1. **Policy document**
	1. Saolta University Healthcare Group is committed to improving the health and wellbeing of patients and staff in all its hospitals and the wider community.
	2. As such, in 2014, Saolta became the first hospital group to develop a Healthy Ireland (HI) Implementation Plan in response to the publication of the National Healthy Ireland Framework 2013-2025.
	3. Saolta has been a leader in developing the health and wellbeing agenda in Irish hospitals and has delivered a number of non-cost and low cost initiatives since the inception of its plan.
	4. This policy document reflects Saolta University Healthcare Group’s commitment to managing, allocating and monitoring designated health and wellbeing funding to support the delivery of the Saolta Healthy Ireland Implementation Plan 2015-2017.
2. **Purpose**
	1. The purpose of this policy document is to assist the Saolta Health and Wellbeing committees:
* To support the implementation of the actions outlined in the SAOLTA Healthy Ireland plan 2014-2017.
* To resource the development of locally led, cross sectoral strategies promoting health and wellbeing.
* To add value to existing health promotion initiatives through the provision of Healthy Ireland resources.
* To facilitate and resource partnership networks across the SAOLTA group that promote health and wellbeing.
* To build the capacity of staff to incorporate health and wellbeing activity into their work.
* To improve available data on the outcomes of healthy Ireland activities.
* To support the health and wellbeing of the most disadvantaged groups, (e.g. older people, children, homeless, travellers, migrants etc) and those experiencing significant health inequalities through long term planning.
1. **Scope**
	* 1. This policy document relates to all decisions on expenditure under the Healthy Ireland programme made by relevant staff employed within Saolta University Healthcare Group, particularly staff of the Saolta Health and Wellbeing committees.
		2. This policy document also relates to all relevant staff from external agencies (National Health and Wellbeing Division, Public Health, NUIG, Health Promotion and Improvement West, CHO, etc) who are members of the Saolta Health and Wellbeing committees.
		3. It is important to note that there is no guarantee of annual funding for the health and wellbeing agenda.
2. **Definitions**
	1. **‘Healthy Ireland (HI)’** refers to the national strategy and movement to increase the health and wellbeing of Irish citizens.
	2. **‘Budget’** refers to monies assigned directly to support the implementation of theSaolta Healthy Ireland Implementation Plan. Monies have been previously allocated from the National Health and Wellbeing Division, Saolta University Healthcare Group and The Department of Health Promotion and Improvement, HSE West.
3. **Roles & Responsibilities**
	1. It is the responsibility of all relevant staff to adhere to these guidelines and to facilitate the implementation of these guidelines.
	2. The Saolta Healthy Ireland Implementation Group will be responsible for approving and overseeing expenditure of all health and wellbeing funding across the Saolta group.
	3. The Saolta Healthy Ireland Implementation Group will be responsible for the monitoring of approved funds to deliver actions from the Saolta HI plan.
	4. Local HI leads will be responsible for applying annually for funding to the Saolta HI Implementation Group via the Group HI lead.
	5. Local Healthy Ireland committees will manage and deliver approved programmes and report on the use of assigned budgets to the Saolta HI implementation group via the local HI lead.
	6. Local HI leads will produce a summary of expenditure to be included in the Saolta HI annual report.
	7. The Saolta Group Health and Wellbeing Lead will apply annually for funding on behalf of the group to the Saolta Group CEO.
	8. The Saolta Group Health and Wellbeing Lead will liaise with any other parties, including the national office, to enable funding to become available to the group and ensure any such funding is received and allocated efficiently.
	9. The Saolta Group Health and Wellbeing Lead will include expenditure as part of the Saolta HI annual report.
4. **Procedure**
	1. The following process shall be adhered to in the management of monies assigned to the health and wellbeing committees at all Saolta Hospitals.
	2. **Seeking funds:**

**Saolta funding:**

* The Saolta Group Health and Wellbeing Lead will apply annually for internal funding on behalf of the HI group to the Saolta Group CEO.
* This will take place in Q1 annually.

