

# South London and Maudsley NHS Foundation Trust

Empowering Parents Empowering  
Communities (EPEC)  
Scaling Programme

APPLICATION FORM

Commercial in Confidence

4<sup>th</sup> April 2018

## Contents

|   |           |
|---|-----------|
| <b>1.0 Introduction .....</b>   | <b>2</b>  |
| 1.1 Background Information.....   | 2         |
| 1.2. What are the Aims and Ambitions of the EPEC Scaling Programme? .....       | 2         |
| 1.3 What is the EPEC Scaling Programme Timetable? .....                         | 3         |
| 1.4 What will the National EPEC Team Provide?.....                              | 3         |
| 1.5 What will Partner Organisations Provide? .....                              | 4         |
| 1.6 What is the Timetable for the EPEC Scaling Programme .....                  | 4         |
| 1.7 What are the Recommended Project Milestones for Each EPEC Hub?.....         | 5         |
| 1.8 Programme Completion and Sustainability.....                                | 6         |
| <b>2.0 Making an Application.....</b>   | <b>7</b>  |
| 2.1 What is the Application Process? .....                                      | 7         |
| 2.2 What is Role of the Lead Organisation? .....                                | 7         |
| 2.3 What is the Role of Partners and Consortium Members?.....                   | 7         |
| 2.4 What Financial Information About the EPEC Hub Do We Need to Provide? .....  | 7         |
| 2.5 What Happens When?.....   | 7         |
| 2.6 What is the Application Timetable? .....                                    | 8         |
| 2.7 What Important Information Should be Checked? .....                         | 9         |
| 2.8 How will Applications be Evaluated?.....                                    | 10        |
| <b>3.0 Your Application .....</b>   | <b>11</b> |
| 3.1 About Your Organisation .....   | 11        |
| 3.2 Your Strategic Context for Setting Up an EPEC Hub .....                     | 16        |
| 3.3 What is the Service Context for Setting Up and Running Your EPEC Hub? ..... | 17        |
| 3.4 Your Operational Plan for Setting Up and Running Your EPEC Hub .....        | 17        |
| 3.5 Your Expertise for Setting Up and Running an EPEC Hub.....                  | 19        |
| 3.6 Your Finances to Support Setting Up and Running Your EPEC Hub .....         | 20        |
| <b>4.0 Your Undertaking as an Applicant.....</b>                                | <b>21</b> |

## 1.0 Introduction

This application is designed to give South London and Maudsley NHS Foundation Trust sufficient information to make an assessment of the suitability of organisations who wish to apply to the EPEC Scaling Programme to set up an EPEC Hub in the England.

### 1.1 Background Information

The South London and Maudsley NHS Foundation Trust (SLAM) provides NHS care and treatment for people with mental health problems across the UK and beyond.

SLAM delivers mental health services for people living in the London boroughs of Croydon, Lambeth, Lewisham and Southwark; and substance misuse services for residents of Bexley, Lambeth, Greenwich and Wandsworth. The Trust provides clinical services in seven London boroughs, with a combined population of nearly 2 million people covering an area of 168 square miles, rich in culture, diversity and architecture.

SLAM with its academic partners in Kings Health Partners is a leading international centre for the development and dissemination of evidence-based innovations, interventions and practice.

The Empowering Parents, Empowering Communities (EPEC) developed by the Centre for Parent and Child Support, SLAM and the CAMHS Research Unit, King's College, London is an internationally recognised evidence-based peer-led parenting programme.

It provides a system for training and supervising parent-led parenting groups that help parents to learn practical parenting skills for everyday family life and develop their abilities to bring up confident, happy and co-operative children. Free crèches are provided alongside each group and parents attending the course can choose to gain accreditation for their work through the Open College Network.

The EPEC Team have received funding from NESTA and the Department of Digital, Culture, Media and Sport, to support the setting up and running of 16 new EPEC hubs in the England.

