



**Cheshire East Council**  
**Public Health Transformation Fund 2014/15**

**Terms of Reference**

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## **1.0 The Public Health Transformation Fund**

### **1.1 Background**

Local Authorities in England assumed responsibility for the commissioning of some public health services from the National Health Service (NHS) under the Health and Social Care Act 2012 on April 01 2013. This provided the Council with an opportunity to commission more effective and seamless services which improve the health and wellbeing of the local community whilst also achieving greater value for money. The Council recognises that whilst many beneficial health and wellbeing services are in place there is still more that can be done to improve health outcomes across Cheshire East. Staff from across the Council and our wider partnerships will have ideas of how services can be significantly improved or enhanced but may not have the opportunity to develop these ideas without support or funding. The Public Health Transformation Fund has been specifically developed to offer this opportunity.

### **1.2 Purpose**

The Public Health Transformation Fund provides a flexible, time-limited financial investment with which to support innovative and pilot approaches to protecting, maintaining and improving the health and wellbeing of residents in Cheshire East.

### **1.3 Aims**

The Transformation Fund aims to provide funding for pilot, time-limited projects which:

- Protect, maintain and improve the health and wellbeing of the local population
- Support the delivery of priority local health and wellbeing activities
- Facilitate collaborative and integrated approaches to population health and wellbeing
- Improve quality through targeting the right people with the right service in the right place and at the right time
- Gain better value for money by investing in activities which evaluate their outcomes and the associated impact on Cheshire East residents, the Council and its partners before long term funding is committed.

### **1.4 Objectives**

- To provide a dedicated funding stream which enables the Council and its partners to pilot innovative initiatives and activities which improve the health and wellbeing of the local population
- To support approaches to innovation through a structured framework of good corporate governance
- To evaluate new initiatives before a longer term commitment to investment is made.

### **1.5 Accountability**

The Director of Public Health is accountable for ensuring that funding is made available in 2014/15 from the ring fenced public health budget.

Members of the Transformation Fund Panel are responsible for ensuring attendance at Panel meetings and they are equally accountable for the decision to release or refuse funding.

Individual bidders are accountable for providing accurate and timely bids and where successful, for the accurate and timely reporting data and for the delivery of the pilot to the agreed timeframe, specification and expenditure. It is expected that those bidding for funds will be available during Panel meetings to outline their business case and answer any queries as required before a decision is made.

## **1.6 Finance**

Funding will be allocated from the public health ring fenced budget for a period of one year (2014/15). All applications must be submitted and funding provided within the financial period 01<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. Funding may cover projects lasting up to 2 years (to 31<sup>st</sup> March 2016). Cheshire East Council reserves the right to reduce or withdraw funding at any time during the pilot period in agreement with the bidder where the agreed proposals are not being delivered (refer to section 1.14).

It is expected that bids for pilot projects will be between £30,000 and £150,000 inclusive however bids below or above this value may be considered on an individual basis. Bidders should not submit more than one proposal for the same pilot once funding has been approved and released.

The Council recognises that it is legitimate for organisations to include the relevant element of overheads in their cost estimates for providing a given service under this agreement. Where applications include staffing costs, proposals should demonstrate the direct link between the member of staff and the activities or project.

The success of the Fund will be subject to an interim evaluation at the end of 2014/15 to determine whether to continue the scheme from 2015/16.

## **1.7 Eligibility**

Cheshire East Council's departments, services and its local partner organisations are eligible to bid for Transformation Fund funding. Bidders will need to evidence that they have:

- The ability to deliver and provide the day to day management of public health related services and activities in Cheshire East
- An appropriate organisational structure or legal status for the activities for which funding is being sought
- Financial stability with sound financial/business planning and organisational management
- Processes for good corporate governance and where appropriate clinical governance
- An Equal opportunities policy and can demonstrate how this is put into practice
- Appropriate types and levels of insurance for the activities or services that will be delivered
- A bank account in the name of the organisation.

## 1.8 Restrictions and Exemptions

The Transformation Fund will not be used to:

- Fund major capital investment
- Fund areas which would be more suitably funded through another area of the Council or NHS
- Offset or substitute other defined service areas, in particular acute hospital, primary or social care interventions
- Fund non-health improving proposals
- Provide long term investment
- Provide funding for people living outside of Cheshire East.

## 1.9 Transformation Fund Panel

A Transformation Panel will meet in 2014/15 to assess all bids that are submitted for funding from within Cheshire East Council and from its local partners. Meetings will be arranged according to the number of submitted bids but it is expected that the panel will meet at least three times between June 2014 and January 2015. The Panel will be led by the Portfolio Holder. Table 1 shows the Panel representation.

Approval or refusal of a bid will normally be based on scoring criteria and the consensus verdict of the Panel. However the Chair has the deciding vote where a consensus is not reached or where one or more Panel members are undecided.

The Panel will only be able to make a decision when all members are in attendance for each of the bids available that day. Where the Panel is not quorate, the Panel may meet to discuss the bids but will not make a decision about the outcome of the bid or provide feedback to the bidder. Another date will be convened for the Panel to meet at the earliest opportunity and bidders informed of the new date.