**National funding:**

* There is no current formal process for applying for monies to the National Health and Wellbeing Division.
* Fixed monies were allocated to all hospital groups in Q 3/4 in previous years.
* Any future formal application processes shall be completed by the Saolta Group Health and Wellbeing Lead on behalf of all stakeholders.

**Local HI committees:**

* Each committee must apply annually for funding to the Saolta HI Implementation Group via the Group Health and Wellbeing Lead (see application form in section 9 below).
* Applications to include details of funding requested, the relevant Saolta HI plan actions to be addressed, timelines, expected outcomes and method of evaluation where applicable.
* Each local committee to propose their local budget plan in the first quarter of each year.
* The Saolta Healthy Ireland Implementation Group will assess proposals and allocate a budget to each hospital based on the proposals, the hospital size and levels of expected HI activity.
* In some cases the Saolta HI committee may make recommendations on proposals before issuing funding.
	1. **Receipt of funds:**

**Saolta funding:**

* Any designated monies are allocated to the Saolta Group Management Accountant.
* The Saolta Group Health and Wellbeing Lead will work with the Saolta Group Accountant to ensure any designated monies are allocated to the relevant HI committees via local Finance Departments.
* Staff will be informed of the monies received and the quantity.

**National funding:**

* Any designated monies are allocated to the Saolta Group Management Accountant via the National Health and Wellbeing Division.
* The Saolta Group Health and Wellbeing Lead will work with the Saolta Group Accountant to ensure any designated monies are allocated to the relevant HI committees via local Finance Departments.
* Staff will be informed of the monies received and the quantity.

**Local HI committees:**

* Local finance departments will hold HI funds for each committee.
* Monies can be accessed once they have been transferred to the local finance department.
* Local leads to invoice the finance department for expenditure incurred.
	1. **Use of funds:**

**Saolta:**

* The Saolta HI Implementation group will allocate funds to each hospital site following receipt and assessment of proposals from local committees.
* The Saolta HI Implementation group may allocate funds to larger scale projects that will benefit all sites provided they are evidence based and managed at a high level preferably by a consultant led team in the case of patient initiatives.

**Local HI committees:**

* Monies will be managed by the local Health and Wellbeing Lead/ Executive Lead.
* Monies can only be spent on actions covered in the Saolta HI plan.
* Monies can be spent evaluating actions in the Saolta HI plan.
* Monies can be spent on student expenses where the student is under a formal placement programme with a hospital (where the hospital will not provide such funds).
* Plans for expenditure should incorporate at least 50% of monies allocated to patient actions from the Saolta HI plan.
* Local sites may supplement/combine HI funding to implement a large scale initiative(s) either in house or in combination with other Saolta hospitals or CHO1/ CHO2.
* Local HI committees can invite applications from hospital staff for use of their funding if they so wish. However any applications must meet the criteria set out in this document and must address specific actions in the Saolta HI plan. Applications will be reviewed by the Saolta HI committees.
* Monies must be expended in compliance with the National Financial Regulations and Procurement Policy.
* As monies are limited, please be mindful of use of same, for example if you are seeking health promotion leaflets you can order these for free from [www.healthpromotion.ie](http://www.healthpromotion.ie)
* Funding for flu incentives is covered by a separate budget designated from the HSE.
* Monies must be spent before the end of the financial year (i.e. December 31st).

**Types of ineligible costs**

* Hiring of HSE WTE staff
* Hiring of non HSE trainers/tutors/course providers
* Vouchers
* Leaflets/ posters which can be obtained freely through [www.healthpromotion.ie](http://www.healthpromotion.ie)
* One-off events
* Charitable donations
* Screening programmes (see reference 3)
* Applications solely for the purchase of equipment which can be sought/ funded through HSE procurement
* If the proposed project qualifies for funding under another agency or programme (e.g. HRB)

**7.0 Audit & Evaluation**

* The Saolta HI Implementation Group will review funding applications from hospital committees and report back on same.
* Local HI leads will report on activity to the Saolta Health and Wellbeing Implementation Group at each meeting and to report on same in future annual report(s) including evaluation of programmes.
* The Group HI lead will report to the HI Implementation Group.
* The Group Director of HR will report to the Saolta Executive Council.
* The Group Director of Nursing will report to the Saolta Board of Directors.
* The National HI Programme Manager will report to the National Director of Health and Wellbeing.

