its aims and objectives
- Demonstrate your ability and capacity to gather and synthesise the views and feedback (voice) of a significant number of those people and/or communities you work with, and to share with relevant audiences.
- We are also looking for a HW Alliance member who can connect the System partners with those in the VCSE sector who work on volunteering as we seek to understand and explore the health inequalities in volunteering more widely.

What we are not looking for

We are not seeking applications from:

- local or regional VCSE organisations unless they have come together as a consortium and therefore provide national coverage
- health / medical condition-specific organisations.

Role of HW Alliance members

HW Alliance members will deliver two types of activity:

- Core work – All members will receive a grant annual grant for the duration of the Programme to undertake strategic planned and responsive work, which will be identified with policy leads from across the three system partner organisations
- Priority project work – this is additional funding for members involved in delivering specific strategic projects through sub groups. Not all members will be involved in this and those not involved will not receive additional funding. You can find out more about this work on page 17.

Core work

The HW Alliance facilitates collaboration and co-production between the VCSE sector and system partners by bringing the voices and expertise of the sector, and the people and communities they represent, into national policy development and delivery. This ensures issues that impact on the health and wellbeing of communities represented are highlighted and addressed; programmes are enhanced, and existing practice is recognised.

Core work will be a combination of strategic work that is:

- planned; and
- responsive to emerging priorities.

Both planned and responsive work will be identified in partnership with policy leads from across the system partners.

Core work of the HW Alliance will include, but is not limited to:

1. Input and informing emerging strategy, policy and programme development

Providing expertise and advice and facilitating input from the wider VCSE sector and the communities that you represent. For example, through:

- Proactively developing relationships and having regular engagement with policy colleagues, across the system partners
- Collaborating with other HW Alliance members to identify intersectional issues and commonalities between communities to inform and have a greater impact on policy and programme development. This will be within themed sub groups or generally across the HW Alliance
- Engaging directly with your organisations' members, other VCSE organisations and/or people with lived experience to gather views and presenting these to system partners. This could be by disseminating consultations or arranging focus groups, workshops and webinars
- Contributing to meetings, workshops or webinars organised by system partner policy leads to inform and develop plans, programmes or policies, highlighting the impacts the communities you represent and enhancement opportunities
- Advising policy leads by being involved in working groups or advisory boards, either representing your own organisation or the HW Alliance in general.

2. Gathering intelligence from the wider VCSE sector and sharing emerging evidence and information

For example, on:

- Areas of emerging innovative or good practice and effective interventions to prevent ill health, support wellbeing and health and care provision or reduce health inequalities
- Trends or areas of concern from the VCSE sector to ensure that these are escalated as appropriate. These can be beyond your network and relate to communities you work with or other VCSE sector issues.

3. Communicate across the VCSE sector and to other networks the work undertaken through the HW Alliance

For example:

- Ensuring the VCSE sector is aware of key developments within health and care, and how they can respond appropriately. This includes sharing important health and public health announcements in tailored messages to reach communities in the most effective way
- Working with the HW Alliance Coordinator to promote the HW Alliance as a model of VCSE engagement, demonstrate the impact of the HW Alliance; and more broadly the value of working with the VCSE sector. This is likely to be aimed at the health and care system, funders and the wider VCSE sector. This may include:
 - Using web presence, such as social media and your organisation's website
 - Developing case studies and contributing to other webpages or documents
 - Contributing to events and conferences.

4. Providing support to the system partners, where appropriate, on the development and dissemination of learning from projects including the HW Fund

How it will work

Funding for core work

Each HW Alliance member will receive grant funding for core work. For 2021-22, organisations or consortia are invited to bid for annual funding of between £80,000 and £97,000 for this work.

Please note: Budget allocations will depend on the total budget available (subject to the Department of Health and Social Care's business planning processes), the number of HW Alliance members recruited and the ask from each member. The above figures are indications only and based on 16 HW Alliance members which is subject to change.

Planning and reporting

Core work will be managed through an annual work plan and quarterly reporting, with an annual meeting between HW Alliance Member's Chief Executive and senior system partner representatives. HW Alliance members will be required to submit a work plan in quarter one of 2021-22 (April - June), which will include any information about sub groups they wish to be involved in, and then in quarter four (January - March) each year for the subsequent year. Members will need to remain flexible to responsive work as it emerges. They will need to work with system partners to regularly agree priorities - e.g. pausing a planned piece of work in order to complete some responsive activity.

Priority project work

In addition to core work, HW members may be able to work as part of a sub group to develop and deliver priority projects. It is anticipated (subject to change) there will be up to five priority projects each year. These would be developed in quarter one (April - June) in each year of the Programme, for delivery in the given year.