### 1.2. What are the Aims and Ambitions of the EPEC Scaling Programme?

The National EPEC team will support health, social care, education early years and other organisations to set up and run each hub. Each new hub is expected to be staffed by a part-time Hub co-ordinator who will recruit and supervise a cohort of 12 volunteer EPEC parent group leaders.

The exciting expansion of the EPEC parenting programme in England is a unique opportunity. It offers every partner organisation the chance to develop and expand innovative, effective and low cost parenting support for families with children aged 0-4 years that builds community resilience and assets.

The Scaling Programme offer the opportunity for sites to acquire the knowledge, know-how and expertise to deliver the evidence based EPEC programme and use this to transform the scale and reach of parenting support available to families and communities living in local socially disadvantaged neighbourhoods.

EPEC offers parenting support that improves:

- Children's social, emotional and behavioural development.
- Children's readiness for school and learning.
- Parenting, parent confidence and well-being.
- Family communication, interaction, routines and resilience.
- Social support and social capital.
- Parent engagement and service uptake.
- Early identification of risk and effective early intervention.
- Efficiency, cost-effectiveness and integration of local parenting support.

It is expected that across the 16 hubs, the EPEC Scaling programme will recruit over 250 parent group leaders to lead 160 EPEC parenting groups, reaching 1600 parents and 4000 children.

### 1.3 What is the EPEC Scaling Programme Timetable?

In each Hub, parent group leaders will deliver 8 EPEC parenting courses between January 2019 and July 2019 for 80 parents and around 200 children living in socially disadvantaged and excluded communities.

Through the application process, we are seeking to work with partner organisations who can demonstrate that:

- The proposed EPEC Hub fits with wider local strategic priorities for families with children under five.
- Effective local multiagency relationships exist to support Hub outreach, parent engagement and EPEC parenting course delivery for families and communities living in specific socially disadvantaged neighbourhoods.
- There is a clear, feasible implementation plan for the EPEC Hub, supported by necessary operational resources and support.
- The proposed EPEC Hub can successfully recruit, train and support a cohort of 12 volunteer parent group leaders.
- The host organisation has experience and expertise in parenting and parenting programmes, evidence-based approaches, and peer-led and volunteer partnerships.
- The required financial resources are committed.
- A sustainable model enabling the hub to continue delivering the training following year 1.

### 1.4 What will the National EPEC Team Provide?

The National EPEC team based at the South London and Maudsley NHS Foundation Trust **will provide free and at no charge:**

- **Twelve (12) months of no cost, free** training, support and expertise to help set up and run local EPEC hubs to deliver EPEC courses for parents with children aged 0 - 4 years.
- **Three training events** held in London between July and September 2018 to familiarise new Hub coordinators with the information, materials and expertise to set up an EPEC Hub (3 days), EPEC parent programme content and methods, recruitment and training of parent group leaders (4-days), and parent group leader supervision, quality assurance and outcome evaluation (3-days).
- **On-going 1:1 consultation support**, equivalent to one day per month from July 2018-June 2019.
- **EPEC Hub Network** events every six months to exchange know-how and learning.
- **Free All EPEC manuals**, resources and know-how local EPEC hubs.

Our funding from NESTA/Department for Digital, Culture, Media and Sport enables us to provide

these training, support activities and materials valued at approximately £25,000 at no cost.

## 1.5 What will Partner Organisations Provide?

New partners hosting an EPEC Hub *need to provide*:

- A local service provider to host the local EPEC Hub, such as community health, early help team, children's centre provider, CAMHS, school, voluntary sector, NGO or other service.
- Committed funding for EPEC Hub staff costs for 12 months for a part-time Hub coordinator (at least, 0.6wte) and administrator (at least 0.2wte), with likely estimated pay costs of £30,000 - £45,000 depending on local service conditions.
- Committed funding for EPEC Hub non-pay costs for 12 months to cover crèche facilities, parent group leader expenses, staff expenses and running costs, estimated to be in the region of between £12,000 - £25,000 depending on local conditions.
- Effective multiagency relationships to facilitate outreach, parent engagement and EPEC course delivery.