**8.0 Implementation Plan**

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| February | Local committees to develop budget proposals  |
| Group HI lead to apply to Saolta CEO for funding |
| March | Implementation Group to assess proposals  |
| Monies to be allocated to local committees (if authorised)  |
| April  | 2017 Budget to be reported on in annual HI report  |
| July  | National funding allocated (if sanctioned) |
| Monies to be allocated to local committees |
| December  | Monies to be spent in full by December 31st  |
| Ongoing | Reporting/ evaluation of use of monies to Saolta HI committees and national division.  |

1. **Application for funding**

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| --- | --- |
| **Date of application** |  |
| **Applicant name**  |  |
| **Hospital** |  |
| **Proposed funding sought** |  |
| **Actions to be addressed under the Saolta HI Implementation Plan** |
| **Action Number** | **Proposal and expected outcomes** | **Persons responsible** | **Timeline** | **Partnerships** | **Method of evaluation** |
| (insert action number from Saolta HI plan) | (brief outline of costs, proposed use of funds, target group, and potential outcomes) | (include names and roles) | (Estimated completion time) | (insert if applicable) | (outline where applicable) |
|  |  |  |  |  |  |
| **Action Number** | **Proposal and expected outcomes** | **Persons responsible** | **Timeline** | **Partnerships** | **Method of evaluation** |
| (insert action number from Saolta HI plan) | (brief outline of costs, proposed use of funds, target group, and potential outcomes) | (include names and roles) | (Estimated completion time) | (insert if applicable) | (outline where applicable) |
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| **Action Number** | **Proposal and expected outcomes** | **Persons responsible** | **Timeline** | **Partnerships** | **Method of evaluation** |
| (insert action number from Saolta HI plan) | (brief outline of costs, proposed use of funds, target group, and potential outcomes) | (include names and roles) | (Estimated completion time) | (insert if applicable) | (outline where applicable) |
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| **Action Number** | **Proposal and expected outcomes** | **Persons responsible** | **Timeline** | **Partnerships** | **Method of evaluation** |
| (insert action number from Saolta HI plan) | (brief outline of costs, proposed use of funds, target group, and potential outcomes) | (include names and roles) | (Estimated completion time) | (insert if applicable) | (outline where applicable) |
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| (insert action number from Saolta HI plan) | (brief outline of costs, proposed use of funds, target group, and potential outcomes) | (include names and roles) | (Estimated completion time) | (insert if applicable) | (outline where applicable) |

1. **References**
2. Department of Health (2013) *Healthy Ireland, A Framework for Improved Health 2013-2025.* <http://www.healthyireland.ie/wp-content/uploads/2015/10/Healthy-Ireland-Framework1.pdf>
3. Saolta University Healthcare Group (2014) *Saolta Healthy Ireland Implementation Plan 2015-2017.* <http://www.hse.ie/eng/health/hl/hi/HIDocs/saoltahiplan.pdf>
4. Peter C Gøtzsche, Karsten Juhl Jørgensen, Lasse T Krogsbøll, *General health checks don’t work: It’s time to let them go.* BMJ2014; 348: g 3680. <http://www.bmj.com/content/348/bmj.g3680>
5. [*https://www.pobal.ie/FundingProgrammes/Healthy%20Ireland/Pages/Healthy%20Ireland.aspx*](https://www.pobal.ie/FundingProgrammes/Healthy%20Ireland/Pages/Healthy%20Ireland.aspx)
6. **Ratification**

##### Title of Policy & Procedure: Saolta Health and Wellbeing Expenditure Policy

**Ref Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Version: \_\_\_\_\_\_**

The following staff have read and understood the above Policy & Procedure.

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| **Name (BLOCK CAPITALS)** | **Signature** | **Date** |
| GREG CONLON | Greg Conlon | 15th February 2018 |
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