



# A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

## Adult Community Weight Loss Management Service 2011-2012

PART OF THE ISLE OF WIGHT  
VOLUNTARY & COMMUNITY  
SECTOR STRATEGY

**NHS**  
*Isle of Wight*



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and the IW Rural Community Council. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more information about Prospectuses programme, or to request an accessible version of this document, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: [martin.johnson@iow.gov.uk](mailto:martin.johnson@iow.gov.uk)

# **Isle of Wight Council Adult and Community Learning Service A Commissioning Prospectus 2011**

## **Introduction**

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to deliver local public services and projects.

## **What is a Prospectus?**

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as small enterprises of any type.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for any small grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact procurement standards to voluntary organisations and small businesses.

## **Delivering our plans and priorities**

The corporate objectives of the NHS Isle of Wight are:

- Excellence in patient safety, clinical standards and patient experience;
- Tangible and measurable improvements in overall health of Island people;
- An organisation which works productively and effectively in partnership;
- To live within resources whilst creating headroom for investment through services which are sustainable in the long term.

Reducing obesity has recently been agreed as one of the Island's top priorities.

## **Why do we want partnership with the voluntary and community sector and small enterprises?**

We believe that involving civil sector groups and organisations, and small businesses in the planning and delivery of local public service, promotes stronger and more active communities. It also offers value for money and the development of local enterprise.

While not always the cheapest option, it is our experience that funding public services through grants leads to creative and distinctive services. Grants also make it easier to build partnerships between organisations and enterprises of all kinds. This way of investing in local communities and the Island's economy also leads to volunteering and other civic opportunities.

Innovative small businesses and a thriving independent community sector, can also be an important voice. Their knowledge of our local community and economy help us to arrange and fund (commission) more responsive services; based on their creativity, knowledge and experience.

## **Our objectives and priorities**

The Foresight Report published in 2008 makes the prediction that by 2050 – in just one generation’s time – nine out of ten adults in the United Kingdom will be either overweight or obese.

Obesity is associated with some of the most prevalent diseases of modern society. Excess weight puts people at risk of developing heart disease, type 2 diabetes, high blood pressure and some causes of cancer.

Local obesity prevalence is estimated through Office for National Statistics (ONS) model-based estimates for the local authority districts. These estimates are based on Health Survey of England data and applied to each local authority’s demographics and social characteristics. Overall, 61% of adults on the Isle of Wight are estimated to be overweight or obese.

- 24% of adults are obese, compared to the England average of 26.3%;
- 37% of adults are overweight but not obese.

Prevalence increases with age, with the greatest proportion of people who are obese being between 55 and 64 years of age.

Public Health has a role to provide health promotion and health improvement to the population of the Isle of Wight. Public Health aims to support people in achieving a healthy weight before it becomes a medical issue and causes ill health. The current resource to achieve this is small in comparison with the task; however, as can be seen from the priorities above, obesity is all our concern.

Primary prevention of chronic disease is a priority, rather than waiting for a coronary event to occur or type 2 diabetes to be diagnosed.

A 10% weight reduction has been shown to reverse the progression of type 2 diabetes in 50% of cases, reduce obesity-related mortality by 40% and reduce or minimise significant morbidities associated with obesity. (National Obesity Forum Obesity Care Pathway Toolkit, 2005)

Evidence shows that one-to-one interventions can achieve realistic weight loss which can be maintained in the longer term. Isle of Wight Public Health would like to offer accessible, low or no cost one-to-one weight management to any adult with a BMI of >25. This would be a self-referred service and would aim to engage those who are overweight and to prevent them becoming very overweight or obese.

## **The outcome you can help us to achieve**

Isle of Wight Public Health need a partner, or a small number of partner organisations, who can help us to deliver the following health outcome, which is that:

Adults who are overweight (BMI>25 to BMI<39) will be supported to achieve weight loss, through accessible programmes that are free or low cost to the participants.

The PCT will welcome innovation and creativity in delivering this outcome.