Please note that the indicated financial amounts are advisory and actual costs will be subject to local circumstances and conditions.

Applicants should ensure that volunteer parent group leaders are available to lead EPEC courses when required. The Local hub is expected to reimburse the volunteer parent group leaders for expenses incurred as required.

Local hubs are responsible for completing all necessary DBS (Disclosure and Barring Service) checks and other checks as required for the volunteer arrangements. Local sites are expected to establish local accreditation systems for parent group leader training.

Applicants can apply to set and develop more than one EPEC Hub. Applicants wishing to set up more than one hub should demonstrate that they have the resources to achieve this. It is recommended that separate application forms are used for each Hub application

Partner organisations will enter into a licence agreement with South London and Maudsley NHS Foundation Trust, see Appendix 2, at the beginning of the Scaling Programme in order to protect EPEC intellectual property and identify the roles and responsibilities of the local site and the national EPEC team.

## 1.6 What is the Timetable for the EPEC Scaling Programme

### 1.6.1 Set-up Phase

Between July 2018 – September 2018, the national EPEC team will provide

- Training and workshop events held in London for all selected sites. These events will provide a detailed understanding of EPEC hub operation including the content and methods of:
- EPEC parent course organisation, outreach activity, delivery, quality assurance, and evaluation.
- Volunteer parent group leader selection, training, accreditation, support and supervision.
- Organisational and system stakeholder support, impact and sustainability.

In conjunction with initial training, EPEC Hub coordinators in each site will:

Between September 2018 and December 2018

- Recruit, train and accredit up to 12 Wave 1 parent group leader volunteers.
- Organise the delivery of the first four EPEC parent courses in Spring term 2019.

- Set up local systems for course evaluation and quality assurance.
- Establish local reporting and accountability arrangement.
- Undertake concerted networking to mobilise other local services and generate commitment to EPEC and the provision of courses.
- Undertake outreach to engage parents and facilitate course recruitment.

The national EPEC team will provide the equivalent of one day per month to each site of detailed on-going advice, guidance and know-how to set up and run its Hub.

### **1.6.2 Course Implementation Timescales**

Between January and March 2019, each Hub will provide:

- Four EPEC parent courses (courses 1-4) in appropriate community locations in higher need neighbourhoods.
- Supervision and support to the group leader volunteers to ensure course quality and fidelity
- Course activity, quality and outcome information to national EPEC team and local stakeholders.
- Second wave (Wave 2) of parent group leader volunteer recruitment, selection and training, if required.
- Organise second cohort of three EPEC parent courses (course 5-8) to be delivered in April - July 2019.

Between January - July 2019, each Hub will provide:

- Conduct outreach and deliver four EPEC parent courses (courses 5-8) during April - July 2019.
- Develop of sustainability plans for August 2019 onwards.
- On-going supervision and support to volunteer parent group leaders
- Activity, quality and outcome information to national EPEC team and local stakeholders.

The national EPEC team will work closely with each Hub and stakeholders to review Hub progress, course quality and impact.

## **1.7 What are the Recommended Project Milestones for Each EPEC Hub?**

### **1.7.1 By end of July 2018**

- Applicant sites selected, EPEC Licences and contracts signed.
- EPEC Hub staff appointed, operational and strategic accountability agreed.
- Local EPEC Hub coordinator and accountable manager attend 3-day Hub familiarisation & training event.
- Local stakeholder services and community networks are engaged in local EPEC delivery and milestones.
- Local EPEC Hub coordinators and local stakeholders begin recruitment of local volunteer parent group leaders and identify location for training volunteer group leaders.

### **1.7.2 By end of September 2018**

- EPEC Hub Coordinator and additional local co-trainer complete 4-day trainer training for EPEC parent group leader training.
- EPEC Hub Coordinator completes 3-day training in EPEC supervision methods and content.
- EPEC-Hub completes Wave 1 recruitment, selection, training and accreditation of volunteer EPEC parent group leaders (n=8-16).
- EPEC Hub Coordinator receives on-going support from national EPEC team.
- Local Hub Coordinator and additional local co-trainer deliver 10 day (60 hour) training to volunteer parent group leaders

- Local EPEC Hub organises EPEC courses 1-4 for Spring term 2019.
- EPEC Hub provides quarterly report and activity/outcome data to local strategic stakeholders and national EPEC team.

