



Please reply to:

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Date: 24 January 2022

Notice of meeting

Community Wellbeing and Housing Committee

Date: Tuesday, 1 February 2022

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

To the members of the Community Wellbeing and Housing Committee

Councillors:

S.A. Dunn (Chairman)	R.O. Barratt	A.J. Mitchell
S.M. Doran (Vice-Chairman)	C. Bateson	O. Rybinski
C.F. Barnard	S. Buttar	V. Siva
C.L. Barratt	R. Chandler	J. Vinson

Substitute Members: Councillors J.T.F. Doran, R.D. Dunn, K.M. Grant and H. Harvey

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

Terms of Reference

The Committee's terms of reference are attached to assist.

1. Apologies and Substitutes

To receive apologies of absence and notification of substitutions.

2. Minutes

7 - 12

To confirm the minutes of the meeting held on 23 November 2021 as a correct record.

3. Disclosures of Interest

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

4. Questions from members of the Public

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. Ward Issues

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

At the time of publication of this agenda no ward issues were received.

6. Revenue Growth and Savings Bids 2022/23 (part of annual budget process)

13 - 18

To review revenue growth bids and proposed savings for the Committee's areas of responsibility.

7. Committee Review of Fees and Charges for Service Areas 2022/23 (part of annual budget process)

19 - 32

To review proposed fees and charges for the Committee's areas of responsibility.

8. Capital Bids 2022/23 (part of annual budget process)

33 - 36

To review capital bids for the Committee's areas of responsibility.

- 9. Refugee Schemes Policy** **37 - 54**
- The Committee are asked to consider the report from the Strategic Lead, Housing and to approve the adoption of the Refugee Policy.
- 10. Annual Council Community Grants Report** **55 - 68**
- The Committee are asked to consider the report from the Deputy Group Head, Community and Wellbeing, and to:
1. agree the grants awards for 2022/23,
 2. note all other support Spelthorne Borough Council provides to the voluntary/charity sector, and
 3. consider the proposal that unallocated councillors' Better Neighbourhood Grant monies for 2022/23 are transferred to the Grant Panel for allocation.
- 11. Forward Plan** **69 - 72**
- To consider the Forward Plan for committee business.
- 12. Urgent business**
- To consider any business deemed as urgent by the Chair.

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TERMS OF REFERENCE

All Committees will have the following functions in respect of their respective areas:

- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Service Committees).
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.

COMMUNITY WELLBEING & HOUSING COMMITTEE

Membership

13 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Leisure, libraries, arts, sports and culture
- Community development and engagement
- Voluntary sector strategy and liaison
- Housing policy & strategy
- Housing options, allocations and support services
- Affordable housing and homelessness
- Private sector and social housing enforcement
- Home Improvement Agency
- Grants to outside bodies
- Education and young people
- Services for older people
- Day centres
- Supported living independently – including meals on wheels
- Family support
- Disability issues and grants
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Corporate Policy and Resources Committee.

**Minutes of the Community Wellbeing and Housing Committee
23 November 2021**

Present:

Councillor S.A. Dunn (Chairman)
Councillor S.M. Doran (Vice-Chairman)

Councillors:

C. Bateson

S. Buttar

J. Vinson

In Attendance: Councillors Beecher and Dunn

574/21 Apologies and Substitutions

Apologies were received from Councillors M Attewell, M Madams, O Rybinski and V Siva.

Councillors R Chandler and N Islam were not present.

575/21 Minutes

The minutes of the meeting held on 23 September 2021 were confirmed as a correct record.

576/21 Disclosures of Interest

There were none.

577/21 Questions from Members of the Public

There were no questions from members of the public.

578/21 Ward Issues

There were no ward issues to discuss at this meeting.

579/21 Verbal Update on the Community Wellbeing Covid Recovery Plan

The Committee received an update on the Community Wellbeing COVID recovery plan from the Joint Head of Community and Wellbeing, Deborah Ashman.

The Committee were advised that there were currently 20 Community Champions in the Borough who had helped the residents with queries relating to services offered by the Council during the pandemic. COVID Outreach volunteers would also be targeting areas where the take up of vaccinations had been low in comparison to the rest of the Borough.

Community Centres across the Borough had opened up but were not operating fully and COVID figures and Government guidelines were monitored carefully to ensure that it was safe to leave the centres open. All practicable measures had been put in place to prevent the spread of the virus such as staff vaccinations, wearing of masks and social distancing.

Positive feedback had been received from vulnerable residents attending the centres for the first time since re-opening after the lockdowns.

Deborah advised the Committee that a grant of £126k had been received from Central Government that was to be used to assist residents within the Borough that currently rented private properties; £14k of this was to be used to assist ex-offenders with their rent and £36k was to be used to assist residents that had been affected by domestic violence. The remaining £76k was to help families living in private rented properties.

The Committee **resolved** to note the update.

580/21 Step Down Service Partnership

The Committee considered a report from Marta Imig Strategic Lead, Housing that sought agreement for officers to ask the North Surrey Health Alliance to continue to commission the Step Down Service and Partnership Agreement for a further 12 months from April 2022.

Karen advised that this service was introduced during COVID and was a partnership between Spelthorne Borough Council, A2Dominoin, Elmbridge Borough Council, Runnymede Borough Council, The Whitely Homes Trust and Woking Borough Council with Spelthorne Borough Council being the lead authority.

The scheme was designed to help patients leave hospital and go into short term accommodation for a maximum of six weeks. Here they would receive some additional support on discharge prior to moving into their own accommodation which would free up hospital beds. This service could also be used for residents needing additional help to prevent hospital admission. It was anticipated that by the end of the year 50-60 residents would have benefited from this service and the average stay in the 'step down' accommodation had been 38 days.

The Committee **resolved** that officers can ask the North West Surrey Health Alliance to continue to commission the Step Down Service and Partnership Agreement for a further 12 months from April 2022.

581/21 Capital Monitoring Q2 (July - Sept)

The Committee considered the Capital Monitoring Report 2021/22 Q2 30 September 2021 that outlined the capital projects that fell under the remit of the Community Wellbeing and Housing Committee.

The Committee **resolved** to note the report.

582/21 Revenue Monitoring Q2 (July - Sept)

The Committee considered the Revenue Monitoring Report 2021/22 Q2 30 September 2021.

The Committee **resolved** to note the report.

583/21 Oast House - Bid for Cultural Grant Update

The Committee received a verbal update on the bid for a Cultural Grant for the Oast House from the Deputy Chief Executive, Terry Collier.

Terry advised the Committee that a bid had been submitted on time and that the decision would not be made by the Cultural Development Fund until 22 February 2022.

A public consultation had taken place to ascertain the views of residents on cultural activities within the Borough. 187 responses had been received with 87% stating that they would like to see more cultural activities within the Borough. If successful, the Council would be looking at cultural activities that would create jobs, be financially beneficial to the Council and would bring additional footfall into Staines.

The Committee agreed that any increase in cultural activities within the Borough would be positive and would help residents that currently feel isolated within their homes and could potentially generate more night time revenue.

The Committee **resolved** to note the update.

584/21 Household Support Fund

The Committee received a verbal update on the Household Support Fund from the Joint Head, Community and Wellbeing, Deborah Ashman.

The Council had received £307k central Government funding allocated via Surrey County Council to use to support vulnerable residents with food and utility bills. All the money had to have been committed by end of March 2022 as any remaining would be taken back by Surrey County Council.

A local scheme had been agreed that would result in one-off payments being issued to residents currently in receipt of qualifying benefits. These payments would be as follows:

£50 – residents over 70 years
£60 – residents aged 18-70 years
£80 – families

A ratio of spend had been agreed as follows:

60% - families
20% - to single households
20% - households over 70 years

It was anticipated that approximately 4400 people in the Borough could be helped under this scheme. The scheme was being widely publicised throughout the Borough in order to reach as many residents as possible.

The Committee **resolved** to note the update.

585/21 Shared Ownership Strategy

The Committee considered a report on the Shared Ownership Strategy from the Stephanie Green, Housing Strategy & Policy Officer and presented by the Joint Head of Community and Wellbeing, Karen Sinclair, that sought approval to adopt the revised Shared Ownership Strategy.

