



To:
All members of the
Community Wellbeing and Housing
Committee

Please reply to:
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Date: 25 September 2023

Supplementary Agenda

Community Wellbeing and Housing Committee - Tuesday, 26 September 2023

Dear Councillor

I enclose the following items which have been added to the agenda for the Community Wellbeing and Housing Committee meeting to be held on Tuesday, 26 September 2023:

- | | |
|---|----------------|
| 2. Minutes | 3 - 12 |
| To confirm the minutes of the meeting held on 13 June 2023 as a correct record. | |
| 14. Urgent Item- Cost of Living Support Fund | 13 - 26 |
| The Vice Chair in the absence of the Chair, has authorised the addition of this item to the agenda for the following reason: | |
| Due to the cycle of Committee meetings, this item needs to be discussed and approved at tonight's meeting to not miss the ability to support the mitigation of the worst of the winter pressures for our residents, through our community stakeholders. | |

Yours sincerely

Melis Owen
Corporate Governance

Spelthorne Borough Council, Council Offices, Knowle Green

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To the members of the Community Wellbeing and Housing Committee

Councillors:

S.M. Doran (Chair)

M.M. Attewell (Vice-Chair)

M. Arnold

E. Baldock

C. Bateson

L. Brennan

M. Buck

S.A. Dunn

A. Gale

K.M. Grant

O. Rybinski

Substitute Members:

Councillors: M. Beecher, H. Boparai, R. Geach, S. Gyawali and
K. Rutherford

**Minutes of the Community Wellbeing and Housing Committee
13 June 2023**

Present:

Councillor S.M. Doran (Chair)

Councillors:

M. Arnold

M. Buck

K.M. Grant

C. Bateson

S.A. Dunn

O. Rybinski

L. Brennan

A. Gale

Substitutions: Councillors K. Rutherford (In place of E. Baldock)

Apologies: Councillors M.M. Attewell

In Attendance: Councillors M. Beecher

25/23 Minutes

The start of the meeting was delayed until 19:15 due to an induction session for the committee members overrunning.

The minutes of the meeting held on 28 March 2023 were agreed as a correct record.

26/23 Disclosures of Interest

There were none.

27/23 Questions from members of the Public

There were none.

28/23 Ward Issues

There were none.

29/23 Community Garden Project - West Wing

The Committee considered a report on a proposed community garden project. The Group Head Commissioning and Transformation explained that community gardens provided opportunities for individuals to grow their own food, socialise, and provided mental health and wellbeing benefits. If the committee agreed, West Wing Knowle Green residents would be consulted over interest in a community garden, and would be offered to provide input on an appropriate location. Willmott Dixon would contribute towards the community garden as part of their social value contribution in their role as contractor for the leisure centre scheme.

The Committee noted that both flowers and vegetables were proposed for the garden and there would be no poisonous plants. The project would also present community learning opportunities, and if successful, proposals for other sites would be considered. The Committee confirmed that the proposed contribution from Willmott Dixon would cover the cost of the project.

It was proposed by Councillor Doran, and seconded by Councillor Rybinski that the recommendation be amended to state “to approve the community garden project in principal and consultation with West Wing Knowle Green residents, and if the residents wish to proceed on a particular site, agree that site between Group Heads in consultation with the Chair of Community Wellbeing and Housing.”

The Committee **resolved** to approve the community garden project in principal and consultation with West Wing Knowle Green residents, and if the residents wish to proceed on a particular site, agree that site between Group Heads in consultation with the Chair of Community Wellbeing and Housing.

30/23 Delayed decision relating to Annual Grant Awards 2023/24

The Committee considered a report from the Strategic Lead of Leisure and Community Development on delayed decisions for community grants.

The Committee considered community grant applications at their meeting in January 2023. Since agreement, two further applications had been identified as submitted during the funding window, but were missed as they were not submitted correctly. The two applications related to a salary costs for an individual, and the grants panel recommended that both applications be rejected as they felt the grant funding budget should not be used to provide salary costs for chief executives of charitable organisations. The panel also suggested that for clarification in future that factor should be incorporated in future funding criteria.

The Committee **resolved** to:

- 1) Approve the cross-party grant panel recommendations in relation to the funding bids from Stanwell Events and Stanwell Foodbank.
- 2) Review the Council's annual grant funding criteria and to stipulate that the basis for their Grant Funding Panel's recommendation should be incorporated into the funding criteria in future.

31/23 Food and Price Review of Greeno Community Centre Alterations

This item was considered with item 11, "Procurement of Meals on Wheels & Community Meals Provision," and the recommendations were combined with that item.

32/23 Forward Plan

The Committee **resolved** to note the forward plan for future committee business.

33/23 Exclusion of Press and Public

It was proposed by Councillor Bateson, seconded by Councillor Arnold and **resolved** to exclude the public and press in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

34/23 Procurement of Meals on Wheels and Community Meals Provision

The Committee considered a report on the procurement of Meals on Wheels and community meals provision.

The Committee **resolved** to approve the recommendations as set out in the report.