#### **1.7.3 By end of January 2019**

- EPEC Hub completes organisation, promotion and parent engagement for local EPEC courses 1-4.
- EPEC Hub begins delivery of EPEC courses 1-4 (n=40 parents).
- EPEC Hub coordinator identifies locations for EPEC courses 5-8 for April - July 2019.
- EPEC Hub coordinator receives on-going support from national EPEC team.
- EPEC Hub recruits Wave 2 volunteers (n=0-8) and begins Wave 2 EPEC parent group leader training, if required.

#### **1.7.4 By end of March 2019**

- EPEC Hub completes delivery of EPEC courses 1-4 (n=40 parents).
- EPEC Hub completes organisation, promotion and parent engagement for local EPEC courses 5-8 for delivery April-July 2019.
- EPEC Hub completes Wave 2 EPEC parent group leader training, if required.
- EPEC Hub provides quarterly report and activity/outcome data to local strategic stakeholders and national EPEC team to review programme progress and courses 1-4.
- EPEC Hub coordinator and stakeholders attend national review, impact and learning event.
- EPEC Hub coordinator receives on-going support from national EPEC team.
- National EPEC team reviews quality assurance and impact monitoring.

#### **1.7.5 By end of July 2019**

- EPEC Hub completes delivery of EPEC courses 5-8 (n=40 parents).
- EPEC Hub coordinator identifies locations for further EPEC courses September 2019 onwards.
- EPEC Hub provides quarterly report and activity/outcome data to local strategic stakeholders and national EPEC team to review programme progress and courses 1-8.
- National EPEC team reviews quality assurance and impact monitoring.
- National EPEC team works with local stakeholders to confirm sustainability plans from July 2019 onwards
- EPEC Hub Coordinator receives on-going support from national EPEC team.

#### **1.7.6 By end of August 2019**

- EPEC Hub completes organisation of EPEC courses for September - December 2019.
- EPEC Hub plan organisation of additional EPEC parent volunteer group leader courses for September-December 2019 as necessary.

### **1.8 Programme Completion and Sustainability**

It is expected that each EPEC Hub is to continue to develop and expand beyond the end of the Scaling Programme in August 2019, underpinned by a new licence agreement. Licence costs beyond August 2019 are likely to be in the region of £5,000-£10,000 per hub depending on scale of operation. These costs include national EPEC team quarterly consultation, review of impact and quality assurance data, and attendance at the EPEC national conference.

## 2.0 Making an Application

### 2.1 What is the Application Process?

The application process consists of two stages.

**Stage one:** is a fully open process and applicants are to submit their proposals by the submission date for each round. **Stage two:** Applicants proposals are evaluated and the successful applications may be invited to present their proposal to the team. The EPEC Team will provide further instruction to applicants at this stage.

### 2.2 What is Role of the Lead Organisation?

The organisation that completes and submits an application will have responsibility for and will be accountable for their financial commitment to setting up and running the hub. They will be our main point of contact on behalf of any partnership. We expect this organisation will have responsibility for the successful implementation of the EPEC Hub and the monitoring and delivery requirements set out in the requirements section.

### 2.3 What is the Role of Partners and Consortium Members?

Partners and Consortium members are responsible for ensuring agreements are signed setting out the roles and responsibilities for delivering the project.

### 2.4 What Financial Information About the EPEC Hub Do We Need to Provide?

Applicants are expected to fund the costs of setting up and running each hub. You should consider items such as:

**EPEC Hub staff costs for 12 months:** (Part-time Hub co-ordinator and administrator)

**EPEC non pay costs for 12 months:** to cover crèche facilities, parent group leader expenses, staff expenses and running costs

Applicants should complete the finance template breaking down their contribution costs to run each hub for which they are applying.