Karen advised the Committee that the existing Shared Ownership Policy was last reviewed in 2019 and that it required updating.

The Government had recently introduced a new model of shared ownership that would operate alongside the Affordable Homes Programmes for the next five years. Karen stated that whilst this was welcomed and provided potential residents with another option to afford to purchase a property the Council's preference would lean towards affordable homes. The Shared Ownership Scheme would be administered by a local agent and not the Council.

A provision had been written into the revised scheme that provided housing suppliers with specific guidance on how the properties would be marketed. The developer would be required to concentrate marketing within local areas for the first three months to attract Spelthorne residents.

The Committee **resolved** to approve the adoption of the revised Shared Ownership Policy.

586/21 Refugee Settlement Update

The Committee received a verbal update on refugee settlement in the Borough from the Deputy Chief Executive, Terry Collier.

Terry advised the Committee that another family had recently arrived in the short term temporary accommodation in the Borough bringing the number of people in temporary residences to 73. 14 families had now found permanent housing elsewhere in the country and had now moved out of the Borough.

Two properties had been sourced within the Borough to provide permanent accommodation but the Committee were advised that a further 3 properties were being sought. The Council had already received notification from the Home Office that they had identified a family that they would like to place in one of the existing 2 houses.

The Committee **resolved** to note the update.

587/21 Forward Plan

The Committee considered the Forward Plan for the Community Wellbeing and Housing Committee.

The Committee **resolved** to note the Forward Plan.

588/21 Exclusion of press & Public

It was proposed by Councillor Dunn and Seconded by Councillor Doran and **resolved** to move the exclusion of the Press and Public for the remaining items on the agenda in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

589/21 Leisure Operator Procurement Project Update

The Committee received an update on the Leisure Operator Procurement Project from the Joint Group Heads, Deborah Ashman and Karen Sinclair.

The Committee **resolved** to note the update.

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REVENUE GROWTH AND SAVINGS BID PROCESS

The growth and savings bids are a crucial element in the budget setting process for 2022/23 and attached are the following documents for your committee:

1. A list of growth bids – as per attached
2. A list of savings bids – as per attached

Noting that in the majority of cases, your Group Head or Service Manager has rated each bid, for each bid as a guide for you to consider. Further, you may see a number of items showing 'xxxxxxx' this is where we have removed reference to an existing employee to protect their privacy, officers will be able to advise you who this relates to, if required, but not during the public meeting, this will avoid us having to go into part 2 of a meeting and exclude the public from our meeting.

The aggregate growth bids received amount to over £1.6m and the savings bids received just under £400k, which means that if the committees agree to all the growth and savings bids we will have a £1.2m shortfall to fund, either by cutting current service levels or increasing further our proposed fees and charges.

As mentioned, Council must by law produce a balanced budget and your committee is asked to categorise all your growth and savings bids using the RAG (Red, Amber Green) system, which stands as follows:

- Red - Can be withdrawn from 2022/23
- Amber - Could be deferred to 2023/24
- Green – must go ahead in 2022/23

Officers will be available to answer any questions you might have.

The decisions should be recorded in the meeting minutes.

Once you have categorised the growth and savings bids for your committee, these will be passed to the CP&R Committee for collation into the budget process as part of their final deliberations for Council to approve at their February meeting.

Should you have any questions please contact me.

Paul Taylor
Chief Accountant

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Details of Growth Bid	FTE	Reason for Growth Bid	RAG Rating	Committee	Service Area	Budget Priority	Cost Centre	Centre Code	Amount	Part Year	Ongoing or one off	Funding opportunity	Fund Net Cost	Fund Net Cost	Fund Net Cost	Fund Net Cost	Requested By	ADDITIONAL COMMENTS	
To uplift the 2 support workers / drivers	0.00	Our two support workers / drivers who joined us from neighbourhood services and work with our support workers are on a low grade and do the same job during the day and they have the added part of doing the driving to (as above) so I would like to bring them in line with the other support workers at the centres.		Community Wellbeing & Housing	Day Centres		Green/Fordbridge day centres	12504 / 12507 1001	3,284	Full year	Ongoing		3,284	4,280	5,470	6,656	Niky Rentall		
Tenancy fraud actions	0.00	To top up the project budget to enable legal actions against tenants where tenancy fraud is identified SBC's Corporate Risk Register, the Housing team has an action to set up a Service Level Agreement (SLA) with Registered Providers (RP) to take forward cases of alleged tenancy fraud. Members have also recently agreed a Counter Fraud Bribery and Corruption Strategy which includes tackling illegal sub-letting. The current approach of relying on A2D referrals to the Fraud and investigation Team, does not produce the required level of engagement from A2D officers and consequently we have a very low level of tenancies recovered. Therefore, we propose a proactive approach to tackle tenancy fraud by carrying out a Data Matching exercise of the entire A2D portfolio, by an external company. This supports Spelthorne's counter fraud, bribery and corruption strategy recently reported to the Audit Committee in July 2021. The strategy highlights the need to target social housing fraud given the likely extent of fraudulent activity and the anticipated social benefits and financial returns to be derived. We would like to ask for £100,000 growth bid to cover the cost of proceedings (if required). In every case, every effort will be made to obtain possession of the property where a case of fraud has been substantiated without court proceedings. Where proceedings are undertaken, an application to recover the cost of proceedings from the tenant will be made to the court.	Green	Community Wellbeing & Housing	Homelessness		Homeless Prevention	123054962	100,000		One-off		100,000				Marta Imig		
To provide capacity within the budget to implement the planned departmental restructure to include sufficient resource to deliver the service plan.	0.00	The Leisure and Community Development Team are central to helping the council deliver against its community and service delivery priorities and the council's efforts to support communities across the borough respond to challenges that we face as a result of Covid-19 pandemic. The Team work alongside statutory and voluntary partners to enable the provision of activities such as sport, physical activity, arts and culture for residents of all ages, with a particular focus on less advantaged areas of the borough to redress inequalities. These targeted activities help to improve/maintain physical and mental health and improve community cohesion, helping to make Spelthorne a great place to live, work, study and invest. The team lead on the management of the leisure operator contract for the Council's two leisure centres and are also responsible for the Council's annual discretionary community grant funding programme; managing the grants panel and monitoring and challenging grant recipients throughout the year. We aim to develop, maintain, and continuously improve effective partnerships with statutory, non-statutory and voluntary sector partners and develop opportunities to draw in additional funding and initiate collaborative initiatives. Our Service Plan has been developed to help address the challenges presented by the Pandemic head on and over the course of the year the team will be integral in delivering the Health and Wellbeing Strategy, developing an Arts and Culture Strategy and Leisure Strategy. To deliver the challenging Service Plan we are currently going through a restructure and have developed a provisional staffing model for budgeting purposes based on the resource needed to deliver it. We have identified £19,500 from within our budget we intend to redistribute and we are seeking a relatively small growth bid to enable us capacity to deliver the plan.	Green	Community Wellbeing & Housing	Leisure		Leisure	141011001	13,500	Full year	Ongoing		13,500	18,200	22,800	26,700	Kamal Mehmood		
CAB advisory service	0.00	SHG decided not to extend Advice Plus agreement with A2D, worth £173,000, but to instead cover the cost of alternative advisory service through Citizen Advice Bureau (CAB) to provide advice service to the wider community. The cost of the additional service will be covered through the Homelessness Prevention grant. Each CAB caseworker will be able to undertake complex casework with a particular focus on delivering housing, welfare benefits and debt advice. Each caseworker will manage referrals from local authority departments and Spelthorne Social Prescribers and enable our service to support up to 300 new clients per annum - up to 600 additional client contacts including repeat interactions which typify complex casework. Each caseworker will provide a dedicated service targeting Spelthorne's most vulnerable residents. They will offer key support to residents, helping them resolve their problems and move forward. They will help people facing homelessness, families struggling financially, and older people, as well as offering a universal advice service open to all residents of Spelthorne. Each caseworker will work with people threatened with homelessness providing targeted advice aimed at maintaining current housing or to provide a managed transition into new housing. This will include resolving housing problems and benefit issues, rent or service charge arrears, mortgage issues, and sourcing financial payments/funds to support people in crisis. Each caseworker will offer a welfare benefits service ensuring people can access the benefits to which they are entitled, providing advice on maximising income/benefit advice, thereby enabling people to maintain independence, stay well and manage their tenancies. They will offer clients Citizens Advice debt and budgeting advice, for which we are FCA accredited. Their work will contribute to health and well-being priorities in the borough, reducing health inequalities by supporting children and families living in poverty and older people in need of help to remain independent. Their role will give residents the support they need to keep them in work, manage employment problems and deal with the impact of redundancy. The public value Citizens Advice Runnymede and Spelthorne generated in 2020-21 by improving clients' wellbeing (emotional wellbeing, family relationships and positive functioning) was worth £6,494,908 and for every £1 invested in the service CAB contributes £27.50 to society.	Green	Community Wellbeing & Housing	Homelessness		Homelessness Prevention	123055047	0	Full year	Ongoing		0	0	0	0	0	Marta Imig	To be funded by Homelessness Prevention Grant