Priority project work will align with system partners' strategic priorities. HW Alliance member sub groups and policy leads will collaborate to identify how to respond to national priorities which might need further investment and focus.

Priority projects could include the following types of work:

- Creating guidance on specific policy issues in collaboration with communities
- Developing a VCSE support offer to national priority programmes
- Providing project management support in the development of policy programmes.

Note that not all HW Alliance members will be involved in priority projects.

How it will work

Funding for priority project work

There will be up to £70k per annum for each priority project.

Monitoring and reporting

Priority projects will be monitored separately, with financial reporting due at the end of the financial year to demonstrate project spend.

Practical requirements

Members need to be able to:

- Use online meeting software, such as Microsoft Teams to attend webinar meetings and discussions
- Attend regular meetings in person e.g. quarterly working days, workshops/meetings relating to specific pieces of core or priority project work
- Be able to share and collaborate using our online Kahootz platform, DH Exchange.

Assessment for HW Alliance Member

In your responses to the questions in the application form, we want to see evidence of how you meet, or have the capability to meet, the following criteria:

Essential criteria

Applicants must be able to demonstrate:

- Experience of co-production or strong partnership working across sectors
- An established structure (or the means to establish one) for regular dissemination of key information to a significant number of people or communities that applicants work with
- Capability and expertise to strategically consider and advise on how wider-system priorities, emerging issues and policies may impact on equality and health inequalities
- That they have the capacity and capability to take on specific pieces of work to respond to system partner requirements
- Specific expertise and experience in health, public health, well-being and care relevant to the community that you work with (where relevant).

Desirable criteria

Where possible, we would also like applicants to be able to demonstrate the following. These are not essential criteria, but the ability to demonstrate any of them will strengthen your application:

- An understanding of national government ways of working, or experience of co-production with national government organisations
- A demonstrable track record of enabling local and / or small VCSE organisations to have their experience and issues articulated at national level
- An understanding of the key approaches to reducing health inequalities and improving population health, such as an understanding of the importance of improving the underlying causes and wider determinants of health and wellbeing in localities across the life course

Successful applicants to the HW Alliance must show how they meet the following key requirements:

- A national VCSE organisation or consortium based and operating in England that works with communities from at least one of the categories outlined on page 13
- A leader in representing their specialist area and the wider VCSE sector with a clear understanding on the health and care issues that impact their communities
- An awareness of the social determinants of health that impact the communities they work with and be prepared to take a cross-sectional approach to tackling the social determinants of health
- A clear demonstration of extensive reach and access to those with lived experience for the communities they represent on a regular basis to help shape their work
- Strong experience of working collaboratively and able draw upon the expertise from across other VCSE organisations
- Understanding of the range of social issues, wider determinants of health and specific health issues that may disproportionately impact the communities they represent
- Ability to connect with and feedback information from communities that they represent across England
- Access to people with lived experience or who are advocates for the communities they work with

- Ability and willingness to engage with VCSE organisations that work with communities they work with but who are not in their current networks.
- Capacity to respond quickly to emerging policy areas.

As there is limited funding, we strongly recommend that organisations consider applying as part of a consortium that represent a breadth of communities.

The 'meet the funder' webinars (see page 26 for further information) will provide the opportunity to virtually meet other potential applicants, swap contacts and explore opportunities to develop consortia.

Please note that the HW Alliance is for VCSE organisations with a national reach, as individual organisations or as consortia.

Health and Wellbeing Alliance Coordinator

What we are looking for

We are inviting applications for one national VCSE infrastructure organisation or consortium to coordinate work on behalf of the HW Alliance and to represent a range of other VCSE organisations who may not be represented in the Programme already. This role will be responsible for co-ordination of cross HW Alliance activity and communications, manage external relationships with key stakeholders and have existing networks that enable them to connect with different parts of the VCSE sector across England.

Please note that the HW Alliance coordinator will not lead or have any direct influence in the operation or maintenance of the HW Alliance.

Requirements for HW Alliance Coordinator

The successful applicant(s) for the HW Alliance coordinator role must demonstrate how they meet the following key requirements:

- National reach to different parts of the VCSE sector
- A national VCSE infrastructure organisation or consortium based and operating in England that is willing to advocate on behalf of the HW Alliance membership
- Have the expertise and experience to support the HW Alliance to be collaborative and act as a collective voice
- Can develop and manage relationships with key stakeholders across the health and care system that are external from the system partners
- Can lead HW Alliance communications to system partners and key stakeholders
- Ability to work strategically, negotiate and respond quickly and professionally in a dynamic and politically sensitive environment
- Strong experience of working collaboratively and able draw upon the expertise from a range of different organisations working in partnership.

