

Enfield Borough Partnership Community Action Research Programme 2022/23 Commissioning Brief

Introduction

Health provision for residents in England is changing.

As of April 2022, the NHS in England has moved to an Integrated Care System (ICS) structure which is designed so that NHS system parts (ie GP services, Hospital services, Mental Health services etc) works more effectively with Local Authority Health & Social Care services and, critically, community-led services (primarily VCS organisations) to deliver Health Service provision under a 'personalised care' model that better meets the needs of every resident in our community.

Vision

Enfield Borough Integrated Care Partnership (ICP) will work with local communities and voluntary sector organisations to listen to local voices about:

- their life experiences
- what matters to them in terms of living 'well'
- their experience of accessing care and services.

We are committed to ensuring this insight shapes how we develop health services, plan programmes of work and undertake strategic planning both within Enfield and within the North Central London Integrated Care System (NCL ICS).

Local Context

Enfield Borough ICP (which includes all NHS organisations, Enfield Council, Enfield GP Federation and local voluntary sector and community providers) is committed to:

- listening and acting upon the voice of the local community
- ensuring there is equitable access to health services for all of the diverse Enfield population
- addressing the specific barriers to accessing traditional health services that certain people and communities face

We recognise that:

- skills, strengths and connections exist in local communities and in the grass roots organisations that work with these residents, which in turn can provide invaluable insight that should shape health service provision
- this insight is essential to statutory bodies when we think about how we plan and provide services.

Project Overview

Enfield Borough ICP wants to work with a local partnership of voluntary, community and social enterprise (VCSE) which will include grassroots organisations, to meet our research ambitions around defined priority areas of the borough.

This Partnership will undertake community action research to support open conversations with local communities in the defined priority areas to identify and explore key inequalities around reach, access, outcomes and experiences.

Through the North Central London Integrated Care System (NCL ICS) provision will be made for the development of peer training for voluntary & community organisations which will focus on how to support the communities you work with to both access health services and to help residents look after their own health and wellbeing.

Enfield Borough ICP will work with a local VCSE organisation, as lead within the partnership, that will support voluntary & community organisations in the partnership to develop a research programme that is relevant to our local communities and to inform and support our place-based partnership communication & engagement strategy.

The key objectives we are looking to be achieved as part of the 2022/23 work are:

- To establish the VCSE Partnership
- To explore a community research approach to engagement, separate from and complementary to the other engagement work undertaken by the Enfield Borough ICP that can be evaluated.
- To lay the foundation for a workplan that will enable us to understand local people's opinions and experiences supported by demographic information that can support the Enfield Borough ICP's population health approach.
- To use the skills and experience of the VCSE partners and the local people they know and work with as an asset to explore solutions and improvements in health and social care that are relevant to the local population.

For more details about the Aims & Objectives for the partnership going forward into subsequent years please see Appendix 1.

There is a budget of £40k available for the current stage of this work which has two main elements and will need to take place between 1 December 2022 and 31 December 2023:

1. Establishing the VCSE Partnership
2. Community research

1 Establishing the VCSE Partnership

The VCSE Partnership will develop as a flexible model so that there can be the potential to bring in new partners if additional or future funding opportunities for research arises.

Across the year there will usually be specific topics or service areas we will need to work with local people to develop.

Our long-term aim is that the partnership may be a key vehicle to do this, with the appropriate additional funding and this depends on the partnership model being flexible enough that it can evolve to bring in new voluntary and community organisations as needed.

When developing the partnership element of the proposal please factor in:

- potential expansion
- how you would invite new VCSE organisations into the model you develop
- how you envisage funding would be allocated

The VCSE Partnership lead organisation will have a reporting duty to the Enfield Borough ICP (governance to be confirmed) and the successful organisation(s) will work closely with the Enfield Borough ICP to plan and deliver the programme of work.

2 Community research

2.1 Aims:

We want to focus on creating the opportunity for open ‘conversations’ with residents around specific themes, and we expect the new voluntary and community partnership to draw together local VCS partners with the appropriate expertise and local knowledge (inc access to the impacted community groups – See Appendix 2 for more information about what this list includes).

These ‘conversations’ with local residents will focus on finding out:

- what matters to them
- what does health and wellbeing mean for their lives
- what are the ways they want health and wellbeing to improve for themselves, their families and communities

These ‘conversations’ will be structured so that the Enfield Borough ICP gains greater insight and understanding into the following factors that challenge local health outcomes¹:

- causes of obesity and how to support people to lose weight
- reducing harm from tobacco and alcohol, including supporting smoking cessation
- understanding why residents have resistance and/or poor uptake levels of screening and immunisations
- poor mental health experiences
- barriers to accessing services (including urgent care)
- new ways of accessing care in the post pandemic health service space
- what services children and young people need
- what do residents need to empower them to manage their long-term conditions with a personalised healthcare approach
- identifying and reducing inequalities, which are mainly as a result of but not limited to socio-economic factors

This list is a guide - Enfield Borough ICP will agree the specific priorities to be addresses with the appointed VCS Partnership lead organisation.