Successful bidders will be expected to follow National Institute for Health & Clinical Excellence (NICE) recommendations by:

1. Helping people assess their weight and decide on a realistic target (5-10% of their original weight);
2. Aiming for a maximum weekly weight loss of 0.5 to 1kg;
3. Focusing on long term lifestyle changes rather than short term, quick fix approaches;
4. Being multi-component, addressing both diet and activity, and offering a variety of approaches;
5. Using a balanced, healthy eating approach;
6. Recommending regular physical activity (particularly activities that are part of daily life, such as brisk walking and gardening) and offering practical, safe advice about becoming more active;
7. Including some behaviour change techniques, such as keeping a diary and advice on how to cope with lapses and high risk situations;
8. Recommending and/or providing ongoing support.

### **A Qualified Organisation**

The person leading the project must have a recognised qualification in nutrition and a health and wellbeing or equivalent qualification. This could include nursing, health improvement practitioner, sports coach, obesity management practitioner.

Supporting staff and volunteers who do not have a health improvement or equivalent qualification will need to take the Royal Society for Public Health 'Understanding Health Improvement' Level 2 short course.

### **Who is the service for?**

The users of the service should include:

- Adults aged 18 years or over
- BMI>25 to BMI<39 (verified from NHS Choices website)
- Consider co-morbidities with GP consent
- Type 2 diabetes not using insulin or associated pharmacotherapy

- Height and weight to calculate BMI (baseline data)

Service users should not include:

- Those under 18 years of age
- Type 1 diabetes
- Type 2 diabetes using insulin or associated pharmacotherapy
- Diagnosed eating disorder
- Clients with diagnosed special dietary needs
- Clients who have had bariatric surgery

## **Delivering the service**

Your service must provide:

- Suitable easy access to potential clients
- Suitable venues to include a private consultation room
- One-to-one contact with client for a period of 12 weeks – this may be 6 weekly sessions followed by fortnightly sessions
- Group work, which may also be part of the service
- Periodic monitoring and motivational contacts with clients after the initial 12 weeks.

Successful bidders also must be able to show that they have, or will have, arrangements in place to meet the following responsibilities. You should have:

- Public, and where appropriate, Employers Liability insurance.
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation and standards including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).
- Compliance with any Codes of Ethics relevant to your bid
- A suitable reference in support of your bid
- A non-discriminatory service that provides equality of opportunity.
- Training and qualification arrangements as required;

You may be asked for evidence that you qualify for funding; we are only able to fund properly constituted organisations and enterprises.

Particular value will be placed on innovation and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new services. The involvement of volunteers in activities will also be welcomed.

Individuals who have personally been successful in losing weight and maintaining a healthy weight may be in a good position to deliver this service. The involvement of volunteers in activities will also be welcomed.

In the current financial climate, IW Public Health will also seek to get the best possible value for any grants made and will welcome bids for grants that will attract funding

from other sources not available to the NHS. We cannot fund any overheads or other costs that are not directly related to providing your proposed service.

All projects must be completed within 12 months of any award being made or must be able to show that they are sustainable beyond the initial first year.

IW Public Health is not inviting applications that include the provision of registered personal care services.

### **How will we know that our outcomes are being achieved?**

The IW NHS will need to show what impact the activities it has supported have had on people's lives. What we need from funded services is a combination of information about how much of something is being done, and how effective it has been. The application process asks how you will tell us these things and because we don't specify in detail what services we believe are needed, we leave you to suggest the best way to do this.

However, we do have to supply information to the Government and other official bodies. They may change the information they ask for, so we need partners who will help us respond to these changes. Anonymous data from the outcomes will help to inform and improve local programmes in the future.

There are a number of basic reporting requirements that the service will ask you to agree to provide in return for funding. You will provide service user information based on a core set of measurements for each client, based on:

- *NHS Choices* BMI Calculator
- Height
- Weight
- NHS approved quality weighing scales and height measure
- Waist circumference

Blood pressure monitoring is not required.

You must contact us to discuss your project before applying. You can discuss your idea and we can tell you at an early stage what information you might consider building into your bid. For example, depending on the service offered, we will ask for regular reporting on who is using your services and what needs are met or not.