Role of the HW Alliance Coordinator

Co-ordination

The coordinator will support the HW Alliance to act as a collective voice by:

- Co-ordinating the HW Alliance's work around key strategic policies such as the DHSC Single Departmental Plan, the NHS Long Term Plan and/or the PHE strategy 2020-25
- Developing joint responses from the collective HW Alliance on, for example, government green papers, joint strategies and consultations
- Amplifying the voice of the VCSE sector in policy and programme development
- Supporting the development of core work plans across the HW Alliance, facilitating and encouraging collaboration between HW Alliance members, including identifying intersectionality issues.

Representation and relationship management

On behalf of the HW Alliance the coordinator will work to position the HW Alliance as a key resource across the broader health and care system. Areas of work will include:

- Developing and managing relationships with key external stakeholder groups
- Actively connecting with VCSE organisations to ensure the voice and experience of those not represented by other HW Alliance members (indicated above) is heard, particularly around issues related to the wider VCSE sector
- Promoting and connecting the HW Alliance to existing stakeholder groups or networks
- Where relevant or requested by the system partners, representing the HW Alliance on working groups, at meetings or events and advocating for the breadth of HW members and cross cutting issues.

Communications

Championing communications for the HW Alliance, promoting its work to the system partners and stakeholders where relevant, including by:

- Developing case studies and resources in partnership with HW Alliance members that showcase the HW Alliance (for hosting on the NHS England and NHS Improvement webpage)

- Devising and delivering a communications strategy, including blogs, news stories, social media and resources that can be used to demonstrate the impact and work of the HW Alliance, as well as cross-cutting issues that the HW Alliance is addressing
- Horizon scanning for events and opportunities to promote the HW Alliance and acting as an event coordinator for significant events the HW Alliance can get involved in or be promoted at
- Ensuring that the wider national and local VCSE sector are aware of the HW Alliance and the work it's undertaking, and connecting smaller groups with HW Alliance members where appropriate
- Submitting content for the DHSC's monthly newsletter for the VCSE sector.

Tasks will not include:

- Co-ordinating the quarterly HW Alliance working days
- Being involved in monitoring of HW Alliance members
- Being responsible for connecting policy leads across system partners to broker pieces of work with HW Alliance members, although your assistance may be required.

Practical requirements for the HW Alliance Coordinator

- Members need to be able to use online meeting software, such as Microsoft Teams to attend webinar meetings and discussions.
- Attend regular meetings in person e.g. quarterly working days, workshops/meetings relating to specific pieces of core or priority project work.
- Be able to share and collaborate using our online Kahootz platform, DH Exchange.

How it will work

Ways of working

In quarter one (April - June) of 2021-21, the HW Alliance Coordinator is expected to undertake an exercise to understand and agree the communication and collaboration support the HW Alliance will need for the rest of the Programme. The system partners will guide this based on previous work and experience. It is expected that the HW Alliance Coordinator will regularly engage with all other HW Alliance members.

In addition, in quarter one of 2021-22, the Coordinator will support the development of HW Alliance members workplans and then in quarter four for the subsequent and future years to ensure that workplans are aligned across the programme.

Funding for HW Alliance Coordinator Role

Applicants are invited to bid for annual funding of between £75,000 and £90,000 for this work. Please note: the actual funding available will be dependent on the final annual budget, which is subject to DHSC business planning processes.

Monitoring and reporting

There will be monthly monitoring catch-ups between the system partners and the HW Alliance coordinator, with an annual meeting between HW Alliance Coordinator's Chief Executive and senior system partner representatives.

There will also be a requirement for an end of year summary of activity and impact.

Assessment for HW Alliance Coordinator

In your responses to the questions in the application form, we want to see evidence of how you meet, or have the capability to meet, the following criteria:

Essential criteria

Applicants must be able to demonstrate:

- Experience of co-production or strong partnership working across sectors
- An established structure (or the means to establish one) for regular dissemination of key information to a significant number of people or communities they work with
- Capability and expertise to strategically consider and advise on how wider-system priorities, emerging issues and policies may impact on equality and health inequalities
- That they have the capacity and capability to take on specific pieces of work to respond to system partner requests
- Specific expertise and experience in health, public health, well-being and care relevant to the wider VCSE sector.

Desirable criteria

Where possible, we would also like applicants to be able to demonstrate the following. These are not essential criteria, but the ability to demonstrate any of them will strengthen your application:

- An understanding of national government ways of working, or experience of co-production with national government
- A demonstrable track record of enabling local VCSE sector to have their experience and issues articulated at national level
- Ability and capacity to gather and synthesise the views and feedback (voice) of a significant number of VCSE organisations, and to share these with relevant audiences.

