

**Mental Health Support Teams (MHST) National Health Service Commissioning Board (NHS England and NHS Improvement) and Nottinghamshire Clinical Commissioning Group (CCG)**



# 1. Parties and Purpose

## 1.1. Parties

The Parties to this specification are:

A. National Health Service Commissioning Board (**NHS England**)

*Specifically, Children and Young People's Mental Health – Mental Health Support Teams Implementation Programme, NHS England and NHS Improvement.*

B. Nottinghamshire CCG

*As lead CCG for the commissioners and providers of children and young people's mental health care as per original signed bid to join the programme*

## 1.2. Purpose

This specification sets out in brief the approach to delivery and funding of the two waves of Mental Health Support Team agreed during financial year 2021/22. This is the fourth year of delivery of the government's ambitions outlined in the Children and Young People's Mental Health [Green Paper and the NHS Long Term Plan](#). This programme is in addition to the continued requirement to meet the commitments to improve the capacity and capability of CYPMH services through the existing Transformation Programme to deliver and maintain the Five Year Forward View for Mental Health and deliver of the NHS Long Term Plan.

This specification outlines:

- the key objectives of the CCG and provider in implementing MHSTs
- the respective roles and responsibilities the parties will have during the services.
- the transformation funding on offer to the CCG/CCGs.

CCGs have been provided with a Delivery Support Pack for waves 5 & 6 which should be read in conjunction with this document; it sets out key deliverables and timelines.

**In Witness Whereof**, the Parties have executed this specification:

**For and on behalf of NHS England and NHS Improvement**

By: \_\_\_\_\_

Full name \_\_\_\_\_

Position \_\_\_\_\_

Date: \_\_\_\_\_

**For and on behalf of the CCG**

By \_\_\_\_\_

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## **2. Specification for CCGs**

### **2.1 Children and Young People’s Mental Health Transformation Programme**

This specification relates to implementation of new and/or expanding *Mental Health Support Teams* based in education settings, supervised by NHS children and young people’s mental health staff. They are designed to provide specific extra capacity for early intervention and ongoing help. This is being led by NHS England and NHS Improvement in partnership with the Department for Education and Health Education England. Mental Health Support Teams are being funded via transformation funding, allocated from NHS England to CCGs for this specific purpose.

This specification sets out the roles and responsibilities of all parties to implement the 2021/22 waves of education based Mental Health Support Teams.

### **2.2 NHS England and NHS Improvement Responsibilities – can be divided into two categories;**

## **National coordination and oversight**

Work in partnership with DfE, DHSC, HEE and PHE to drive a system-wide approach across health, education, social care and the independent and voluntary sector to:

- deliver the national ambition to improve access to mental health support to children and young people in schools and colleges
- link this programme to the transformation of CYP MH underway, contributing to the development and implementation of CYP MH and Wellbeing clinical policy and strategy.
- provide national programme leadership and co-ordination
- work with Health Education England to support and develop and implement the training of a capable, evidence-based workforce to lead and deliver the new services.
- undertake detailed programme planning and initiation activities, including risk register and benefits analysis.
- lead on national communications and coordinate with regional communication teams.
- work with the NHSE/I regional teams and strategic clinical networks to provide an essential conduit to share emerging and best practice.
- participate in the development and delivery of the evaluation of the trailblazers, which is being led by the Department for Education.
- host a FutureNHS Collaboration Platform as a mechanism for sites to exchange best practice and share information. To support regionally led learning events.
- Align PMO and assurance structures to manage reporting and governance for delivery.

## **Support to CCGs hosting Mental Health Support Teams**

- provide funding to the lead CCG as outlined in this funding schedule to facilitate the objectives of the specification by the parties who have signed the agreement, or any other parties contracted by the CCG to deliver the interventions.
- provide any relevant data, information and contacts that can help advance the Mental Health Support Teams
- support local areas to make sure all partners agree a shared vision and plan of what needs to happen locally with sound governance, including clinical governance and supervision, engagement and commitment to joint working arrangements in relation to children and young people's mental health.

## **2.3 CCG Responsibilities**

The CCG has set out its initial plans for developing Mental Health Support Teams in parallel we have asked for the CCG/CCGs to set out the detail of its plan to develop and deliver this new service, including the financial and workforce elements. These detailed plans will be subject to assurance by regional teams prior to payments commencing.

