Health & Wellbeing Awards 2015

Guidance notes for applicants

1. Introduction – 2015 Awards Scheme

This is the eighth year the Royal Society for Public health (RSPH) has been supporting and encouraging good practice in public health through the national Health & Wellbeing Awards scheme.

RSPH believes that, although the responsibility for improving the health of the local population and commissioning of public health services now sits with local authorities (in England), a broad range of organisations and professionals from all sectors have a role to play. The RSPH Health & Wellbeing Awards showcase these roles and their contributions.

The award criterion is based on the principles of the Ottawa Charter for Health Promotion\(^1\) and is also strongly influenced by NICE Public health Guidance\(^2\), the Five Year Forward View for and the radical upgrade for prevention as well as the Marmot Review, 'Fair Society Healthy Lives\(^3\). The Awards promote a mainstream approach to activities, policies and strategies which improve population health and address the wider social determinants of health.

We are looking for commitment to health improvement from the highest level of leadership through to local delivery of robust strategies that tackle a wide array of health promotion issues, including health inequality, the development of an appropriately trained workforce and the capacity and capability to deliver on the ground, health improvement related outcomes.

To achieve an RSPH Award, applicants should provide evidence of good practice in commissioning, development and/or implementation of activities/projects designed to improve health and wellbeing at a community level, or within a setting such as the workplace, schools or care homes.

This year the RSPH Health & Wellbeing Awards and the Public Health Minister’s Award will function in an integrated way. As such, the RSPH Award application and submission process will be also the route to Public Health Minister’s Award. Eligible organisations winners of the RSPH highest accolade (3 year Award) will be the shortlist from which the Minister Jane Ellison will choose the winner.

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\(^1\) The Ottawa Charter for Health Promotion can be accessed on [http://www.who.int/healthpromotion/conferences/previous/ottawa/en/](http://www.who.int/healthpromotion/conferences/previous/ottawa/en/)

\(^2\) NICE Public Health Guidance, National Institute for Health and Clinical Excellence, ref PHG, esp. HP9 (Community Engagement) [http://guidance.nice.org.uk/PHG](http://guidance.nice.org.uk/PHG)

\(^3\) The report 'Fair Society Healthy Lives' can be accessed on [http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review](http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review)
2. Why should your organisation or partnership get involved in the Health and Wellbeing Award Programme for 2015?

The RSPH Health & Wellbeing Awards Scheme supports and encourages good practice across the local authority, community and voluntary sector and private enterprise. Achieving an RSPH Award provides a well recognised endorsement of an organisation’s achievements in public health and:

- Recognises the importance of health improvement/promotion and community wellbeing nationally and locally
- Provides evidence for external agencies involved in monitoring standards
- Acts as an excellent PR and marketing communications platform
- Adds to an evidence base to support tenders and bids for service provision

For commissioning organisations, participating in the scheme will provide a great opportunity to reflect on your commissioning of health and wellbeing services and to look at what has been achieved to date, and how this can be built upon in the future. In particular, it will help you to consider your commissioning with regards to models and approaches for health improvement. It provides a chance to reflect and consider what forms of evidence and analysis are most appropriate to inform commissioning decisions.

For organisations supporting the design, development and /or implementation of public health initiatives, taking part will help clarify how far you are integrating health and wellbeing principles (from the Ottawa Charter) into professional advice and practice support to both commissioners and service providers. It provides an opportunity for reflective practice of your role as an organisation in the development of effective health improvement interventions.

For service provider organisations (projects or service delivery), gaining a RSPH Award would be highly valued as a mark of externally verified good practice. It helps reinforce the health and wellbeing principles at the heart of your organisation. It is also an excellent management and organisational development tool, encouraging and supporting reflective practice and the development of appropriate professional skills.

For organisations seeking to showcase their internal workplace health and wellbeing initiatives, gaining a RSPH Award will demonstrate an investment in this area and provide evidence to staff, clients and stakeholders alike that you are committed to the health and wellbeing of your team and take corporate citizenship seriously.

Previous participants have particularly emphasised the shared learning experience and how this translates back into new approaches and ways of working and collaborating.