Application Process

How do I apply?

You will need to complete an application form for either the HW Alliance member or coordinator role and submit this, together with the supporting information listed below, by email to hwalliance.applications@dhsc.gov.uk. Applicants may apply for both roles, but if successful will only be appointed to one.

Please contact us if you have difficulty in sharing any documents with us.

The closing date for all applications is noon on 06 November 2020.

Please ensure you meet all the requirements of either role, including the eligibility criteria. If not, your application will not be reviewed.

Supporting information

You will need to provide:

- If applicable, your Charity number, or for non-charities your Company number
- Copy of Memorandum and Articles of Association or constitution/governing document for organisations not established as Charities
- Your last years' annual report and final accounts
- Your organisation's Business Plan, including financial forecasts for 2021-24
- A project budget, including a breakdown of costs
- Confirmation that your organisation has equal opportunities, health and safety and safeguarding policies.
- Staffing structure for your organisation – clearly showing the staff who will be working on the HW Alliance.
- Any evidence requested against specific criteria
- At least two references that can show how you regularly gather the voices of those you represent and how you have worked with others to use that to make strategic changes
- A complete risk assessment (template available)

- An exit plan (template available).

Applying as a consortium

In addition to the above, for partnership or consortium applications you would need to provide:

- Details of the partnership or consortium arrangements
- Confirmation from each organisation involved of their commitment to and role in the partnership/consortium
- Details of which organisation would be acting as the lead or accountable body

Please note that any information provided is subject to the Freedom of Information Act (Fol) and the General Data Protection Regulation (GDPR).

Timeline

- 30 July 2020 – Open for applications (12-week application window)
- 1-3 September 2020 – Meet the Funder webinar series for interested parties (see below for further information)
- **Noon on 06 November 2020 Closing date for applications**
- November 2020 – January 2021 – assessment and shortlisting of applications takes place (please note that as part of the assessment process you may be invited for an interview)
- February 2021 – Applicants notified of the outcome of their application
- March/April 2021 – Final arrangements in place and programme commences

Please note that this timeline may shift due to pressures within system partners including Covid-19 response.

Meet the funder webinars

Organisations interested in applying to join the HW Alliance will be able to take part in webinars involving representatives from the system partners, to hear more about the Health and Wellbeing Programme and to be able to ask questions.

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 three webinars for the HW Alliance Member role and two on the HW Alliance Coordinator role. 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 the following dates and times:

HW Alliance member webinars

10-11am, 1 September 2020 for organisations representing health inclusion groups

10-11am, 2 September 2020 for organisations representing equality groups

10-11am, 3 September 2020 for organisations representing socioeconomic groups/wider determinants

HW Alliance Coordinator webinars

2-3pm, 1 September 2020

2-3pm, 3 September 2020

To book a place on these webinars, please e-mail hwalliance.applications@dhsc.gov.uk.

Process

Applications to the HW Alliance follow a single stage process. Applicants are required to complete the application form published alongside this information pack and provide all the supporting information outlined on page 26 of this pack.

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 above. We may wish to discuss your proposal in more detail using an approach like that of a 'competitive dialogue' to more clearly understand the options available.

Each application will also undergo a Due Diligence process by DHSC to ensure that the organisation is suitable to receive grant funding.

The final decision on successful applicants will be taken by Ministers.

Notification of decisions

Decisions will be sent by e-mail to the address on your application form. We aim to send out all notifications by 28 February 2021. If you have not received notification by then please contact us.

Appeals

The HW Alliance is a discretionary scheme, and as such there is no appeal process on decisions made by Ministers. We do recognise that, on occasions, applicants may feel that the application process has not been followed correctly, and may wish to raise a concern accordingly. We will treat these concerns as informal complaints, which will be handled in line with our complaints procedure outlined in Annex 3

Start date for the HW Alliance

The refreshed HW Alliance will start on 1 April 2021. HW Alliance members and the HW Alliance Coordinator and system partners will use quarter one (April - June) in 2021-22 to embed the HW Alliance, establish sub-groups, and conduct work planning for the year (as described on page 17).

It is the intention of the system partners to organise the first face-to-face quarterly working day in June 2021.

Monitoring and reporting

The core work of every HW Alliance member will be monitored through a standardised quarterly reporting process. There will also be an annual review between senior system partner representatives and the HW Alliance member's Chief Executive to discuss performance.

