**Medway Clinical Commissioning Group**

**Involving Medway Community Engagement Programme**

**Prior Information Notice**

1. **Overview**

Medway CCG wishes to procure the services of an organisation or a partnership of organisations to run and manage a successful community engagement programme - **Involving Medway**.

Medway CCG wishes to build on networks and relationships created in a two year pilot and continue partnerships created during the pilot. Given the size of the contract however, the CCG is required to test the market for the delivery of this contract.

Involving Medway has been piloted in 2017 and 2018 as a collaborative partnership between community based organisations in Medway and the CCG – we wish to continue the successful outcomes of the pilot and the relationships developed within the pilot.

The existing pilot has already delivered improvements to healthcare commissioner engagement with local communities, and developed an approach to developing healthier and more joined up communities. The CCG now wishes to take Involving Medway forward and develop it further.

The CCG requires an organisation or a partnership of organisations to deliver the four key elements of Involving Medway:

1. *A community based engagement programme and a community health researcher network*
2. *A small grants programme, encouraging individuals to become more connected in their local neighbourhood, addressing loneliness and social isolation*
3. *Medway Time Credits - to encourage increased social action through a volunteering and spend network*
4. *Development of a community based impact assessment tool created by a strategic network of community groups.*

Medway CCG wishes to issue a contract for a period **of two years + one year** at a value of **up to £172,000 per year + VAT** if applicable. The anticipated start date of the contract is 1st April 2019.

Set out below are the objectives and the four programme elements Involving Medway will deliver for the CCG.

1. **Involving Medway Objectives**

Through supporting local communities **Involving Medway** will continue to encourage individuals to become more connected in their local neighbourhood and empowered to co-produce local solutions that can contribute to improved quality of life and wellbeing, contributing to better health outcomes.

Involving Medway’s objectives are to:

* Support resourceful and healthier communities in Medway – through further development of a grants system and community based volunteer time credits system
* Support the CCG to understand the needs of people who are using health care services at a high level, to work with them to develop solutions. Those who are 45 – 65 and those who live in the most deprived wards of Medway
* Ensure that local people are actively designing solutions to planning health services – through a community engagement programme embedded in local communities - building on the networks developed during the pilot
* Support the CCG to understand the impact of its planning and proposals on communities particularly on those who are seldom heard or who live in disadvantaged communities
1. **Involving Medway: Four Programme Elements**

Involving Medway objectives will be delivered through four distinct but interrelated programme elements – community engagement and a community health research network; a small grants programme; Medway Time Credits and the development of a community based impact assessment tool. In addition the organisation or partnership will be required to take an active part in an evaluation assessing the value of the programme to individuals and communities. Each of these is based on successful elements of the Involving Medway pilot.

* 1. **Community Engagement and Community Health Research Network**

This part of the programme is about making sure that the CCG hears from local people so that the services we commission and design reflect the needs and views of all local communities. Engagement will be based within the local hubs and will support the development of the Medway Model. The CCG expects engagement to focus on the cohort identified by the CCG analysis – the population in the 45 to 65 age groups particularly those with multiple health conditions.

The community health researcher programme ensures that expert training in interview and research techniques are disseminated to a cohort of local volunteer research. This element of the programme will continue to recruit new health researchers and to develop and cement the programme to ensure that an active cohort of health researchers can feed in-depth patient experiences into each relevant CCG activity and develop a bottom up approach to identifying local issues in each area of Medway.

It is expected that engagement is based within existing community based organisations and the CCG anticipates that a network of existing groups is key to delivering this programme element.

* 1. **A Community Small Grants Programme**

This will provide resources for locally based activities that foster community cohesion and encourage the development of resourceful communities. This element of the programme involves administering funds, working directly with Medway CCG and other partners to agree parameters priorities and criteria for local grants and ensuring that funding is targeted appropriately to meet identified priorities and to ensure that these complement and add value to alternative funding. This flexible element of the programme t supports the smallest local groups and groups of individuals with activities at a micro level. The small grants programme requires strong connections into local communities within Medway together with a working in-depth knowledge of other funding opportunities. The impact on individuals and communities will be measured in line with an evaluation.

* 1. **Medway Time Credits**

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| A volunteer support programme based on a spend network which demonstrates value to individuals and community groups. Time Credits operates by creating a ‘spend network’ where individuals earn a Time Credit for every hour given in volunteering/social action which in turn can be ‘spent’ with participating organisations. The model is based on proven tools for building stronger communities and co-produced services where people are active and equal participants. Medway Time Credits operates within a national model of time credits with Medway Credits accepted in a range of locations outside Medway – it is key that the links to a national spend network are maintained.  |

Medway Time Credits will be cemented across Medway communities over the next three years with a focus on target populations identified by the CCG.

* 1. **Community Based Impact Assessment – strategic community and voluntary sector input**

This element of Involving Medway will require strategic leadership from within the voluntary and community sector to assist in developing a functioning community based impact assessment mechanism for the CCG and other commissioners to use. We envisage that a network of community groups would be involved in providing strategic direction and developing an approach to assessing the impact of proposed CCG programmes of work within local communities – developing a community based impact tool which can be trialled locally.

1. **Programme Delivery and Next Steps**

It is anticipated that Involving Medway will operate as a partnership involving a number of organisations administered through a contract with a lead partner. The lead partner function will:

* ensure that Involving Medway is promoted widely so that local people know about the programme and its activities
* run an effective and up to date online presence & widely circulated bulletin of activities
* Lead on reporting activities and progress to the CCG

Any interested organisation or partnership will need to demonstrate experience in partnership networking at a local community based level, a demonstrable track record volunteering through spend networks and experience in delivering health-based community development.

The CCG will take account of the responses to this PIN and make a decision accordingly. One option the CCG may consider is to hold a market engagement event in the near future.