3. Organisational Benefits

Organisations applying to take part in the 2015 Awards can expect to receive a number of benefits. These include:

- A peer review of their health and wellbeing activities. This is undertaken by an independent assessor with experience in the same or a similar field as the applicant organisation
- Access to a network of organisations delivering best practice in public health
- An opportunity to share experiences and learn from similar programmes and interventions
- National recognition and a professional profile. The RSPH Award:
- Draw award-winners to the attention of the Department of Health, Public health England, local authorities and devolved governments/ administrations.
- Showcase award-winners and their achievements at the awards presentation event.
- Feature award-winners in the professional journal, *Perspectives in Public health*.
- Publish the list of awarded organisations and partnerships on the website of the Royal Society for Public Health, www.rsph.org.uk and across our social media networks.
  - Organisational winners of the highest accolade, who receive a three year Health & Wellbeing Award will be recommended for the Public Health’s Minister Award.

4. Who Can Apply?

The Awards are free to apply and open to all organisations who promote health and wellbeing as part of their commissioning/service provision role. These include local authorities, health organisations (NHS and private), education providers, social enterprises, community and voluntary organisations, and private sector organisations in England, Scotland, Wales and Northern Ireland.

We are very supportive of all organisations regardless of setting or size – it is the impact of your health improvement activity that counts.

5. What does the assessment process involve?

The RSPH Award is a benchmarking scheme and is, therefore, not competitive. There is no maximum number of winners for each year; each organisation wins an award on their own merits. All organisations – upon completion of the assessment process - will be considered for a RSPH Health & Wellbeing Award.

The assessment process involves applicants completing a submission template and providing an evidence file to support their application. Following an initial appraisal by a peer assessor, organisations are invited to attend a peer challenge session which incorporates a panel review process. Successful applicants are recommended for either one, two or three year awards.

6. Are there different types of award?

All organisations who wish to take part in the 2015 RSPH Health and Wellbeing Awards will need to fulfil the scheme criterion based on the Ottawa Charter and appropriate National Guidance/s.

The awards are honoured for a minimum of one year and a maximum of three years.

- A one year award is given to development organisations who can demonstrate a planned approach to developing their health improvement capability and practice.
- A two year award is given to organisations that can demonstrate a cross-organisation and embedded health improvement strategy that is measurable, effective and efficient, enabling the individuals and communities served to improve their health.
A three year award indicates a significant level of excellence. Excellence is identified by providing evidence of measurable innovation, partnerships, user input and co-production approaches, as well as demonstrating sustainable and consistent health improvement outcomes and results over time.

6.1. The Public Health Minister’s Award

From this year, the RSPH Health & Wellbeing Awards will be the only route for the Public Health Minister’s Award established in 2014 by Jane Ellison, the Minister for Public Health and supported by the Department of Health.

Organisations winners of the three year RSPH Award will be recommended for the Public Health Minister’s Award. However, organisations based solely in Scotland, Wales or Northern Ireland will not eligible for the award given that the Minister for Public Health and the Department of Health are responsible for public health issues in England only.

The Public Health Minister’s Award is to recognise excellence and innovation of public schemes delivered by organisations across all sectors and in settings such as the workplace, schools, care homes, hospitals and the community. The accolade is for only one organisation each year and it lasts one year.

The winning organisation will receive their award at the annual awards event hosted by the Royal Society for Public Health in central London in October 2015.
7. The 2015 Awards Process

The scheme has five stages; the order and timetables are as follows:

Enrolment

• Call for the application is sent on 29 May 2015. Organisations will be sent a short registration form. **Deadline for enrolment is 30 June.**
• **Briefing meeting on 18 June at 10 am.** Organisations unable to attend this meeting are invited to join a teleconference on the same day at 2pm

Submission

• Organisations are asked to send a submission which will consist of a completed application template and hard copy of their evidence file. **Deadline for submissions is 10 July.**

Assessment and feedback

• All the submission packs will be reviewed by a peer assessor assigned by RSPH. RSPH will send a copy of the summary report to the applicant organisation.
• **Assessment process will be complete by 31 July.**

Peer Review

• Organisations are invited to attend a peer review panel chaired by RSPH senior staff. **This event will be held in August** (date to be confirmed).
• Successful organisations will be recommended for either a one year, two years or three years award. Eligible organisation winners of the three year award will be automatically put forward for the Public Health Minister’s Award.