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Details of Savings Offered	Explanation of proposed saving	Committee	Service Area	Cost Centre	Cost Centre code details	Amount	Full / Part Year	Ongoing or one off	Full year cost if different	Service impact Assessment of saving	Offered By
Budget no longer required	Citizens Panel & Area Forums budgets not used for last few years. No requirement for these budgets in future	Community Wellbeing & Housing	People & Partnerships	Community Development	317024941 & 494	13,000		Ongoing		None	Kamal Mehmood
Budget no longer required	Community Plan budget not used for last few years. No requirement for this budget in future	Community Wellbeing & Housing	People & Partnerships	Community Development	315014944	6,500		Ongoing		None	Kamal Mehmood

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REVIEW OF FEES AND CHARGES – Community Wellbeing and Housing Committee

Attached are details of the fees and charges to be reviewed by this committee.

Column 1 shows the current 2021/22 fee or charge and the second column is the proposed charge for 2022/23. Where there is no proposal to increase the fee or charge, the amount will be the same in both columns.

The Committee is asked to review the proposed charges.

Officers are available to answer any questions you might have before the meeting.

The decisions should be recorded in the meeting minutes.

Should you have any questions please contact me.

Paul Taylor
Chief Accountant

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Fees and Charges

2022/23



Printed Date: 11/01/2022

Last modified: 11/01/2022

Report Description:

A full schedule of the fees and charges for all Council services for the coming year

Community Wellbeing & Housing

Day Centres

Greeno & Fordbridge Centres (Community Use)

2021/22 Charge 2022/23 Charge VAT

Committee/Meeting Rooms

Mon-Fri Evening (per hour)	14.20	14.20	E
Saturday (per hour)	16.30	16.30	E

Large Hall

Mon-Fri Evening (per hour)	21.50	21.50	E
Saturday Day Time Rates before 6.00 PM (per hour)	25.75	25.75	E
Saturday Evening after 6.00 PM (per hour)	43.00	43.00	E
Sunday (per hour)	43.00	43.00	E

Day Centres

Greeno & Fordbridge Centres (Community Use)

2021/22 Charge 2022/23 Charge VAT

Quiet Lounge

Mon-Fri Evening (per hour)	14.20	14.20	E
Saturday Day Time Rates before 6.00 PM (per hour)	21.95	21.95	E
Saturday Evening after 6.00 PM (per hour)	26.75	26.75	E

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

2021/22 Charge 2022/23 Charge VAT

Large Hall

Mon - Fri Evening (per hour)	29.95	29.95	E
Saturday Day Time Rates before 6.00 PM (per hour)	32.65	32.65	E
Saturday Evening after 6.00 PM (per hour)	56.20	56.20	E
Sunday (per hour)	56.75	56.75	E

Older Peoples Services

2021/22 Charge 2022/23 Charge VAT

Membership Fees

Joint Day Centre/Spelride	25.00	25.00	S
Non SBC Resident	25.00	25.00	S
SBC Resident	16.50	16.50	S

Staines Community Centres (Community Use)

2021/22 Charge 2022/23 Charge VAT

Upstairs meeting room

Mon-Fri Evening (per hour)	14.15	14.15	E
Saturday Daytime (per hour)	16.30	16.30	E
Saturday Evening (per hour)	26.75	26.75	E
Sunday all day (per hour)	26.75	26.75	E

Day Centres

Staines Community Centres (Community Use)

2021/22 Charge 2022/23 Charge VAT

Upstairs or downstairs area

Mon-Fri Evening (per hour)	17.85	17.85	E
Saturday Daytime (per hour)	23.65	23.65	E
Saturday Evening (per hour)	37.85	37.85	E
Sunday all day (per hour)	37.85	37.85	E

Staines Community Centres (Semi-Commercial Use)

2021/22 Charge 2022/23 Charge VAT

Upstairs meeting room

Mon-Fri Evening (per hour)	19.45	19.45	E
Saturday Daytime (per hour)	21.95	21.95	E
Saturday Evening (per hour)	37.20	37.20	E
Sunday all day (per hour)	37.20	37.20	E

Upstairs or downstairs area

Mon-Fri Evening (per hour)	23.65	23.65	E
Saturday Daytime (per hour)	26.75	26.75	E
Saturday Evening (per hour)	47.75	47.75	E
Sunday all day (per hour)	47.75	47.75	E

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Health and Safety

Health and Safety

2021/22 Charge 2022/23 Charge VAT

Health And Safety At Work Act 1974

Officer Statement Of Facts - hourly rate	63.00	65.00	O
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Health and Safety in the Workplace

2021/22 Charge 2022/23 Charge VAT

Courses

Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)	27.00	28.00	S
Emergency First Aid at Work (EFAW)	75.00	77.50	S
First Aid at Work (FAW)	176.00	181.50	S
First Aid at Work Re-Qualification (RE-QUAL)	118.00	121.50	S
Institute of Occupational Safety and Health - Managing safely refresher (1 day)	214.00	220.50	S
Institute of Occupational Safety and Health - Managing safely	375.00	386.50	S
Institute of Occupational Safety and Health - Working safely	134.00	138.00	S
Institute of Occupational Safety and Health - Working safely passport	27.00	28.00	S

Homelessness

Homelessness

2021/22 Charge

2022/23 Charge

VAT

Bed & Breakfast

Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)

288.46

288.46

O

Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)

413.01

413.01

O

Licensing

Gambling Act 2005

2021/22 Charge

2022/23 Charge

VAT

Gambling Act Fees

Betting Premises (Excluding Tracks): a) New Applications	2,700.00	2,700.00	O
Betting Premises (Excluding Tracks): b) Annual Fees	600.00	600.00	O

Fees and Charges

Printed Date: 11/01/2022

Last modified: 11/01/2022

Meals On Wheels

Luncheon Clubs

2021/22 Charge **2022/23 Charge** **VAT**

Service Fees

Charge Per Meal	4.00	4.00	0
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Meals on Wheels

2021/22 Charge **2022/23 Charge** **VAT**

Service Fees

Charge for Sandwich	1.80	1.80	0
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Charge Per Meal	4.00	4.00	0
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Fees and Charges

Printed Date: 11/01/2022

Last modified: 11/01/2022

OPAL Group (High Needs)

OPAL Group (High Needs)

2021/22 Charge

2022/23 Charge

VAT

Attendance Fees (Daily Charge)

Fordbridge Day Centre

40.00

40.00

O

Greeno Day Centre

40.00

40.00

O

Public Health

Water Testing Charges

2021/22 Charge 2022/23 Charge VAT

Private water supply

a) Private water supply sample (each visit)= officer hourly rate plus PLUS all associated external sampling, laboratory and reporting costs	100.00	100.00	O
Analysing a sample taken during monitoring of Group B parameters and monitoring under regulation 11,= officer hourly rate PLUS a associated external sampling, laboratory and reporting costs	63.50	63.50	O
b) Risk Assessment (each assessment) = officer hourly rate, PLUS all associated costs for commissioning appropriately trained and competent specialists	63.50	63.50	O
c) Investigation (per investigation) = officer hourly rate, PLUS all associated costs for commissioning competent specialists (including sampling, laboratory analysis, risk assessment and engineering	63.50	63.50	O
d) Granting an Authorisation (per authorisation) = officer hourly rate, PLUS all associated external costs	63.50	63.50	O
e) Analysing a Sample Taken Under Regulation 10 (for parameters referred to in paragraph (1)(a) to (e) of that regulation) = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs	63.50	63.50	O
Analysing a Sample Taken during monitoring of Group A parameters = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs	63.50	63.50	O

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Fees and Charges

Printed Date: 11/01/2022

Last modified: 11/01/2022

Span

Span

2021/22 Charge

2022/23 Charge

VAT

Service Fees (Weekly Charge)

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones

4.30

4.30

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CAPITAL GROWTH BIDS PROCESS – Community Wellbeing and Housing Committee

It is now time to deal with the capital bids received for each cost of service for your Committee.