### 2.5 What Happens When?

We need to receive your stage one application by the deadline given on the programme timetable.

Your application is reviewed and you will be given feedback on your submission which you can incorporate into original application for stage two submission.

You will need to submit your stage two application by the deadline given on the application timetable. Successful applicants who pas this stage maybe invited to interview.



## 2.6 What is the Application Timetable?

There will be two rounds of application and selection. The timetable is shown below, see below.

| Activity                    | Round 1*                              |
|-----------------------------|---------------------------------------|
| Distribution of EOI packs   | April 2018                            |
| EOI Draft Submission        | From Tuesday 8 <sup>th</sup> May 2018 |
| EPEC Team review & response | Within 2 working days                 |
| EOI Final Submission        | 1 <sup>st</sup> June                  |
| Interview & Selection       | Week of 4 <sup>th</sup> June          |

***\*Applicants must note that dates may be subject to change***

## 2.7 What Important Information Should be Checked?

### 2.7.1 Have We Made Sure that the Application Form Works Correctly?

Save a copy of this form onto your computer with the name of your organisation in the name of the document

Type directly onto this form. Text boxes should grow as you type into them.

You strongly advised to keep copy of your application as you will need this through both stages of application.

You will also need this if the team needs to clarify or discuss your answers with you during the application process.

Applicants can submit applications for both rounds and bid for more than one hub. It is recommended that an application is completed for each hub you wish to set up.

This is a fully open process, whereby applicants are able to have constant dialogue with the EPEC team until the first submission date.

We recommend that applicants provide a single point of contact in their organisation for the contract/project. We recommend that applicants notify the Trusts promptly of any changes in this regard.

### 2.7.2 What Should We Do before Completing the Application Form

We have produced publications which we recommend you familiarise yourself with first before starting your application:

- EPEC Fact Sheet 1\_Overview
- EPEC Fact Sheet 2\_Evidence & Outcomes
- EPEC Fact Sheet 3\_Commissioner

- EPEC Fact Sheet 4\_ Developing a Local EPEC Hub
- EPEC Fact Sheet 5\_ Parent impact and experience
- EPEC Fact Sheet 6\_ Parent Group Leaders
- Fact Sheet 7\_ EPEC Scaling Programme

### 2.7.3 Completing the Form

Make sure you've answered every question and read your application before you send it to us. Email your completed form to [crispin.1.day@kcl.ac.uk](mailto:crispin.1.day@kcl.ac.uk) and [jo.nicoll@slam.nhs.uk](mailto:jo.nicoll@slam.nhs.uk).

### 2.7.4 What Help is Available with Our Application Form?

If you have any questions about the EPEC Scaling Programme, communications should be directed to the EPEC Team, Dr Crispin Day [crispin.1.day@kcl.ac.uk](mailto:crispin.1.day@kcl.ac.uk) and Jo Nicoll, [jo.nicoll@slam.nhs.uk](mailto:jo.nicoll@slam.nhs.uk).

Applicants are encouraged to communicate with the EPEC Team throughout the process.

Applicants are encouraged to communicate with EPEC Team throughout the process to aid in the completion of their forms. Applicants will be given guidance on where to improve their responses so that they can include these for their second submission.

### 2.7.5 What is the Deadline for Applications

Your application should reach us by the date given for each round in the programme timetable.

## 2.8 How will Applications be Evaluated?

We would like to work with partner organisations who can show that:

- The proposed EPEC Hub fits with wider local strategic priorities for families with children under five.
- Effective local multiagency relationships exist to support Hub outreach, parent engagement and EPEC parenting course delivery for families and communities living in specific socially disadvantaged neighbourhoods.
- There is a clear, feasible implementation plan for the EPEC Hub, supported by necessary operational resources and support.
- The proposed EPEC Hub can successfully recruit, train and support a cohort of 16 volunteer parent group leaders.
- The host organisation has experience and expertise in parenting and parenting programmes, evidence-based approaches, and peer-led and volunteer partnerships.
- The required financial resources are committed.