Successful organisations will need to agree to these monitoring and reporting arrangements at the outset. Organisations who do not meet these requirements for two consecutive quarters will risk having future grant payments withheld or if in the case on continued poor performance, asked to leave the HW Alliance.

The priority project pieces of work identified through this scheme will also be subject to monitoring and reporting arrangements, including financial reporting at the end of the spend. The arrangements will be set out as the projects are identified and deliverables established. All funding will be subject to the conditions of a grant award as set out in section 70 of the Charities Act 2006 and the issued grant award letter.

The HW Coordinator will need to supply quarterly reports and an end of year summary of their work.

Annex 1

Section 70 of the Charities Act 2006 eligibility criteria

The following is a summary of the criteria set out in Section 70 of the Charities Act 2006:

To be eligible to apply to be part of the Alliance, your organisation must be a charity or institution (other than a charity) established for charitable, benevolent or philanthropic purposes.

The Act gives the Secretary of State for Health and Social Care the power to award grants to any charitable, benevolent or philanthropic institution in respect of any of the institution's activities which directly or indirectly benefit the whole or any part of England.

For the purposes of law, a charitable organisation must demonstrate that it serves the public interest.

Activities should benefit the whole or part of England.

Where an organisation is not a charity, we would need to see their specific governing documents to ensure that they legally fulfil the required criteria.

Annex 2

Summary of conditions of the award

If you are successful you will be sent a grant agreement letter, which will reflect principles outlined in the Compact funding and procurement code, 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
- The grant is recoverable if you do not use it for the purposes intended, including if you do not fully spend it
- Funding for all future financial years of the award is indicative, subject to annual Departmental Business Planning and cannot be guaranteed
- There is no automatic right of carry forward, and funds unspent at the end of each financial year should be returned to the Department by default
- The intention is to fund the proposed activity, however there is no commitment to funding the maximum amount awarded if this is not required
- 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 the Department of Health and Social Care

If successful a Trustee or Director will be asked to sign a statement of grant usage which will confirm that the grant will not be used to fund the following activities:

- paid for lobbying, for example using grant funds to fund lobbying (via an external firm or in-house staff) to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- using grant funding to petition for additional funding

- expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy; input VAT reclaimable by the grant recipient from HMRC
- payments for activities of a political or exclusively religious nature.

Annex 3

Appeals

The HW Alliance is a discretionary scheme, and as such there is no appeal process on decisions made by Ministers. We do recognise that, on occasions, applicants may feel that the application process has not been followed correctly, and may wish to raise a concern accordingly. We will treat these concerns as informal complaints, which will be handled in line with our complaints procedure detailed below.

Stage 1

The first stage of the complaints process is initiated when someone indicates that they wish to complain. The complaint should be investigated and responded to by the team leader of the individual or team that has been named in the complaint. If the complaint is received by the Ministerial Correspondence and Public Enquiries Unit (MCPE), the Complaints Manager will forward it on to the relevant team leader. The target for Stage 1 response is 20 working days. The Complaints Manager can advise teams on their response, and should be copied in so that a record can be kept centrally.

The Voluntary Sector Health and Wellbeing Programme Engagement Team will handle complaints at this stage.

Stage 2

The second stage of the complaints process is initiated if, after having received a Stage 1 response, the complainant is still unhappy. At this stage, the complaint will be escalated to the Deputy Director (DD) or Grade 6 (G6) of the team that has been named in the complaint, and they will investigate and respond. The target for Stage 2 response is 20 working days. The Complaints Manager can advise on the response and should be copied in so that a record can be kept centrally.

The Voluntary Sector Health and Wellbeing Programme Engagement Team will escalate complaints to respective seniors at this stage of the process.

Stage 3

The third stage of the complaints process is initiated if, after having received a Stage 2 response, the complainant is still unhappy. At this stage, the complaint will be allocated to a G6 or DD independent of the team that has been named in the complaint, and they will investigate and respond. The target for Stage 3 response is 20 working days. The Complaints Manager can advise on the response, and should be copied in so that a record can be kept centrally.

The Voluntary Sector Health and Wellbeing Programme Engagement Team should continue to be engaged at this stage of the process, and will engage with respective colleagues internally to comply with the Stage 3 processes.

Escalation to PHSO

If after exhausting the three internal stages the complainant is still unhappy, they can escalate their complaint to the Parliamentary and Health Service Ombudsman (PHSO). All DHSC replies to complaints must include details of escalation procedures to bring complaints to the attention of the PHSO. The following text should be used at the end of the letter:

This concludes the Department's complaints process.

If you are not satisfied with the way the Department has handled your complaint, you can ask the Parliamentary and Health Service Ombudsman to review the case. You will need to ask your MP to do this for you.'

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

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