35/23 Urgent Item- Local Authority Housing Fund Round two

The Committee received a verbal update from the Deputy Chief Executive on round two of funding from the Local Authority Housing Fund.

The Committee **resolved** to note the update on the Local Authority Housing Fund.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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COMMUNITY WELLBEING & HOUSING COMMITTEE26th September 2023

Title	<i>Cost of Living Support Fund</i>
Purpose of the report	To make recommendations to CPRC.
Report Author	Stephen Mortimer-Cleevely & Karen Sinclair
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community, Environment and Service Delivery
Recommendations	<p>Committee is asked to:</p> <ul style="list-style-type: none"> • Note the amount of funds available for Cost-of-Living Support. • Make recommendations to CPRC on the most appropriate and proportionate distribution of these funds. • Make recommendations To CPRC in relation to the governance applied to this fund.
Reason for Recommendation	The Council allocated funds to the aid residents through the cost-of-living crisis, of £200,000 which was set aside in a reserve. In conjunction with colleagues in the Social Care £9,000 was allocated to families with children with life limiting conditions. The Council has £191,000 remaining in the reserve.

1. Summary of the report

- 1.1 Committee is asked to make a recommendation on the appropriate use of this fund.
- 1.2 Committee is asked to consider options for governance of this fund.

2. Key issues

The Council has £191,000 available to allocate in the Cost-of-Living Support Reserve. At Community Wellbeing and Housing Committee on 26th September 2023. The Committee are considering, on the Agenda of this meeting, a paper that recommends partial use of this reserve to provide funding for the temporary continuation of the 6 day a week offer at the Council's community centres, for our communities. In total this equates to maximum budget of £42,015 for another year of delivery commencing 1st October 2023. This leaves available £148,985 if the Committee decide that this is an appropriate allocation of this Cost-of-Living Support Reserve. This paper seeks to gain a recommendation as to the proposed allocation and governance of this remaining fund.

An action from the Food & Welfare meeting on 20th September 2023 was to put together a committee report in relation to the Cost-of-Living Fund that has yet to be allocated.

The foodbanks raised that they were aware of its existence and were keen to access this fund as winter approaches.

Officers would like it to be considered as an urgent item, if we miss this committee cycle, we are likely to miss the ability to support the mitigation of the worst of the winter pressures for our residents, through additional support for our community stakeholders.

3. Options analysis and proposal

3.1 The options considered within this report are: -

Option 1 – Do nothing

Retain the money set aside for assisting residents cope with the cost-of-living pressures and do not allocate. This is not recommended as it is clear there is a ongoing and continuing need for local communities to be assisted, particularly as we move back into winter. Mortgage interest rates and rent levels are very high and many people are struggling to pay energy bills and food bills along with council tax liabilities etc.

Option 2– Recommended

Use The Spelthorne Healthy Communities Partnership Board to allocate the remaining money. This Board has representatives from Spelthorne Borough Council, local voluntary sector groups, Health partners, local churches and foodbanks. The Council have previously endorsed the Board as an appropriate body to facilitate money to community groups and organisations most in need. Clear and transparent criteria have been agreed for those applying for funding. Of most importance, the money can speedily be allocated once approval is given. See Appendix 1.

Option 3

Use the existing Council grants panel to agree distribution of the funds. Whilst the grants panel has clear criteria, its objectives are broad and not as focussed on assisting the health and wellbeing as the Spelthorne Healthy Partnerships Board objectives. The grants panel meets annually and makes its recommendations go to full Council around Spring 2024. This would mean the organisations and individuals that need the cost-of-living funding most would not benefit at this critical time of year, going into Winter when heating and other costs rise.

4. Financial implications

4.1 There are none bar additional officer resource. As stated above it is anticipated that there are £148k of uncommitted funds available in the reserves to be deployed. Funds set aside in reserves can only be spent once, unless further funds are set aside in the future.

5. Risk considerations

5.1 Doing nothing in this challenging landscape around food and fuel poverty could result in more challenging circumstances for our residents.

6. Procurement considerations

None identified.

7. Legal considerations

7.1 None yet identified.

8. Other considerations

9. Equality and Diversity

10. Sustainability/Climate Change Implications

10.1 Distribution of these funds through current mechanisms minimises the use of new resources.

11. Timetable for implementation

11.1 ASAP in order to enable the Council and partners to be able to distribute the funds to households in need before winter arrives. The earliest this decision can be finalised is 16th October 2023.

12. Contact

12.1 Stephen Mortimer-Cleavelly.

Appendices:

Appendix 1 Spelthorne Healthy Communities Partnership Board Terms Of Reference and Checklist

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SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

Membership, Terms of Reference and Operating Arrangements

SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP

1. Purpose

The purpose of the group is to explore new ways of delivering services and interventions that address the wider determinants of health and wellbeing. This is Spelthorne Borough Councils model of governance based on the principles of integration as cited in The Health & Care Act 2022 and encouraged in the Fuller Stocktake.

The aim being to improve the health and wellbeing outcomes for Spelthorne residents. The group will discuss, share and determine spending on the health & wellbeing priorities for Spelthorne in conjunction with stakeholders across the system. The group will also help raise awareness and support the communication of health & wellbeing information in Spelthorne.