All applications will be marked by an evaluation panel using a balanced scorecard approach assessing the ability of applicant to meet the requirements above using the criteria below.

| Score | Criteria   |
|-------|--|
| 0     | The proposal completely fails to meet the required standard or does not provide an answer  |
| 1     | The proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other aspects of the Tender |

|   |   |
|---|---|
| 2 | The proposal meets the required standard in most material respects, but is lacking or inconsistent in others        |
| 3 | The proposal meets the required standard in all material respects   |
| 4 | The proposal meets the required standard in all material respects and exceeds some or all of the major requirements |

Throughout the evaluation process, the right is reserved to seek clarifications from tenderers, where considered necessary to achieve a complete understanding of the proposals received. This may include meeting with the EPEC National Team to clarify applications in more detail. Applicants will not be allowed to make any changes to their applications once final submission has been made.

## 3.0 Your Application

### 3.1 About Your Organisation

Please answer the following questions in full.

#### 3.1.1 Applicant information Bidder Details

|   |  |
|---|--|
| Full name of the potential applicant submitting the information |  |
| Registered office address (if applicable)                       |  |
| Registered website address (if applicable)                      |  |
| Registered company number                                       |  |
| Registered charity number                                       |  |
| Registered VAT number   |  |

#### 3.1.2 What Type of Organisation Are you?

Select all options that are relevant (Please tick)

|  |  |  |
|--|--|--|
| Please indicate your trading status, or if 'Other' please provide details.   | a) NHS Foundation Trust                              |  |
|  | b) NHS Trust   |  |
|  | c) Local authority                                   |  |
|  | d) Charity   |  |
|  | c) Limited liability partnership                     |  |
|  | e) Other partnership                                 |  |
|  | f) Public limited company                            |  |
|  | g) Limited company                                   |  |
|  | h) Co-operative or community benefit societies (IPS) |  |
|  | i) Independent Public Benefit Corporation            |  |
|  | j) Sole trader                                       |  |
| k) Other (Please specify)  |  |  |
| Please state 'Yes' or 'No' in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) |  |
|  | ii) Small or Medium Enterprise (SME)                 |  |
|  | iii) Sheltered workshop                              |  |
|  | iv) Public service mutual                            |  |

**3.1.3 Give any Reference or Registration Numbers You Have:**

|   |                               |  |
|---|-------------------------------|--|
| If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  | Please respond Yes, No or N/A |  |
| If you responded yes to the above please provide the relevant details, including the registration number(s).  | Please respond                |  |
| Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Please respond Yes, No or N/A |  |
| If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this   | Please respond                |  |
| Trading name(s) that will be used if successful in this application   |                               |  |

**3.1.4 When was your Organisation set up?**

|     | Response |       | Response |      | Response |
|-----|----------|-------|----------|------|----------|
| Day |          | Month |          | Year |          |

**3.1.5 Is Your Organisation Independent or a Branch of a Larger Organisation?**

|  |  |
|--|--|
| <p><b>Independent:</b> An independent organisation will have its own governing document and can manage its own affairs and staff</p> <p><b>Branch:</b> A branch should have its own governing document (or will have adopted its parent organisation's governing document)</p> |  |
| Independent  |  |
| Branch or Department   |  |
| If you are a branch what is the name and address of the larger organization  |  |
| Organisation Name  |  |
| Address  |  |

**3.1.6 How Many People Are on the Board or Committee That Runs Your Organisation?**

|  |
|--|
|  |
|--|

**3.1.7 Economic and Financial Standing**

Select one option and complete the amounts from your accounts or financial projection  
 Please insert Y or N

|   |  |
|---|--|
| Information from the latest accounts approved by your organisation  |  |
| 12 month projection because you've been running for less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organization was set up |  |
| Accounting year ending (please provide day, month and year)   |  |
| Total income for the year   |  |
| Total expenditure for the year  |  |
| Surplus/deficit/profit/loss   |  |
| Total savings or reserves at the year end   |  |