Your reporting will be an opportunity to share the big picture so that we get our future commissioning right. The projects will be evaluated, and if successful, will be considered for funding in future years.

### **3. Making an Application**

#### **Funding and resources that the commissioner can make available**

The total expected funding available to meet all of the listed outcomes is £30,000. This funding is to be used within 12 months of an award being made

You can bid for all or some of the total grant funding available. You must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your idea and what you need to make it work.

Successful bidders for grant funding will be offered a Funding Agreement with Conditions. We will negotiate with you on the terms of any support but we will need you to be able to prove that you have delivered what you have promised.

Grants will usually be paid in a number of payments on proof that you are making progress on delivering your outcomes. However, there is some flexibility; for example, an initial start up payment can be claimed if needed.

We may also be able to offer successful bidders some preparation and training and may also help with the marketing of services and introduction to other groups, activities or enterprises that may be able to help you make the most of your ideas.

Economic conditions may lead to changes in the amount of funding available for all public services. IW Public Health will apply the Local Compact if it has to consider any changes needed to funding awarded through this Prospectus.

#### **How to apply**

Call Erica Myers on 01983 535477 to discuss your idea. You can find out more about the application process, the opportunities for your organisation and what we are doing to promote healthy weight. Public Health will also introduce organisations open to working in partnership and where a bid would be strengthened by partnership working.

Following your contact with Erica Myers, you should complete a Small Grants Application Form. *This form is only available on request from Erica.*

Relevant references will be required for this application.

Completed applications should be sent to:  
Erica Myers, Healthy Weight Practitioner,  
Health Improvement Team, Public Health Dept.,  
The Courtyard, St Cross Business Park, Newport, IW PO30 5BF

Applications should be delivered to Erica by 3.00pm on the 14<sup>th</sup> October 2011. Contact Erica to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email. Please note that applications received after the closing date cannot be considered.

A panel consisting of members of the Multi-Agency Healthy Weight Partnership will meet in October to consider the applications. Successful applications will receive funding within two months of approval.

We strongly advise that you take advice on your bid. **Independent advice is proven to be a significant factor in your likelihood of making a successful bid.** Free and open access to independent advice is available to help you prepare your bid and business-planning (see the 'Contacts' section below for local independent advice).

This is a competitive process and grant funding decisions will be based on the information you supply. Use the application form to tell us how your bid will deliver our outcomes and priorities, how you will use the grant funding and how you will be able to show us how well your service is working.

When assessing the strength of a bid and how well a service is going, we regard the views or involvement of potential service users as an indicator. This can tell us if people will be able access the services that they want, where and when they want them, and helps us to identify the need for future change and improvement.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be some opportunities to negotiate with successful bidders before and after a funding agreement is made.

### **Timings**

This Prospectus will be issued on or about:	19 <sup>th</sup> August 2011
The closing date for applications is:	14 <sup>th</sup> October 2011
The Appraisal Panel will meet on or about:	28 <sup>th</sup> October 2011

### **Contacts**

To speak to the commissioner about the outcomes in this Prospectus, call Erica Myers on 01983 535477 Email: [Erica.Myers@iow.nhs.uk](mailto:Erica.Myers@iow.nhs.uk)

To discuss the Prospectus process call Martin Johnson, Isle of Wight Council's Partnerships Manager, on 01983 823825 Email: [Martin.Johnson@iow.gov.uk](mailto:Martin.Johnson@iow.gov.uk)

For information on how to get independent advice on your application, contact the Isle of Wight Rural Community Council on 01983 524058

### **The Small Print and More Information**

A short guide with more information about grant-making is available. [Click here to see a copy of the latest 'Small Print' guide for applicants.](#) It will tell you more about the Prospectus process and will help you to make sure that you make the best possible bid. This Isle of Wight Council document also applies to IW NHS Prospectuses

Finally, please be sure to discuss your idea with Erica Myers before proceeding. Unless you are confident of your proposal and bid-writing skills, you may also benefit from independent advice and support to maximise your chances of success.