Would you please review the bids received for your Committee (see attached) and apply a RAG (Red, Amber Green) rating, noting that our capital projects can be completed within a matter of months, i.e., the purchase of a vehicle or span a number of years, i.e., our Leisure Centre, so please can you apply the RAG rating as follows:

- Red – the committee does not support this project.
- Amber - could go ahead this year or be deferred until next year
- Green – must go ahead this year and will commence in 2022/23.

For some of the smaller projects, there will be an expectation that once Council approve the budget and associated bids, that these projects are completed before 31 March 2023. If the committee is unable to agree that this project should start before 31 March 2023, please give it Red Rating and let's deal with it next year.

Officers are available to answer any questions you might have before the meeting.

The decisions should be recorded in the meeting minutes.

Once you have categorised the capital growth bids for your Committee, these will be passed to the CP&R Committee for collation into the budget process as part of their final deliberations for Council to approve at their February meeting.

Should you have any questions please contact me.

Paul Taylor
Chief Accountant

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2022/23 Capital growth bids as at 18-1-22

Amount £	Committee	Project	Requested By	Explanation	Associated Revenue Costs	Associated Savings
49,875	Community Wellbeing & Housing	To remove from the Search Moves partnership and set up alone	Jayne Brownlow	To separate away from Search Moves partnership and establish a standalone Spelthorne Locata Housing Management system. The decision made due to constraints within the partnership outweighing the opportunity to move forward with particular reference to the renewal of the Housing Allocation Policy, spring 2022, and the subsequent re-registration of all applicants on our register against the new criteria.	£6k set up costs, then £9k annual ongoing fee	0
943,241	Community Wellbeing & Housing	DFG Central Funding	Niky Rental	Spelthorne Borough Council is in receipt of a share of a Central Government Grant, that is paid to Surrey CC and distributed to the boroughs. Our standard grant last year was £943,241 with a discretionary pot funded by Spelthorne BC of £29,600.	0	0
29,600	Community Wellbeing & Housing	Discretionary Spelthorne Funding	Niky Rental	This constitutes our Disability Facilities Grant which is used to enable vulnerable residents to live independent for as long as possible in their own homes. This can range from stairlifts, walk in showers, to grab rails and minor adaptations	0	0
35,000,000	Community Wellbeing & Housing	Acquisition of registered provider properties see growth bid	Marta Imig	Delivery of purchase programme of property acquisition under Acquisition of Registered Providers Street Properties (subject to approval of the Council) The Council's Housing Strategy, under priority 1, specifically focuses on delivery of more affordable accommodation. The new Acquisition of Registered Street Properties Policy enables for the property acquisition to be sourced through RPs seeking to dispose of one, or any other source on the open market. The acquisitions of specific type of properties as required, would be managed by Council's owned housing company – Knowle Green Estates Limited (KGE), who would require a loan from the Council to make the acquisitions. The acquisition would be delivered on 5 year programme.	0	0

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COMMUNITY WELLBEING AND HOUSING COMMITTEE MEETING

1 February 2022



Title	Refugee Schemes Policy
Purpose of the report	To make a Key Decision
Report Author	Marta Imig, Strategic Lead, Housing
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/a
Corporate Priority	Housing
Recommendations	Community Wellbeing and Housing Committee is asked to: Approve the adoption of the Refugee Policy.
Reason for Recommendation	This policy seeks to require the Committee to consider all refugee schemes proposed by the government and assess their merits.

1. Key issues

- 1.1 The Chair and the Vice Chair of the Community Wellbeing and Housing Committee have asked for a Refugee Schemes Policy to be developed to clarify the Council's position of being open to consider Refugee schemes proposed by the Government and to assess them individually in terms of the Council's resources and funding available to support the schemes.

2. Options analysis and proposal

Option 1: To reject the policy

The Council will not adopt the Policy, but still have the freedom to consider future refugee schemes at the time that they are published by the government. The Council will just not have a policy that requires to consider all schemes as they are offered.

Option 2: To adopt the proposed Policy (recommended)

The adoption of the Policy will require the Council to consider all refugee schemes, and to carry out an in-depth analysis of financial and resource requirements for each scheme. Officers will present full analyses to the Committee for consideration.

Option 3: To adopt an altered version of the proposed Policy

To propose changes to the proposed Policy, consequently adopting a revised version of the Policy.

3. Financial implications

- 3.1 Financial implications of each refugee scheme and their available resources will be considered, formulated, and presented to the Committee for their review and decision.

4. Other considerations

- 4.1 In depth analysis of each refugee scheme can be labour intensive, and impact on the resources available to provide existing services, with a number of Council departments required to adequately analyse and prepare reports for the Committee's consideration.

5. Equality and Diversity

- 5.1 An Equality and Diversity Impact Assessment has been carried out and is provided in Appendix B.

6. Sustainability/Climate Change Implications

- 6.1 The proposed Policy does not have an impact on the Council's sustainability / climate change position.

7. Timetable for implementation

- 7.1 Once approved, the policy will be implemented immediately, and future Refugee Schemes will be analysed in detail and presented to the Committee for consideration.
- 7.2 This policy will be comprehensively reviewed every 5 years.

Background papers: There are none.

Appendices:

Appendix A: Refugee Schemes Policy

Appendix B: Equality Impact Assessment for Acquisition of Refugee Policy

Refugee Scheme Policy

October 2022

Index

- I. Introduction
- II. Purpose of the Policy
- III. Legal definition
- IV. Review and Selection Process
- V. Leave granted to resettled individuals
- VI. Funding
- VII. Processing Personal Data
- VIII. Policy review

I. Introduction

1. Spelthorne Borough Council (the Council) is proud to be assisting people in need. The Council has approved participation in the Afghan Relocations and Assistance Policy (ARAP) and welcomed Afghan Families into the community.
2. The resettlement schemes play a key role in the global response to humanitarian crises: saving lives and offering stability to refugees most in need of protection.
3. This policy supports, at local authority level, the UK's government policies on refugee programmes, subject to careful assessments of the cost and the resources available to support the scheme.

II. Purpose of the Policy

1. This document gives an overview of the Council's approach to resettlement policies and resettlement schemes as introduced by the Home Office.
2. It focuses on building refugees' self-sufficiency and enabling them to contribute to Spelthorne's economic development. Many refugees have skills and experience that are in short supply in Spelthorne. However, the Council is not selective based on employability or integration potential.
3. The Council's approach is to resettle refugees as recommended and supported by the Home Office, and in line with the global need, providing refugees with a safe and legal route into the UK.

III. Legal definition

1. The 1951 UN Convention Relating to the Status of Refugees is the framework which underpins international refugee protection. It, along with the 1967 Protocol, sets out the definition of a refugee.
2. The Convention defines a refugee as someone who, 'owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country; or who, not having a nationality and being outside the country of his former habitual residence as a result of such events, is unable or, owing to such fear, is unwilling to return to it.' This is the definition used by both the United Nations High Commissioner for Refugees (UNHCR), and the UK when determining whether someone qualifies as a refugee.
3. The UK will only resettle those determined by UNHCR to be refugees in accordance with the definition in the Convention¹. All resettlement in Spelthorne is at the Council's discretion.