If there are any qualifying statements you wish to make about your financial position, or the information you've provided to us above please tell us here:

|  |
|--|
|  |
|--|

**3.1.8 Contact Details**

|   |  |
|---|--|
| However applicants are asked to complete this section as the EPEC Team do require a<br>Applicant contact details<br>Please complete in full |  |
| Contact name  |  |
| Role Title Position:  |  |
| Name of organisation  |  |
| Phone number  |  |
| E-mail address  |  |
| Postal address  |  |

**3.1.9 Information Commissioners Office Registration**

|  |  |
|--|--|
| Is your organisation registered with the Information Commissioners Office? |  |
| Please state "Yes" or "No"   |  |
| Provide your ICO registration number                                       |  |

**3.1.10 Qualifying Statements of Past Performance**

|  |
|--|
| <p>If there are any qualifying statements you wish to make about your past performance in the last three years, please tell us here.<br/>                 This includes such areas such as regulatory actions, convictions etc.<br/>                 Applicants should describe briefly any changes made as a result of these circumstances in your organisation.<br/><br/>                 (Maximum of 500 words)</p> |
|  |

**3.1.11 Disclosure Barring Service**

|   |  |
|---|--|
| <p>Please confirm that all applicable staff have, or will have obtained, the relevant Disclosure and Barring Service (DBS) checks prior to commencing providing the services. (Please state Yes / No)</p> |  |
|---|--|

### 3.1.12 Policies and Procedures

|   |  |
|---|--|
| Please self-certify by answering “yes” or “no” in the yellow boxes whether your organisation is able to fully comply with the following policies, including having a system for monitoring the effectiveness of their implementation. |  |
| Confidentiality policy  |  |
| Service user consent policy   |  |
| Customer care/ Complaints policy  |  |
| A policy for the recruitment, training, support and management of staff and volunteers  |  |
| Child Protection policy   |  |
| Safeguarding and Protection policy  |  |
| Incident Reporting policy   |  |
| Whistle-blowing policy  |  |
| Serious Untoward Incidents (SUI) procedure or policy.   |  |
| A robust, comprehensive Business Continuity Policy  |  |
| Please list any other policies you may have which you consider may be relevant to the provision of the Services (Please complete or say ‘N/A’)  |  |



### 3.2 Your Strategic Context for Setting Up an EPEC Hub

(Weighting 10%)

#### 3.2.1. Tell us about your lead organisation and the current work that you do with families who have children under five?

*Describe the aims, priorities, size and structure of your organisation, the demography of the area you cover and the populations with whom you work, and outline range of work you do with families who have children under five. Please feel free to attach relevant links.*

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

#### 3.2.2. Tell us about how EPEC fits with local commissioning and multiagency strategic priorities for families with children under five?

*Describe your local priorities for families who have children under five, and the contributions made by different provider organisations, giving examples of successful multi/interagency working. Please feel free to attach link / copy and paste existing information*

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

#### 3.2.3. How will you use existing multiagency relationships and services to engage parents and successfully deliver EPEC courses?

*Describe how you will use local strategic, operational and service relationships to maximise the support for your local hub, generate and engage parent interest and assist the delivery of EPEC groups.*

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

### 3.3 What is the Service Context for Setting Up and Running Your EPEC Hub?

(Weighting 20%)

#### 3.3.1 What are your main organisational strengths and how will you use these to set up and run your EPEC Hub

*Describe key qualities, expertise and experience within your organisation, its managers and practitioners that put you in a strong position to successfully set up and run an EPEC Hub*

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

#### 3.3.2 What are the main risks you face in setting up an EPEC Hub and how will you mitigate these?

*Describe the main barriers that exist to successfully setting-up and running of your local EPEC hub. Describe how you will manage these barriers*

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

#### 3.3.3 Please describe the locations where you will locate your hub and run your EPEC parenting course?

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

### 3.4 Your Operational Plan for Setting Up and Running Your EPEC Hub

(Weighting 30%)