### **The CCG agrees to:**

- provide co-ordination and oversight to develop and deliver its agreed project plan and/or to advise NHSE/I of any substantial changes to this plan and the rationale through the quarterly monitoring process.
- capture the current (2021/22) investment into CYP MH across health and education. The CCG is required to increase investment within CYPMHS at least in line with the rising resources provided to CCGs for CYPMH transformation (including Eating Disorders) from 2015/16 onwards. Where areas have not been able to demonstrate that new resources have been spent on CYPMH, a recovery plan must be put in place to ensure that the CYPMH transformation funds are used for the purposes intended. The new funding for MHSTs is an entirely additional investment into CYP MH services and into schools and this must be demonstrated in project plans and returns.
- report quarterly on progress in set up and delivery, including information on site activity and spend against funding received. Where this funding is distributed to more than one provider the CCG must oversee the accurate financial reporting
- meet the national Mental Health Investment Standard
- review the data sharing requirements and ensure CYPMH data from school settings as well as core services will flow, including outcomes routinely via the MHSDS using the correct team type and team identifier.
- commit – in partnership with the relevant provider – to supporting the delivery of a services to schools and colleges that is integrated with the CYPMH services locally. The new service should be entirely in addition to existing services. The CCG and service will commit to employment post successful completion of training of 4 EMHPs per MHST and to ensure that senior staff moved to support the delivery of MHSTs are replaced to ensure continued delivery of CYPMH expansion.
- commit – in partnership with the relevant provider – to review and deliver against the core functions and principles of joint delivery with education, set out in the MHST Manual. This joint delivery should be reflected in the joint design and the governance arrangements.
- take part in any national evaluation for the duration of the agreed period.

### **The provider agrees to:**

- support the delivery of the agreed project plan
- ensure that the funding supplied by the CCG is used for the purpose intended and not diverted e.g. into CIPS. The new funding for MHSTs is an entirely additional investment into CYP MH services and into schools and this must be demonstrated in project plans and returns.
- review the data sharing requirements and ensure CYPMH data from school settings as well as core services will flow, including outcomes via the MHSDS
- commit to supporting the delivery of a service to schools and colleges that is integrated with the CYPMH services locally. The new education service is in addition to existing services. The service will ensure appropriate links to education settings, supervision and management of all staff within teams including to ensure that relevant staff can

undergo the appropriate training to deliver the agreed service as set out in the bid and by the Operating manual.

- commit – in partnership with the CCG/CCGs – to review and deliver against the core functions and principles of joint delivery with education, set out in the MHST Manual. This joint delivery should be reflected in the joint design and the governance arrangements.
- the CCG and service will commit to employment post successful passing of training of 4 EMHPs per MHST and to ensure that senior staff moved to support the delivery of MHSTs are replaced to ensure continued delivery of CYPMH expansion.
- contribute to a quarterly report for an initial period on progress in set up and delivery, including information on spend against funding received and take part in the national evaluation for the duration of the agreed period

### **3. Governance**

CCGs will be asked to confirm local reporting and governance structures within their project plan

### **4. Monitoring and Performance Management**

There will be quarterly monitoring via ICS returns and through regions to track site progress and implementation of the programme This will include submission of information on MHST activity including spend to provide assurance that funding is being used for its intended purposes. In the eventuality of projected or actual underspend, or wider concerns about site progress – recovery plans may be requested

### **5. Funding Package**

There are 2 different elements to the overall funding package for MHSTs. This specification relates to element 1 only, but the entirety is set out here for clarity.

#### **1. Funding to CCGs**

- a. for service-related costs. This has been calculated using a standardised team or establishment and adjusted for higher cost of living. This annual rate of funding has then been calculated pro-rata according to the starting point in the financial year. The full detail of this is set out in detail in the delivery support pack. During training (the first 12 months of funding) the salary for those posts (4 EMHPs at Band 4) is paid via HEE and is then included in the CCG funding (4 EMHPs at Band 5) once training is complete. A 48% uplift for on-costs has been applied to all salary. There is CCG and provider discretion as to how this 48% is used in the implementation of teams. The detail of the standardised team or establishment is included in Appendix 1 for reference only. The CCG/provider has discretion to vary from this team make up – except for the 4 EMHPs per team which are mandated.

## 2. Training:

- a. Funding to providers via LDA with HEE for salary support of EMHP trainees during the 12 months of training – Band 4 – point 3-4 + 25% on-costs
- b. Funding to Universities via HEE for the training costs of EMHPs, their supervisors
- c. Funding to HEE regions who will disperse to MHSTs of salary support of £3,000 per EMHP trainee
- d. Funding to Universities via HEE for the training posts to replace those who drop out during training.