IV. Review and Selection Process

1. The Council will assess and examine the details of Refugee Schemes as offered by the Home Office, for its impact on the local community, the Council's resources to participate and support the scheme, and the deliverability within the funding offered for the scheme.
2. Details of the scheme will be prepared and presented to the Community Wellbeing and Housing Committee for their review and approval before agreeing to participate in any given Refugee scheme.

¹ UK Refugee Resentment, Home Office, August 2021

3. The Refugee Schemes in the UK are delivered in close partnership with local authorities. The Home Office receives offers of accommodations either directly from a local authority, or on a regional basis through a regional Strategic Migration Partnership (SMP). Refugees are matched to a local authority that can provide suitable accommodation and the appropriate support for those being resettled.

V. Leave granted to resettled individuals

1. The Council will be guided by rules set by the Home Office in relation to leave to remain granted to refugees. The Home Office issues six months' Leave Outside of the Rules visas to resettled refugees prior to departure from the region of origin. These are handed to the International Organization for Migration (IOM), for use in obtaining exit permits from host countries and making departure arrangements. Resettled refugees are then granted Indefinite Leave to Remain and refugee status on arrival in the UK².
2. Resettled individuals have an immediate right to work and to access welfare benefits, dependant on their circumstances and whether they meet the relevant Department for Work and Pensions criteria to receive the specific benefit for which they are applying.

VI. Funding

1. The Home Office provides tariff funding for local authorities for the first year, including education and health funding, using the Official Development Assistance budget. For years 2-5, tapered tariff funding is provided to local

² The granting of Indefinite Leave to Remain on arrival in the UK for those resettled through the UKRS and Community Sponsorship commences in October 2021. Those already resettled since March 2021 have the option to apply for Indefinite Leave to Remain free of charge.

authorities, while education and health funding flows through the normal per capita funding routes³.

2. There is also an Exceptional Cases Fund, which local authorities can use to assist the most vulnerable refugees, for example to fund accessibility adjustments to homes for individuals with mobility issues.
3. Tariff funding for years 2 to 5 is not normally paid to local authorities unless there are exceptional circumstances, following an assessment of the needs of the resettled person, couple, or family.
4. The Council will assess the funding for refugee schemes prior to a commitment to participate in the scheme.

VII. Processing Personal Data

1. The Council will agree a data sharing protocol (DSP) with the Home Office, which provides a set of principles for the secure processing of resettled individuals' personal data.

VIII. Policy review

1. The responsibility for monitoring the implementation of this strategy is delegated to the Council's Strategic Housing Group (SHG), with periodic updates provided to the Community Wellbeing and Housing Committee. SHG exists to ensure that the Council has a focussed strategic approach on housing matters, to ensure Spelthorne's housing need is identified and met.
2. This policy will be reviewed regularly and not less than every five years.

³ UK Refugee Resentment, Home Office, August 2021

Equality Analysis

Directorate: Community Wellbeing Service Area: Housing Strategy & Policy	Lead Officer: Marta Imig Date completed: 25 October 2021
Service / Function / Policy / Procedure to be assessed: Refugee Scheme Policy	
Is this: New / Proposed <input checked="" type="checkbox"/> Existing/Review <input type="checkbox"/> Changing <input type="checkbox"/>	Review date: every 5 years

Part A – Initial Equality Analysis to determine if a full Equality Analysis is required.

What are the aims and objectives/purpose of this service, function, policy or procedure?

In September 2021, the Chair and the vice Chair of the Community Wellbeing and Housing Committee, have requested that a generic Refugee Policy draft is prepared to state the Council's approach to future refugee schemes.

The aims of the policy is:

- To provide a policy approach for consideration of future refugee schemes.

Please indicate its relevance to any of the equality duties (below) by selecting Yes or No?

	Yes	No
Eliminating unlawful discrimination, victimisation and harassment	✓	
Advancing equality of opportunity	✓	
Fostering good community relations	✓	

If not relevant to any of the three equality duties and this is agreed by your Head of Service, the Equality Analysis is now complete - please send a copy to **NAMED OFFICER**. **If relevant**, a Full Equality Analysis will need to be undertaken (PART B below).

PART B: Full Equality Analysis

Step 1 – Identifying outcomes and delivery mechanisms (in relation to what you are assessing)

What outcomes are sought and for whom?	The policy seeks to clarify the Council’s general approach for consideration of future refugee schemes. When new refugee schemes are proposed by the government, the Council will consider the funding, the impact on the community and the resources available to support it.
Are there any associated policies, functions, services or procedures?	The scheme currently consists of two elements: • UK Refuge Resentment, Home Office, August 2021
If partners (including external partners) are involved in delivering the service, who are they?	To be assessed based on requirements for each scheme

Step 2 – What does the information you have collected, or that you have available, tell you?

What evidence/data already exists about the service and its users? (in terms of its impact on the ‘equality strands’, i.e. race, disability, gender, gender identity, age, religion or belief, sexual orientation, maternity/pregnancy, marriage/civil partnership and other socially excluded communities or groups) and **what does the data tell you?** e.g. are there any significant gaps?

General Spelthorne context

Almost half of Surrey’s 20 most deprived super output areas are in Spelthorne. Three are in the ward of Stanwell North, two in Ashford North and Stanwell South and one in each of Ashford East and Sunbury Common. Spelthorne has the highest number of lone parent families and the highest level of child poverty in Surrey; it also has the highest under-18 conception rate in the county. That said, residents are largely healthy, with life expectancy for both males and females slightly above the national average.

Although the number of VAT and/or PAYE-registered business has fallen slightly over the past four years, Spelthorne has a low rate of unemployment: 1.4% of those economically active aged 16 to 64, compared to the South East (2.2%) and UK as a whole (3.5%). Heathrow Airport is a significant local employer, with 8.3% of Spelthorne’s working population employed there. Significantly, 21.5% of those in work in Stanwell North are in low level employment compared to an average of 11.6% in Surrey. Average wages are slightly above regional averages at £630 per week for full-time employees.

Whilst house prices remain well above the national average, most residents are owner-occupiers (73%), followed by private rented (13%) and social rented (12%).

Gender / gender identity

Census data from 2011 shows that 50.5% of residents in Spelthorne were female, with the remaining 49.5% being male. There is no data known to be held in relation of other gender identities.

Source: ONS Census, 2011 - neighbourhood statistics for residents aged 16 to 74

A White Paper published in December 2018 (Help shape our future: the 2021 Census of population and housing in England and Wales) sets out the Office for National Statistics' (ONS) recommendations for what the census should contain and how it should operate. The White Paper recommends that the census in 2021 includes a question about gender identity, asking respondents whether their gender is the same as the sex they were registered as at birth. The question will be separate from the question about sex (i.e., whether the respondent is male or female), which will be phrased in the same way as previous years. There is currently no official data about the size of the transgender population (the word 'transgender' is used here to describe people whose gender identity does not match the sex they were assigned at birth). The Government Equalities Office (GEO) has said that there may be 200,000 to 500,000 transgender people in the UK, but stresses that we don't know the true population because of the lack of robust data. The ONS has identified user need for official estimates in order to support policy-making and monitor equality duties.

Source: <https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8531>

Age

Spelthorne has a slightly lower population of under-30s (34%) compared to the rest of the country (37%), and a slightly higher population of 30-69 year olds (42%) compared with the UK average of (40%), The number of 70+ is 23%, which is broadly in line with the rest of the UK (24%).

Source: <https://commonslibrary.parliament.uk/local-data/constituency-statistics-population-by-age/>

Ethnicity

The ethnic make-up of Spelthorne is largely in line with the UK average, although we have more residents who identify as Asian and fewer residents who identify as Black than the national average.