Awards presentation

• Successful organisations are announced at a presentation event. The event will be held in October, date to be confirmed.
• The winner of the Public Health Minister's Award will be announced at the Royal Society for Public Health annual conference on 22 October.
8. Application / Evidence Requirements

Your submission should consist of an introductory section including your organisation’s history, your focus, mission, key objectives and outcomes and why you are taking part in the RSPH Awards Scheme. We also want to know about your sector and the environment in which you operate (and any changes that are impacting it). Details about your organisation’s structure and key roles (also number of employees) will be required, in addition to the products/services you provide and your key target audiences.

In the second section of your submission we would like you to focus on showcasing a programme or project representative of your work. Describe the relationship between the initiative and how it relates to the strategic focus of your organisation and the main operational activities.

In the third section of your submission, still focusing on your chosen programme, you should explain and exemplify in a concise way how you meet the following criteria:

1. Top-level leadership direction supporting the delivery of health improvement activities in health and wellbeing to defined target audiences.
2. How does your programme or project meet the health improvement and community wellbeing principles (The Ottawa Charter)?
   a. Building on national public health policy - in reducing health inequalities including action on the social, cultural, economic and environmental determinants of health (including poverty).
   b. Creating supportive environments - in settings where people live, work, learn and play.
   c. Strengthening and promoting community action - related to the social determinants of health (Marmot Review).
   d. Implementing population/targeted community engagement strategies, from world café and neighbourhood events to formal service-user agreements, tell us what you do!
   e. Developing a broad understanding of health improvement across the communities you serve or the colleagues/groups you work with. To help individuals make informed choices about their health.
3. Health improvement plans that are adequately funded and staffed which are sustainable over a medium to long-term period.
4. Target audiences are engaged in the development, implementation and evaluation of the identified health and wellbeing activities (and possible co-ordinating or co-delivering).
5. Staff and/or volunteers responsible for health improvement and community wellbeing projects or activities have appropriate skills and competencies - arrangements should also be in place for their learning and continuous professional development.

Note: If your organisation employs staff and/or is supported by volunteers (e.g. health champions) or commissions other organisations specifically to deliver health improvement or community wellbeing services then we need to see evidence of:
   i. The arrangements for professional support and supervision e.g. access to learning networks, community and practice.
   ii. Ongoing competency-based education, training and performance management of staff, which is linked to national competency frameworks (where applicable).
iii. Arrangements for involvement and input of volunteers and review of induction, training and development needs and how these are met.

6. Your own workplace and employment practice is “health-improving” in nature, and there is clear evidence of those strategies and policies that are in place to support this.

In terms of your evidence file, please include any internal or external documents or resources that can help you to demonstrate how you meet the specific criteria. These can include case studies and project evaluations, agendas and minutes or other forms of evidence e.g. videos, social media or sound archives.

7. Get Involved

The 2015 RSPH Health & Wellbeing Awards scheme is will open for registration on 29th May. Deadline for enrolment is 30th June. Submissions should be sent to us by 10th July. Peer review will take place in London in August, date will be confirmed nearer the time.

To sign up your organisation, complete and return the enrolment form by... NO DATE to:

Nelly Araujo
Royal Society for Public health
John Snow House, 59 Mansell Street
London, E1 8AN
Tel 0207 2657 322
naraujo@rsph.org.uk

8. The Award Winners

The RSPH Health & Wellbeing Awards have had the participation of 45 organisations since its launch in 2008. Many organisations that have taken part have embedded it as part of their organisational development process and consider its criterion as a benchmark in its own right. At RSPH, we are proud of being able to support these organisations good practice through the awards. This scheme is an important part for our commitment to the promotion and protection of collective human health and wellbeing. We look forward to welcoming you as part of the 2015 scheme!

The list of organisations that currently hold a RSPH Award is as follows:

Any Body Can Cook!
Children’s Food Trust
City of London Corporation
DC Leisure Management Ltd
Derbyshire Community Health Services NHS Trust
East Herts Council
Food Nation
Greater Manchester Public Health Network
Health Improvement Service at Salford City Council
Health Promotion Service at Cornwall Council
Liverpool Community Health NHS Trust
Medway Public Health Team at Medway Council
Patient.co.uk
Public Health Wales NHS Trust
Public Health Walsall Council
StreetGames
Volunteer Centre Blackpool, Wyre and Fylde
Worcesthershire County Council