2. Founding Members

representatives from the following organisations:

- (a) Spelthorne Borough Council including the chair and vice chair of Community Wellbeing committee, Deputy CEO, Group Head for Community Wellbeing, and Strategic Lead Officers. (Lead Officers for the purpose of decision making).
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers, Foodbanks and Catalyst.
- (d) A representative from North West Surrey Alliance (ICP), with the potential for GP representation (capacity allowing).
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities–Appendix 1) or other suitable representative from the community.
- (f) A representative from CSH.
- (g) Faith groups

- (g) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

3. Terms of Reference

The responsibilities of the Spelthorne Healthy Communities Partnership are to:

- (a) oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed.
- (b) drive change in neighbourhoods and support the delivery of what works well locally in step with our communities.
- (c) support the delivery of improved outcomes for residents.
- (d) encourage a focus on learning by doing.
- (e) create a pragmatic structure that can evolve over time that continues to be focussed on delivery and outcomes.
- (f) develop an enabling environment and entrepreneurial culture.
- (g) meetings will be purposeful, and outcomes driven.
- (h) retain a 'pooled budget' that can facilitate community led health interventions.
- (i) facilitate the rapid use of the agreed budget up to a £5,000 per initiative in consultation with lead officer and another founding member of the partnership referenced in paragraph 2.
- (j) for budget requests over £5,000 the Spelthorne Healthy Communities Partnership Board, in quorum, will decide based on completed checklist criteria.
- (k) consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (l) provide an opportunity for the sharing of relevant information between agencies.
- (m) link to other local, partnership groups as appropriate

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of equality, diversity and inclusion.

4. Operating Procedures

(a) Support

Administrative support will be carried out by Spelthorne Borough Council.

(b) Chair

The Chair will initially be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the chair of Community Wellbeing Committee. With the opportunity for any of the founding members to take on a rolling chair arrangement with continued administrative support from SBC.

(c) Frequency of meetings

Spelthorne Healthy Communities Partnership shall meet at least quarterly.

(d) Reporting to the community

The Group will feed back to its partners on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

(e) Decision making

The Group will seek to operate by consensus for spend £5,000 and under lead officers and one other founding member can make a decision.

5. Lifetime of the Group

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

APPENDIX 1

Roles of Forums and Groups in Spelthorne Healthy Communities Partnership

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services and interventions in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Healthy Communities Partnership.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Healthy Communities Partnership.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chair.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Healthy Communities Partnership.
10. To receive feedback from and report to Spelthorne Healthy Communities Partnership via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

APPENDIX 2
SPELTHORNE HEALTHY COMMUNITIES PARTNERSHIP
EQUALITIES STATEMENT

Spelthorne Health and Wellbeing Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation and identity, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Healthy Communities Partnership:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.

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Spelthorne Borough Council
Requests for Funding from the
Spelthorne Healthy Communities
Partnership Board



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Spelthorne Healthy Communities Partnership Board or working group.

Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting one or more of the objectives of the Council's Health and Wellbeing Strategy 2022 -2027.
- b) Provides opportunities to create and support the NWS Alliance goals of prevention and early intervention.
- c) Contributes towards the 'no one left behind' Surrey County Council objective.
- d) Develops opportunities to improve facilities that directly impact on the health and wellbeing of Spelthorne residents.
- e) Encourages healthier lifestyles.
- f) Improves and encourages active travel.
- g) *Helps reduce issues relating to cost of living or fuel poverty.*

Applicants must ...

- h) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- i) Have clearly defined outcomes and deliverables for the funding requested.
- j) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

Contact details

Name and position	
Organisation (if applicable)	
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided or project will take place	Spelthorne
Contact phone	
Contact email	

Your Project

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to improving health and wellbeing for Spelthorne residents.

You can also submit additional information to support your application by email.

Considerations	Response
Aims and Project Objectives	
justification provided and options considered including. - Benefits, Deliverables & Objectives	
How will you measure success?	
Indicative Timeframes	
Risks	
Stakeholders Involved	
Roles & Responsibilities	

Plan of communicating project	
Amount of funding applied for from Spelthorne	
Funding agreed from elsewhere	
Please identify where services will be delivered	

Reviewing the application

Once applications have been received, they will be reviewed to ensure that they meet the criteria. Spelthorne Healthy Communities Board will assess this application and may ask you to attend an informal meeting to explain your project.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Spelthorne Healthy Communities Partnership Board.

We are required to follow this process as we are using public money and need to follow due process. This also includes ensuring board members declare any potential conflict of interest.

The responsibilities of the Spelthorne Healthy Communities Partnership are to:

facilitate the rapid use of the agreed budget up to a £5,000 per initiative in consultation with lead officer and another founding member of the partnership referenced in paragraph 2 of the Terms of Reference.

for budget requests over £5,000 the Spelthorne Healthy Communities Partnership Board, in quorum, will decide based on completed checklist criteria.

The final decision and payment

Spelthorne Healthy Communities Partnership Board may decide to recommend:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