Ethnic group	Spelthorne		Region	UK
	Number	%	%	%
White	83,455	87.3%	90.7%	87.2%
Mixed	2,382	2.5%	1.9%	2.0%
Asian	7,295	7.6%	5.2%	6.9%
Black	1,545	1.6%	1.6%	3.0%
Other	921	1.0%	0.6%	0.9%
Total	95,598	100.0%	100.0%	100.0%

Source: <https://commonslibrary.parliament.uk/home-affairs/communities/demography/constituency-statistics-ethnicity/>

Disability

As of July 2019 there were around 2,020 PIP claimants in Spelthorne constituency. In comparison, there was an average of 2,500 claimants per constituency across the South East. Within Spelthorne, psychiatric disorders were the most common reason for claiming PIP. They accounted for 37% of awards, compared to 36% in Great Britain. 'Psychiatric disorders' include anxiety and depression, learning disabilities and autism. The second most common reason for awards was musculoskeletal disease (general), which accounted for 17% of awards within the constituency and 21% in Great Britain. Musculoskeletal disease (general) includes osteoarthritis, inflammatory arthritis and chronic pain syndromes.

Source:

<http://data.parliament.uk/resources/constituencystatistics/personal%20independence%20payment/PIP%20claimants%20in%20Spelthorne.pdf>

Religion

Residents of Spelthorne predominately identify themselves as either Christian or having no religion. There is a smaller Muslim population compared with the national average, but a larger Hindu and Sikh population.

	Constituency		Region	UK
	Number	%	%	%
Has religion	67,392	70.5%	65.0%	66.7%
of which				
Christian	60,954	63.8%	59.8%	58.8%
Muslim	1,808	1.9%	2.3%	4.5%
Hindu	2,332	2.4%	1.1%	1.4%
Buddhist	420	0.4%	0.5%	0.4%
Jewish	206	0.2%	0.2%	0.4%
Sikh	1,325	1.4%	0.6%	0.7%
Other	347	0.4%	0.5%	0.4%
No religion	21,511	22.5%	27.7%	26.1%
Not stated	6,695	7.0%	7.4%	7.2%

Source: <https://commonslibrary.parliament.uk/home-affairs/communities/constituency-data-religion/>

Sexual orientation

There is no accurate dataset which can be used to reflect solely Spelthorne. The White Paper recommends asking a new question about sexual orientation. The ONS has identified a user need for better data on sexual orientation – particularly for small areas – to inform policy-making and service provision, as well as monitoring equality duties. The ONS has previously used the Annual Population Survey (APS) to estimate the size of the lesbian, gay and bisexual (LGB) population in the UK. According to these estimates, just over 1 million people identified as LGB in 2016 (around 2% of the population). However, the sample population used in the APS isn't big enough to provide robust estimates of the LGB population in smaller areas.

Source: <https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8531>

Marriage / Civil Partnership

More people in Spelthorne are married compared to the rest of England and Wales, and fewer people identify as single.

Marital Status	Spelthorne		England and Wales	
All usual residents aged 16+	78,089		45,496,780	
Single (never married or never registered a same-sex civil partnership)	24,562	31%	15,730,275	35%
Married	38,984	50%	21,196,684	47%
In a registered same-sex civil partnership	153	0%	104,942	0%
Separated (but still legally married or still legally in a same-sex civil partnership)	2,042	3%	1,195,882	3%
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6,870	9%	4,099,330	9%
Widowed or surviving partner from a same-sex civil partnership	5,478	7%	3,169,667	7%

Has there been any consultation with, or input from, customers / service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please list which specific groups or communities you are going to consult with and when.

None

Are there any complaints, compliments, satisfaction surveys or customer feedback that could help inform this assessment? If yes, what do these tell you?

None

Step 3 – Identifying the negative impact.

a. Is there any negative impact on individuals or groups in the community?

Barriers:

What are the potential or known barriers/impacts for the different 'equality strands' set out below? Consider:

- **Where** you provide your service, e.g. the facilities/premises;
- **Who** provides it, e.g. are staff trained and representative of the local population/users?

- **How** it is provided, e.g. do people come to you or do you go to them? Do any rules or requirements prevent certain people accessing the service?
- **When** it is provided, e.g. opening hours?
- **What** is provided, e.g. does the service meet everyone’s needs? How do you know?

* Some barriers are justified, e.g. for health or safety reasons, or might actually be designed to promote equality, e.g. single sex swimming/exercise sessions, or cannot be removed without excessive cost. If you believe any of the barriers identified to be justified then please indicate which they are and why.

Solutions:

What can be done to minimise or remove these barriers to make sure everyone has equal access to the service or to reduce adverse impact? Consider:

- Other arrangements that can be made to ensure people’s diverse needs are met;
- How your actions might help to promote good relations between communities;
- How you might prevent any unintentional future discrimination.

Equality Themes	Barriers/Impacts identified	Solutions (ways in which you could mitigate the impact)
Age (including children, young people and older people)	Future schemes can vary in terms of age of those being supported, and will include children	<p>The North Surrey Family Support Team is experienced in supporting refugee families. The team can assist households with applying to local schools / seek English tutoring.</p> <p>The North Surrey Family Support Team will work with the family as a unit and the children individually to understand and address support needs. The North Surrey Family Support Team will make appropriate referrals to the appropriate organization to support family recovery. Safeguarding of children will be a priority.</p>
Disability (including carers)	Anecdotally we know that physically disabled people accessing settled accommodation have much more limited options available to them.	When sourcing properties, the Council will ensure properties are suitably adapted for households.

<p>Gender (men and women)</p>	<p>Individuals and families may be in need of language support.</p> <p>Opportunities to learn English and for integration may be more challenging for women who traditionally may be more home based.</p>	<p>The North Surrey Family Support Team can assist households with applying for language courses and seeking English tutoring.</p> <p>The North Surrey Family Support Team can make appropriate referrals to the appropriate organisation to support victims of domestic abuse. Safeguarding of adults will be a priority.</p> <p>The NESFT can source volunteers who can provide English lessons to women at home or in groups where appropriate. Women will be encouraged to attend English classes and can be supported by NEFST to attend.</p>
<p>Race (including Gypsies & Travellers and Asylum Seekers)</p>	<p>Some participating local authorities reported issues of racism within the community.</p> <p>Some refugees may not have good English language command, which can make them more vulnerable.</p>	<p>The North Surrey Family Support Team will work with the family and the Council to address any issues of racism or harassment in the borough as well as access to language support.</p>
<p>Religion or belief (including people of no religion or belief)</p>	<p>The religion of refugees will vary in the schemes.</p>	<p>The North Surrey Family Support team can ensure families are connected to local community and faith-based groups. This will help integrate families into the community and identify suitable places of worship as well as specific regional food shops.</p>
<p>Gender Re-assignment (those that are going through transition: male to female or female to male)</p>	<p>No negative impacts have been identified.</p>	<p>N/A</p>
<p>Pregnancy and Maternity</p>	<p>No negative impacts have been identified.</p>	<p>The NEFST will support families to access maternity provision as early as possible where appropriate.</p>
<p>Sexual orientation (including gay, lesbian, bisexual and heterosexual)</p>	<p>No negative impacts have been identified.</p>	<p>N/A</p>

Step 4 – Changes or mitigating actions proposed or adopted

Having undertaken the assessment are there any changes necessary to the existing service, policy, function or procedure? What changes or mitigating actions are proposed?

No changes required.

Step 5 – Monitoring

How are you going to monitor the existing service, function, policy or procedure ?

The service will be operationally monitored by the North Surrey Family Support team. The service will be strategically monitored by Spelthorne Borough Council's Strategic Housing Group who meet monthly.