2.2 Reporting

The VCS Partnership lead organisation will support the collation of, and provide records and reporting on:

- Number of people spoken to
- Demographics of people spoken to and population segments, if possible
- Patient/client experience surveys, where appropriate
- Qualitative thematic analysis – grouping comments collected during research into key themes
- Focus groups and solutions workshops
- Actionable recommendations
- Scope and extent of training delivered to voluntary and community organisations (in conjunction with Enfield Borough Partnership)
- The ways in which communities have been supported, including but not limited to:
 - Providing communities with information on how to access health and care services (signposting)

¹ Enfield Borough ICP and NCL ICS are doing further mapping work around the insights already gathered to inform which communities to target in our NCL ICS population health strategy.

- Raising awareness of prevention and personal responsibility
- Empowering communities to access health (or other statutory services), where needed
- The direct impact of these community interventions particularly around asset mapping and exploring solutions.
- Reflections on what could have been improved or done better and the challenges with community engagement
- Any other ways of how you identified and empowered specific communities around inequalities in reach, access, outcomes and experiences

Accountability structure

Meetings where the VCSE Partnership lead provider shares the progress of the programme alongside a summary of current activity²:

- A summary of programme development
 - Any emerging or consolidating themes including community interventions as well as research themes
 - A description of why individuals or communities were chosen to research
 - Evidence of discussing prevention and solutions with communities as well as what may not be working.
- A final report³ at the end of the year that sets out the above measurements and summarises overall thematic analysis with a supporting data set.
 - We will hold a discussion session/s with the VCSE Partnership, the Enfield Borough ICP and NCL leaders to discuss the findings of the project and ways the learning can be taken forward.

Enfield Borough ICP will work with the VCS Partnership lead organisation to address the recommendations in the final report and work together to communicate with local communities how the findings have influenced and directly developed the Enfield Borough Partnership and key areas/programmes.

Supporting documents & programmes

There are a range of community engagement initiatives currently commissioned for the VCSE to be aware of as the partnership and programme is developed. Most notably:

- Enfield Community Chest – [Part of the Wellbeing Enfield fund](#)
- [Edmonton Community Partnership](#): this includes a range of ‘open conversation’ events across the summer to understand local people’s & VCSE’s experiences of living and working in Edmonton. A short film speaking about the experiences of young people has also been developed
- Enfield Population Health development with VCSE: a short film has been commissioned demonstrating effective VCSE projects that support local communities to manage their own health and wellbeing (with a link to stopping smoking and obesity). The film produced by [Enfield Voluntary Action](#) will be ready for early October.

² Enfield Borough ICP and NCL ICS aim to reflect on and implement findings across the project’s duration rather than waiting for the final report. In this way we can respond to research and the solutions identified developing a two-way conversation between the voluntary and community partnership and local communities and residents and statutory partners.

³ The final report will provide details in a variety of formats:

- Case studies/testimonies
- Qualitative and quantitative analysis and charts
- Number of appointments/meeting they attended/facilitated with individuals and groups.
- Patient/communities experience surveys, where appropriate

- Existing partnership meetings and patient engagement forums e.g. Enfield Borough ICP Voluntary and Community Stakeholder Reference Group and Enfield Patient Participation Group forum.
- Health Champions Programme funded by the NCL Inequalities Levy Phase 1 Lot 2 delivered by Enfield Voluntary Action

This project should aim to work independently of current engagement projects and meetings. Although some organisations or people who attend existing meetings may also choose to take part in this brief there should be clear evidence in your bid that you are intending to reach out to people and communities that the Enfield Borough ICP and local VCSE isn't currently reaching as this is the main objective of a separately funded community research project.

Timescale and budget

- Project delivery timeframe:
- Start date: 1 December 2022
- End date: 31 December 2023
- Budget: £40,000

The VCSE Partnership lead organisation will receive the payment in full once appointed in November 2022, subject to financial checks. The lead organisation will need to work with the Partnership to determine an equitable funding model – that ensures grass roots organisations are resourced for their time and commitment to the programme – and that the lead provider ensures the partnership brings much needed support and resources to grass roots organisations.

We can support the lead organisation to develop an equitable funding model.