Designation	Organisation	Voting Member	Deputy Allowed
Director of Public Health	Cheshire East Council	Yes	No
Councillor and Portfolio Holder for Health & Wellbeing	Cheshire East Council	Yes	No
Executive Director of Strategic Commissioning	Cheshire East Council	Yes	No
Section 151 Officer	Cheshire East Council	Yes	Yes
CCG Representative	South or East Cheshire Clinical Commissioning Group	Yes	Yes
Director of Public Health	Public Health England	Yes	Yes

**Table 1: Transformation Fund Panel Composition**

## 1.10 Declaration of Interests

All Panel members will declare any conflicts of interest they may have at the start of each meeting. The conflict of interest declared will include anything undertaken in the 12 months before the meeting and anything planned to be undertaken whilst the pilots are in place. The appropriate course of action will be decided by the Chair.

## 1.11 Proposal Evaluation

All bids will be evaluated through a set of pre-determined criteria which includes:

- Project aims and objectives
- Evidence of need
- Strategic fit (the extent to which the proposal meets relevant national and local strategies, priorities and outcomes)
- Stakeholder communications and feedback
- Partnership working
- Value for money
- Quality
- Performance
- Level of risk
- Monitoring and evaluation
- Sustainability.

The Panel will evaluate each proposal using an evaluation sheet (appendix 1). Proposals will need to:

- meet 75% or more of the maximum score of 56 **and**
- achieve the maximum score of 4 in questions 1, 5,6,7,9,13 **and**
- receive agreement from the Panel for funding to be approved.

Question 11 (collaborative working) may not be applicable to all pilots. In these cases the Panel will record 'Not Applicable' and the total score will be based on the number of applicable questions.

## 1.12 Decision- Making

Applications will be reviewed and evaluated by the Transformation Fund Panel using a scoring system (appendix xx). Offers of funding will be decided by the panel based on the results of this assessment. The Panel may make one of four decisions:

- Approved – funding for the proposal will be given in full
- Approved subject to amendment – the Panel agree to funding subject to the bidder agreeing to make the amendments they suggest
- Deferred – the Panel require further information from the bidder in order to make a decision. The bid will be reviewed again once the relevant information is received
- Declined – funding will not be provided for the proposal even with amendment

The decision of the panel is final. Feedback will be provided upon request.

### **1.13 Award Process**

Bidders will be informed of the Panel's decision within 48 hours of the Panel meeting taking place. All funding offers will be subject to this signed agreement which includes a commitment by the recipient organisation to deliver the proposal and report on progress. Funding will only be released once this agreement has been signed by all parties.

### **1.14 Pilot Monitoring and Evaluation**

Bidders who have proposals approved by the Transformation Fund Panel will provide quarterly progress reports and a final evaluation report using the template provided in appendix 2. The Panel will monitor the amount of funding being allocated to successful bidders. Progress of the pilot against key milestones and performance indicators and expenditure will be through these quarterly and final reports.

Cheshire East Council may request and validate further data and information during the term of the pilot. Pilots may be subject to periodic inspection by Cheshire East Council.

### **1.15 Transformation Fund Monitoring and Evaluation**

The Panel will close applications to the Transformation Fund when funding is nearing expiration. This may occur at any time during the financial year 2014/15. Stakeholders will be informed.

The success of the Transformation Fund will be evaluated by the Transformation Fund Panel at the end of 2014/15.

## **2.0 Applications to the Transformation Fund**

### **2.1 Method of Application**

All applications should be for funding within the financial period 1 April 2014 to 31 March 2015 using the Transformation Fund Proposal template specified in appendix 3. Copies of the template are available in MS Word format for electronic completion on The Chest ([www.the-chest.org.uk](http://www.the-chest.org.uk)).

### **2.2 Submissions**

By submitting a proposal bidders are agreeing to all the terms set out in this document. Please note that all funding must be spent by the 31<sup>st</sup> March 2015. Proposals must be submitted and have the funding in place by this date.

Proposals will be considered at specific dates throughout 2014/15. Five meetings of the Transformation Fund Panel have provisionally been planned. These are detailed in table 2 below together with the last submission date for bids to each panel.

Any proposal received after the proposal submission date will be automatically referred to the next panel. The last panel meeting is expected to be held in February 2015. The dates of the Panel meetings will be maintained on The Chest and will be updated as circumstances change. Bidders are therefore advised to review The Chest on a regular basis and note any changes. The Chest can be found at [www.the-chest.org.uk](http://www.the-chest.org.uk).

Transformation Fund Panel Meeting Date	Submission Date
Monday 18th August 2014	Tuesday 05th August 2014 (5pm)
Wednesday 10th September 2014	Friday 29th August 2014 (5pm)
Friday 10th October 2014	Tuesday 30th October 2014 (5pm)
Thursday 15th January 2015	Wednesday 07th January 2015 (5pm)
Wednesday 04th February 2015	Friday 23rd January 2015 (5pm)

Table 2: Planned Transformation Fund Panel Meeting Dates and Bid Submission Dates

**Completed proposal forms and supporting documentation should be returned to:**

The Chest on [www.the-chest.org.uk](http://www.the-chest.org.uk).

**Further enquiries:**

If you have any questions about using the Chest or completing the Transformation Fund documentation please contact Lianne Halliday on telephone number 01270 685766 or via e-mail at [lianne.halliday@cheshireeast.gov.uk](mailto:lianne.halliday@cheshireeast.gov.uk).

If you have any general enquiries about the Public Health Transformation Fund please email [publichealth@cheshireeast.gov.uk](mailto:publichealth@cheshireeast.gov.uk).

**2.3 Information Sharing**

Details of applications including the purpose and level of funding applied for or awarded may be released to other agencies as required and in accordance with information governance and the Freedom of Information Act 2000.