Part C - Action Plan

Barrier/s or improvement/s identified	Action Required	Lead Officer	Timescale
n/a	n/a	n/a	n/a

Equality Analysis approved by:

Group Head: 	Date: 23/11/2021
----------------------------------------------------------------------------------------------------	------------------

Please send an electronic copy of the Equality Analysis to the Equality & Diversity Team and ensure the document is uploaded to the EA Register which will be available to the public:

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Community Wellbeing and Housing

1st February 2022



Title	Annual Grant Awards 2022/23
Purpose of the report	To make a decision
Report Author	Jayne Brownlow, Deputy Head Community Wellbeing
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	n/a
Corporate Priority	Community
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. agree the grants awards for 2022/23. 2. note all other support Spelthorne Borough Council provides to the voluntary/charity sector. 3. consider the proposal that unallocated Councillors' Better Neighbourhood Grant monies for 2022/23 are transferred to the Grants Panel for allocation.
Reason for Recommendation	<ol style="list-style-type: none"> 1. Seeking agreement to award grants for 2022/2023 to: <ul style="list-style-type: none"> • enable several existing charities and voluntary organisations to continue to provide support, assistance, and other essential services for Borough residents. • enable new organisations to begin to provide services that are needed. 2. Transferring unallocated Councillors' Better Neighbourhood Grants will allow this funding to be assigned to local organisations

1. Summary of the report

- 1.1 This report seeks approval for the allocation of the proposed grant awards to charities, voluntary sector, community, and sports/art organisations who operate within Spelthorne and provide services for Spelthorne residents.
- 1.2 The Council has sought to maintain its funding again this year, subject to confirmation, this makes £209,600 available for allocation. A carry forward of £24,200 unspent grant from the previous year has also been applied, making a total budget of £233,800
- 1.3 Applications for grant funding opened in mid-October 2021 and remained open for just over a month. There was extensive publicity for the grants to ensure as many organisations as possible were aware and how to apply. In total 46 applications were received.

- 1.4 The cross-party Grants Panel met in December 2020 to assess the applications received. This report contains the list of organisations proposed by the panel to receive grant funding for 2022/23. See Appendix A – Proposed Annual Grant Awards 2022/23
- 1.5 £218,850 in grant funding has been allocated and, if approved, will be paid in April 2022. The surplus of £14,950 will be ring-fenced for projects which arise during the course of the year.
- 1.6 The report also proposes that unallocated Councillors Better Neighbourhood Grant monies be transferred into the grant budget at the end of the year.
- 1.7 The report also details various benefits in kind awarded to voluntary organisations such as business rate relief, free use of facilities, free storage or use of office space for specific projects.

2. Key issues

- 2.1 Applications for Council Grants are welcomed on an annual cycle. This year grant applications were open from 18th of October to 22nd November 2021, for grants awarded for the financial year 2022/2023.
- 2.2 A total of 46 applications were received, with partial or full funding being awarded to 32 of these organisations. Other than 2019/20, this is the highest number of applications received as far as records go back, being reflective of the current community need.
- 2.3 To ensure the panel had sufficient information to make an informed decision, applicants were asked to provide evidence of the need that their service fulfils, to explain why their organisations were best placed to meet that need, and to outline how the grant would be used. Additionally, applicants were asked about their approach to safeguarding and how they had adapted to changes due to the Covid-19 pandemic.
- 2.4 Prior to opening, the grants application timeline was publicised widely using social media, the Council website and by contacting local organisations directly. In addition, the timeline was shared by Voluntary Services North Surrey and other community organisations to ensure maximum publicity.
- 2.5 As well as voluntary organisations and charities, provision continues to be made for annual grants to arts, sports, and cultural bodies to enhance active lifestyle, health, and wellbeing opportunities for our residents.
- 2.6 Regular monitoring of the top 5 funded organisations (listed in 3.4) continues with quarterly monitoring meetings to measure performance against their service level agreements (SLA's). Independent feedback from partners and service users was also sought for our top funded organisations to ensure the service they were providing was effective and to ensure the grant funding is being used as it was intended.
- 2.7 Housing Options have recently changed their operating model with Rentstart, moving across to a commissioning model. The award for 2022/23 will be fully funded from the Housing budget. As a result, Rentstart were not part of the grant application process this year.

3. Options analysis and proposal

- 3.1 The grants panel met on the 7th, 8th and 20th December 2021 to consider the applications received and finalise the proposed awards. Information on the applications, financial checks and background on the organisations was circulated in advance to allow panel members sufficient time to fully consider all options. These were discussed fully during the panel meetings
- 3.2 This year again, due to COVID-19 restrictions, the panel chose not to meet individually with the top 5 funded organisations. The panel reviewed the information supplied and decided they had sufficient assurance to enable an informed award decision for the coming year.
- 3.3 Following the review session, the proposed grant support for the top 5 funded organisations was agreed and is listed below. The level of funding has either been maintained or increased.

Organisation	Primary Focus	Award for 2022/23
Citizens Advice R&S	To ensure the citizens of Spelthorne have access to free, independent, confidential advice and information	£60,000 Plus £35,000 direct funding from Housing Budget
AGE UK	Befriending and Information and Advice service.	£30,000
Voluntary Support North Surrey (VSNS)	To support a stronger and more sustainable voluntary sector in Spelthorne, in response to COVID-19.	£35,000
Homestart	To support parents and their children through difficult times.	£24,150
Shopmobility	To provide an equality of opportunity for people with limited mobility or visual impairment, wishing to visit Staines town centre.	£15,000
Total		£164,150

- 3.4 Citizens Advice Runnymede & Spelthorne also receive additional funding from Housing Options. This is to reflect the amount of specialist assistance provided, and the increased demand for housing, debt and welfare support advice.
- 3.5 Subsequent consideration was given by the grants panel to the remaining 27 smaller grant applications. Particular attention was paid to requests for assistance for those organisations who have struggled during the pandemic, requiring assistance with their recovery. The list of proposed awards is itemised in the attached Appendix A - Proposed Annual Grants Awards 2022/23.
- 3.6 Several actions for officers were agreed as part of the panel's deliberations relating to improvements in partnership working with the successful organisations.

4. Financial implications

- 4.1 The budget for the 2022/23 grants allocation, subject to confirmation, has been maintained at £209,600. Along with a carry forward of £24,200 from 2021/22, a total of £233,800 was available to be allocated
- 4.2 During the application review process a total of £218,850 in grants was assigned.
- 4.3 The surplus of £14,950 will be ring fenced for requests arising during the year as decided by the grants panel.
- 4.4 The panel introduced a mid-year review for all beneficiaries of grant awards in September 2021. A report will be produced for the panel again this year, detailing how organisations have used their allocations against their stated aims. This introduces an element of quality control over the use of grant money, to allow the Council to ensure stated outcomes are being achieved. The agreement states that if grant awards are not spent, the Council can ask for the grant (or part of it) to be returned.
- 4.5 Councillors Better Neighbourhood Grants for 2021/22 amount to £78,000. At the end of the financial year, it is proposed that any unspent grant money be transferred into the Council grant budget. Last year a total of £15,000 was transferred across. The amount available for virement will be determined by how much individual Councillors allocate within their wards and will not be known until April 2022.
- 4.6 Appendix B – Other support for Charities and Voluntary Organisations details several additional items of ‘support in kind’ provided by Spelthorne to voluntary organisations and charities located in the Borough,

5. Other considerations

- 5.1 Spelthorne Council support the voluntary sector as a key driver of services to address the rising unmet need in the community. Financial support for this sector is essential to complement Council services.
- 5.2 This sector offers services to a diverse range of communities. It can deliver outcomes the public sector finds hard to deliver on its own, such as one-to-one support, dedication to a specific group or cause, expert advice, and other non-statutory services.
- 5.3 Other public bodies such as the NW Surrey CCG and Surrey County Council also see the voluntary sector as important providers and, in some cases, fund them separately. Awareness of these additional funding opportunities for voluntary organisations is growing within the Council.

6. Equality and Diversity

- 6.1 Some providers supported by grant funding represent or advocate for minority groups, user groups, and faith communities. Care was taken by the panel when reviewing applications to ensure a fair mix of organisations supporting all aspects of our communities benefited.

6.2 To encourage applications from all sectors of the community, a word version of the form was made available on the Council's website so those not able to apply online were not excluded. A number of applicants took advantage of this when applying. Hard copies were available but not requested this year.