## 6. Agreement Price and Use of Funds

- 6.1 If plans have been delayed and expenditure has not been incurred for example for the recruitment of staff, then the final payment maybe adjusted to be in line with actual expenditure.

Funding will be allocated in time for teams commissioned from September, with the balance to be allocated in line with H2 funding.

This funding specification is for the delivery of 1 Mental Health Support Team in Wave 6, 2021/22
---

Full year funding 2021/22 – adjusted for HCAS and training (and includes Project Initiation fund of £20,000 per new team)	£54,945
Full year funding 2022/23 – adjusted for HCAS and training	£259,290

### Schedule of payments – details to follow

Responsibility for spending the monies and accounting for the expenditure for this programme must be in accordance with CCG's own SFIs and procurement procedures and is Value for Money.

## 7. Point of contact

The following person is authorised to act as NHS England's Representative on all matters relating to this specification:

<b>NHS England Representative</b>	<b>David Lockwood</b>
	<b>Deputy Head, CYP Mental Health Support Teams</b>
	<b>Skipton House, 80 London Road, London, SE1 6LH</b>
	<b>england.cyp-mentalhealth@nhs.net</b>

NHS England's Representative may authorise in writing other officers to act on their behalf.

The following person is authorised to act as CCG's Representative on all matters relating to this specification:

<b>CCG Representative</b>	<b>[Insert name and contact details]</b>
-------------------------------	--

## Equality Impact Assessment Form

### [screentip-sectionA](#)

#### 1. Document Control

##### Control Details:

Title:	
<b>If this is a budget EIA please ensure the title is the same as the title used within the budget booklet</b>	To expand the Mental Health Support Teams from x2 to x5 over the next 18 months. This will include the recruitment of 12 trainee EMHPs, MHST Supervisors, MHST managers, MHST level 2 and 3 practitioners.
Author:	Sebrina Turner
Director:	Helen Watson
Department:	Children and Adults
Service Area:	Early Help
Contact details:	<a href="mailto:Anna.masding@nottinghamcity.gov.uk">Anna.masding@nottinghamcity.gov.uk</a> 07930281646
Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget)	NO
<b>If yes, please include the reference number</b>	
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	NO

#### 2. Document Amendment Record:

Version	Author	Date	Approved
One	Sebrina Turner	24/09/2021	
Two	Sebrina Turner (amended document following Rosey Donovan's comments)	01/10/2021	

**3. Contributors/Reviewers** (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Rosey Donovan	Equality and Employability Consultant	30/09/2021

**4. Glossary of Terms**

Term	Description
BAME	Black, Asian and Minority Ethnic
CAMHS	Child and Adolescent mental health service
CYP	Children and Young People
LGBTQ+	Lesbian, Gay, Bisexual, Transgender and Queer (or questioning) and others
MHST	Mental Health Support Teams
SEND	Special Educational Needs and Disability

[screeintip-sectionB](#)

**5. Summary**

(Please provide a brief description of proposal / policy / service being assessed)

Nottingham City Council has been awarded additional funding to expand the MHST teams from x2 to x5 over the next 18 months with recurrent funding in place until at least 03/2024. The service will extend the offer of MHST support within educational settings and will target increasing support for vulnerable children such as those with SEND, Looked after children and those from diverse groups such as BAME and LGBTQ+ communities.

The service is being co-produced with parents and stakeholders and will carefully consider and engage our seldom heard communities/families. The stakeholders includes parent/carers volunteers, social care, education, health, voluntary sector reps, CAMHS, Early Help, Specialist CAMHS and adult mental health.

[screentip-sectionC](#)

**6. Information used to analyse the effects on equality:**

(Please include information about how you have consulted/ have data from the impacted groups)

We collect data and monitor this in order to identify where we have gaps in provision or access and develop action plans to address this using the steering group and the BAME and LGBTQ+ advisory groups that have been set up across CAMHS/MHST and SHARP.

We work closely with social care and education to ensure that the educational settings with the highest needs are targeted and offered the additional support that MHST teams offer and promote the opportunity to sign up future waves of MHST.