All costs of the project must be budgeted within the set amount. This includes:

- Staff time
- Volunteering and other expenses
- Community researchers' costs
- Evaluation costs
- Any venue costs
- Any catering costs
- Production of monthly reports and final evaluation

Submitting a proposal

[Please submit bids by Friday November 4 2022](#)

We are looking for a VCSE lead organisation who can establish a partnership with:

- Experience in delivering community asset and mobilising projects and/or community development and innovation projects
- Experience of gathering, assessing and acting upon community-based insight and research
- Strong knowledge of the local community, and the current issues that they work with
- Ability to 'hit the ground running' in terms of having an existing community infrastructure through which to deliver the project
- Experience of collaborative working with local communities and/or other partners
- Experience of thorough and robust evaluation of projects (focus on community insight, development and innovation).
- Ability to reach people and groups that are not currently engaged with the Enfield Borough ICP or local VCSE.

Deadline

The lead facilitating VCSE organisation is asked to **bid by Friday November 4 2022**, sending a proposal to: **laura.andrews5@nhs.net**.

Shortlisted proposals will be invited to attend an interview where they will be asked to provide a brief presentation on their application and to answer questions from a small panel.

Proposal format and weighting:

The key areas to include in your proposal and weightings are:

| | Components | Weighting |
|---|---|-----------|
| 1 | Information on previous experience of designing, delivering and evaluating similar projects and similar community work <i>Word count: 1,000 words</i> | 20% |
| 2 | Please describe/list the different partners within the collaborative, how each partner has an equal voice within the partnership and how the funds will be equitably shared across the partnership – including a plan for expanding the partnership if required. <i>Please include a financial breakdown</i> | 20% |
| 3 | A proposed model for gathering community insight and undertaking action research, thinking about utilising all of the partnership's channels and further opportunities to innovatively work with local residents that are not currently engaged. Please include practicalities. <i>Word count: 1,000 words</i> | 20% |
| 4 | A timeline for delivery of the project, encompassing <ul style="list-style-type: none"> • Research and review of data already available • Working with the partnership to develop research questions and engagement materials • Insight gathering • Action research • Insight collation • Evaluation and reporting on the programme <i>Word count: Chart + 500 words if needed</i> | 20% |
| 5 | Describe how you will analyse and present the research findings with key recommendations. <i>Word count: 400 words</i> | 20% |



Appendix 1

Aims and objectives

To commission a strong, equitable and flexible VCSE partnership made up of a lead VCSE facilitating organisation and grass roots organisations that agrees how to share funding and utilise the unique skills and outreach opportunities of each organisation to work with local Enfield residents.

- Researching digital inclusion issues within key areas/programmes to support access.
- The lead VCSE providers across the five boroughs will share best practice and work together in a peer group which will be supported by NCL.
- The community research programme will complement but not duplicate or depend on existing communications and engagement work, forums or research in Enfield or across NCL.
- For the VCSE partnership to conduct action and community research, which includes, to:
 - collaborate with and amplify the voice of local communities particularly those who experience high inequalities (in reach, access, outcomes or experiences) to identify unmet wellbeing needs.
 - meet communities where they are, so they can raise issues which matter to them and set outcomes which are meaningful for their lives;
 - address identified issues as they arise - co-designing solutions with local communities and people; bringing the services and support they need to them and working collaboratively, in conjunction with Enfield Borough Partnership and with existing programmes of work across NCL ICS.
 - raise knowledge of local health & care services across voluntary and community organisations and local communities
 - act upon the feedback and views of Enfield communities to ensure services are planned and commissioned with local people and to meet their needs in terms of reach, access, outcomes and experiences.

Aims and objectives:

- To build a flexible, strong, and equitable voluntary and community partnership, bringing together a lead facilitating VCSE organisation and grass roots organisations, with sharing of funding and utilising of unique skills of each organisation to work with local Enfield communities;
- To develop a simple training programme (i.e. workshop with some additional peer training / mentoring) to upskill the partnership's knowledge on Enfield health and care system and services;
- For the lead facilitating organisation to demonstrate how they will target hard to reach community groups as well as those residents that would normally not engage in the mainstream way
- To harness local voluntary and community organisations strengths and assets to assist health and social care partners understand resident needs and behaviours.
- To enable to local communities and residents to access the information and advice that's useful for them in the way they want it, and to explore with local communities how best we could support and encourage people to manage their health and well-being.

Appendix 2

Target Communities

We expect research to focus on communities that are most affected by health inequalities and have the least contact with the NHS, which we believe the successful partnership members will have good local knowledge about and the potential to build relationships with

Target communities may include but may not be limited to:

- people who are hesitant or concerned about certain areas of services or how services are delivered
- people with minority ethnic backgrounds
- people 'at the edge' of service provision
- older people with moderate to severe mental health conditions
- children, young people and their parents
- people living with (learning) disabilities
- carers
- care leavers
- working age adults

This list is a guide - Enfield Borough ICP will agree the specific priorities and target communities to be addresses with the appointed VCS Partnership lead organisation