#### 3.4.1 What staffing will your Hub have and what will be the lines of accountability?

*Describe who will have operational responsibility for the Hub and the staffing arrangements. Describe relevant experience and expertise. Provide details of specific staff if possible or arrangements to have staff appointed by March 2018.*

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

### **3.4.2. What is your plan to set up and run your local EPEC Hub?**

*Describe your plan to fulfil the Scaling Programme aims, activities, outcomes and outputs. Describe the area in which the Hub will be based, the locations for EPEC course delivery, recruitment of volunteer parent group leaders, methods of parent engagement, organisation of course delivery, achievement of the required parent group leader recruitment, delivery of 10 EPEC courses for 100 parents. Describe the strengths of your plan as well as the challenges you will face*

Please respond in the box below. (max 400 words, please provide word count)

|  |
|--|
|  |
|--|

### **3.4.3 Please describe your procedure for ensuring all participants undergo Disclosure and Barring Service (DBS) checks and describe how these will be maintained through the project?**

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

### **3.4.4 How will you pro-actively manage the safeguarding concerns which come to light in setting up the hub and throughout the Scaling Programme?**

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

**3.4.5. What are your plans for continuing and expanding the EPEC Hub beyond the Scaling period?**

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

**3.5 Your Expertise for Setting Up and Running an EPEC Hub**

(Weighting 20%)

**3.5.1 How will you use your experience and expertise in peer-led and volunteer approaches to recruit, select, train, supervise and support volunteer parent group leaders?**

*Describe your existing experience and expertise in using peer-led and volunteer approaches in your current service delivery. Describe what you have learnt succeeds as well as pitfalls to avoid. Describe how you will use this experience in the development of your EPEC Hub and volunteer parent group leaders.*

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

**3.5.2 How will you use your knowledge of parenting and parenting programmes to support the use of EPEC, supervise parent group leaders and monitor course quality, fidelity and outcomes?**

*Describe your existing experience and expertise in parenting and evidence-based parenting programme in your current service delivery. Describe what you have learnt succeeds as well as pitfalls to avoid. Describe how you will use this experience in supervising parent group leaders, maintaining EPEC course quality, fidelity and outcome.*

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

### 3.5.3 How will you establish a local accreditation system for parent group leader training?

*Describe your existing experience and expertise in managing accreditation systems in your current service delivery. Describe what you have learnt succeeds as well as pitfalls to avoid. Describe any accreditation bodies of which your organisation is a member. Describe how you will use this experience in accrediting parent group leaders.*

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

### 3.5.4 How will you manage and monitor quality and outcomes of the EPEC parenting courses?

*Describe your existing experience and expertise in monitoring quality and outcomes in your current service delivery. Describe what you have learnt succeeds as well as pitfalls to avoid. Describe any relevant existing systems that you use.*

Please respond in the box below. (max 100 words, please provide word count)

|  |
|--|
|  |
|--|

## 3.6 Your Finances to Support Setting Up and Running Your EPEC Hub

(Weighting 20%)

### 3.6.1. What is your total budget for your EPEC Hub?

Please respond in the box below. (max 200 words, please provide word count)

|  |
|--|
|  |
|--|

### 3.6.2 What is the breakdown of your budget?

Please use the table provided to detail your expected pay and non-pay costs over 18 months

|                                  |
|----------------------------------|
| Please respond in the box below. |
|                                  |

### 3.6.3 What are your contingency arrangements for ensuring adequate cover for planned or unplanned increases in workload, annual leave and absenteeism?

|   |
|---|
| Please respond in the box below. (max 200 words, please provide word count) |
|   |

## 4.0 Your Undertaking as an Applicant

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/we accept the conditions and undertakings requested in this document. I/We understand that false information could result in my/our disqualification from the application.

|                       |  |
|-----------------------|--|
| <b>Supplier Name*</b> |  |
| <b>Signed</b>         | Duly authorised on behalf of the Applicant |
| <b>Position</b>       |  |
| <b>Date</b>           |  |

\*Please note the term “applicant” refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the applicant.