**7. Impacts and Actions:**

<a href="#">screentip-sectionD</a>	Could particularly benefit <b>X</b>	May adversely impact <b>X</b>
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

People of different faiths/ beliefs and those with none.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b>		

<p style="text-align: right;"><a href="#"><u>screeentip-sectionE</u></a></p> <p><b>How different groups could be affected</b> (Summary of impacts)</p>	<p style="text-align: right;"><a href="#"><u>screeentip-sectionF</u></a></p> <p><b>Details of actions to mitigate, remove or justify negative impact or increase positive impact</b> (or why action isn't possible)</p>
<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)</p> <p>People from different ethnic groups</p>	<p>Continue on separate sheet if needed (click and type to delete this note)</p> <p>The MHST will expand from supporting approximately 40 educational settings to approximately 100 in Nottingham City.</p>

<p>Parents and caregivers</p> <p>Children and young people</p>	<p>The expansion will help to increase access to CAMHS and more specialist support as there will be earlier intervention and preventive work offered. By increasing links with different ethnic communities and reducing the stigma of mental health with shared messaging, accessing support can become normalised and more acceptable.</p> <p>Workshops are offered to support caregivers, CYP and educational staff to understand a wide range of emotional and mental health difficulties and develop skills/strategies to support with this.</p> <p>The service also supports schools with embedding a whole school approach to mental health. This will include understanding trauma and how this can impact upon someone's behaviour. We will also look to support schools to consider the impact of this specifically on Looked after Children and those on Child Protection (CP) plans and how they may support them to manage difficulties without risk of exclusion.</p>
--	---

**8. Arrangements for future monitoring of equality impact of this proposal / policy / service:**

**We aim to closely monitor our data that will include the demographics of where referrals are from and which areas, ethnicity of families, etc. with commissioners. Where we identify any gaps around access we will ensure that we work with our parent volunteers to help us engage with communities and improve equality of access. Working with schools and education colleagues to monitor behaviour, exclusions and see if the service is impacting upon this, identify gaps and how to bridge these.**

**9. Outcome(s) of equality impact assessment:**

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

**10. Approved by (manager signature) and Date sent to equality team for publishing:**

<p><b>Approving Manager:</b> The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel &amp; email to allow citizen/stakeholder feedback on proposals.</p>		<p><b>Date sent for advice:</b> Send document or Link to: <a href="mailto:equalities@nottinghamcity.gov.uk">equalities@nottinghamcity.gov.uk</a></p>	
<p><b>Approving</b></p> 	<p><b>Manager</b></p>	<p><b>Signature:</b></p>	<p><b>Date of final approval:</b></p>

**Before you send your EIA to the Equality and Employability Team for advice, have you:**

1. Read the guidance and good practice EIA's  
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.

7. Clearly cross-referenced your impacts with SMART actions.

**PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.**

## Expansion of Mental Health Support Teams Provision

### Finance Comments

This decision seeks to accept £1.850m funding from NHS England and Health Education England annually to fund five Mental Health Support Teams, including any training requirements until 2023/24. This is an extension from a previously approved programme (contained within DDM 3666). This decision also seeks to make the existing two teams permanent, and changed from NHS to NCC paycales, this has been factored into the costings below.

Any roles which require training will be funded by Health Education England, and the fully established team costs (of qualified employees) will be funded by NHS England.

The table below shows the annual salary costs including on-costs and non-pay costs, based on the 2021/22 paycales of a fully established, qualified team:

Cost of 5 Teams at full establishment				
Post	NCC Grade	FTE for 1 team	FTE for 5 teams	Annual Salary Cost for 5 teams
Admin	D2	0.50	2.50	64,698
EMHP	F1	4.00	20.00	662,940
CBT Therapists	H1	1.00	4.00	173,788
Supervisor/Practitioner - Level 3	H1	0.50	3.00	130,341
Supervisors/Higher level therapists	I2	1.40	6.80	359,217
Team Leader	J1	0.50	3.00	170,301
Service Manager	K2	1.00	1.00	66,003
Child Wellbeing Practitioner (CWP)	F1	0.60	3.00	99,441
<b>Pay total</b>		<b>9.50</b>	<b>43.30</b>	<b>1,726,728</b>
<b>Non-Pay total</b>				<b>72,446</b>
<b>Total funding required</b>				<b>1,799,174</b>

Should this funding not be extended past 2023/24 appropriate consideration needs to be made regarding the redundancy and pension strain costs. Therefore a provision needs to be set aside in order to offset any costs which may arise, and further work needs to be undertaken in order quantify this.

This grant and any underspends which have accumulated, are ring-fenced for spend only in conjunction with the programme.

Ruby Barton

Commercial Finance Business Partner (Children's & Education)

Commercial Finance | Finance | Finance and Resources Directorate

📍 Nottingham City Council, 3rd Floor Loxley House, Station Street, Nottingham, NG2 3NG

☎ 0115 87 64989

✉ [ruby.barton@nottinghamcity.gov.uk](mailto:ruby.barton@nottinghamcity.gov.uk)