7. Sustainability/Climate Change Implications

7.1 The grants panel's aim is to support a cross section of voluntary organisations to ensure a balanced and diverse presence is maintained locally. This includes encouraging applications from organisations committed to sustainable practices

8. Timetable for implementation

8.1 Following agreement by Committee, individually tailored letters will be sent to applicants advising them of the outcome of their applications. This will be completed by early March. Personalised signposting to other avenues of fundraising will also be included in the letters

8.2 All qualifying grants will be paid in April 2022

9. Contact

9.1 The contact for queries relating to this report is Jayne Brownlow.
J.brownlow@spelthorne.gov.uk

Background papers:

There are None

Appendices:

Appendix A - Proposed Annual Grants Allocation 2022/23 V1

Appendix B - Other support for Charities and Voluntary Organisations

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22/23 Grant Applications: Summary Information						Grant Award history		
Ref	Name of organisation	What the organisation wants to achieve	Comments	22/23 Grant applied for	22/23 Grant awarded	21/22 Grant awarded	20/21 Grant awarded	19/20 Grant awarded
1	Citizens Advice Runnymede and Spelthorne	To provide free, independent and confidential advice and information to residents and workers of Spelthorne.	Housing are prepared to contribute the same this year. Excellent relationship. SLA meetings informative and productive. £95,000 requested for core funding with £12,500 to fund 10 months of the outreach worker at the foodbanks	£107,500	£60K grant Plus £35K Housing £12.5K from Housing budget?	£60,000 from Grants panel Plus £35,000 from Housing	£40,000 from Grants panel Plus £35,000 from Housing	£40,000 from Grants panel Plus £35,000 from Housing
2	Age UK Surrey	For people to improve their wellbeing and independence in order to get the most from later life	Feedback - Social Prescriber refers into AgeUK. 40 since April 2021. Positive relationship. SLA reports sent quarterly	£38,422	£30,000	£30,000	£30,000	£30,000
3	Voluntary Support North Surrey (VSNS)	To support and strengthen the voluntary sector	Excellent working relationship.	£41,000	£35,000	£35,000	£30,000	£30,000
4	Staines Shopmobility	To continue providing a means to access shops, banks and other facilities in Staines town for people with limited mobility or a visual impairment.	Main feedback to focus on promoting the service and fundraising	£20,000	£15,000	£15,000	£15,000	£15,000
5	Home-Start	Home-Start Spelthorne offers support, friendship and practical help to parents and their children aged 0-5 in the Borough of Spelthorne.	Very positive feedback from Family Support.	£24,149	£24,150	£20,000	£15,000	£15,000
Total SLA applications 22/23				£231,071	£164,150	£100,000	£90,000	£90,000
6	Staines Swimming Club	Cygnets Pool refurbishment and equipment (inside Matthew Arnold School)	SSC have supported the Council for a number of years with Surrey Youth Games and recently with the re-opening of the pool at Sunbury Leisure Centre. Encouraging people to learn to swim is high priority especially with Spelthorne being a high % of water. Award £1K to cover the cost of a laptop, Further signposting through Leisure	£50,000	£1,000	£0		
7	1st Charlton Air and Sea Scouts	To provide a building and grounds for other local organisations and groups to use	Provided 3 quotes for tarmacing their drive Award £5,000 towards costs	£20,000	£5,000			
8	Crossroads Care Surrey	To continue delivering and building on volunteer recruitment programme to deliver befriending and community outreach in Spelthorne for unpaid carers.	Support 100 clients in Spelthorne 137 on waiting list Funding condition is to support minimum of 16 carers in Spelthorne	£20,000	£7,500	£5,000	£0	£3,000

9	Stanwell Events	Replacement doors and windows at The Pavilion	Also to employ a part time activities co-ordinator Felt that SBC have been good supporters of the foodbank during the pandemic. Letter to thank them for their generous support but on this occasion no. Cll Doran withdrew from this discussion	£15,000	£0	£1,000	£0	£1,000
10	Stanwell Food Bank	To employ a cook/trainer to make fresh meals for distribution to vulnerable members of the community	Felt that SBC have been good supporters of the foodbank during the pandemic. Letter to thank them for their generous support but on this occasion no.	£15,000	£0	£5,000	£0	
11	Cocoon Kids	To deliver 334 sessions; long-term interventions for 27 children and young people	Formed July 2020. Have engaged with VSNS Letter - please apply again when more established.	£15,000	£0			
12	Surrey Disabled People's Partnership	Funding will enable Marianne's Community Café to open for two additional days in the week	Limited opening - Mon - Wed 10.30am - 3.30pm Have supported previous years but no award this year	£14,517	£0	£5,000	£0	£0
13	Spelthorne Community Tennis	Help with delivering an all year round programme with facilities to a good level for the residents of the borough	Do a lot of work with harder to reach groups. Worked with the Mental Health Association based in Fordbridge Park, local schools and several of our walking for health walks start from the site . Awarded £1,000 towards costs	£14,500	£1,000			
14	Staines and Egham Sea Cadets	Purchasing of safety equipment, such as helmets, kags and spray decks and additional canoes.	Leisure support a contribution towards this as it supports water safety Awarded £5,000 towards equipmant. The grant will not cover the purchase of a pontoon.	£13,750	£5,000			
15	Jubilee Church Shepperton (Bags of Food)	To make the Bags of Food co-ordinator role a salaried position for 2 days a week	Spelthorne recognise the work done in the community. No Award	£10,000	£0	£1,000		
16	CREST Cancer Support CIO	To deliver treatments and financial advice to members in the local area	Busier than ever with referrals. All staff are volunteers. Struggled through the pandemic Very wothwhile cause	£10,000	£7,000	£5,000	£2,600	£2,000
17	MidasPlus Fundraising	Financial help to local needy people in Spelthorne	Provide financial support to individuals. One of the Mayor's charities in previous years	£10,000	£1,000			£0
18	St Saviours Foodbank	Provide an enhanced provision of meals and food parcels.	Spelthorne recognise the work done in the community. No Award on this occasion	£10,000	£0			

19	Surplus to Supper	To increase the volume of meals to meet demands.	Growing quickly. Spelthorne recognise the work done in the community. No Award on this occasion	£10,000	£0	£10,000		
20	Browns Community Services CIC	Match funding to deliver Rebuild Project by part-funding part-time support worker.	Unclear as to whether support worker will only be for Spelthorne or cover North Surrey No award	£7,288	£0		£1,000	£1,000
21	Ashford Wide	4 free to attend events in Ashford, across the year	Award of £500 to cover ECLO	£6,000	£500	£0		
22	Thameside Toddlers	Update toys, and toys for children with special needs, have more organised visits from other entities, ie farm, talks etc. - hopefully subsidised outings.	Signpost to Councillors Better Neighbourhood Grants and Surrey Councillor funding No award	£6,000	£0			
23	Staines Lammas FC	to make the perimeter of our pitch safer and more level by putting in hard standing at each end of our pitch and to also ensure that the shrubbery penetrating our east side fence line is cleared	Grant awarded last year. No award	£6,000	£0	£1,000		
24	4th Ashford Scout Group	Replacement fencing to ensure our perimeter is secure and allow us to camp at our base once more	Quotes for the fencing provided upon request £5,000 awarded towards costs	£5,000	£5,000			
25	The Academy Spelthorne Boxing Club	Extra new equipment options to meet demand and ensure the club remains financially stable and offering continued voluntary sport	Leisure are aware that this club was given previous support in 2019. £1,000 awarded towards equipment	£5,000	£1,000			
26	Thames Sailability	Running and maintenance costs, to continue to provide accessible boating for wheelchair users, people with reduced mobility, and those with learning difficulties.	Leisure would support this as it provides opportunities for people with disabilities	£5,000	£1,000			
27	Cruse Bereavement Support - North Surrey Branch	To support people in Spelthorne through delivering our volunteer led services.	Agreed worthy cause	£5,000	£2,000			£2,000
28	Garbo's GSD Rescue	Neuter and spay rescue dogs to make them easier adoptable. Support recovery process with medicines and supplements.	No award.	£5,000	£0			
29	Sunbury Skiff and Punting club	funding towards the concrete base and cover	Leisure would support a contribution to this although they have benefitted with recent grant support in 2021 Award £500 towards cost of concrete base.	£4,500	£500		£1,000	£0
30	The Laleham School Parent-Teacher Association	Deliver the Summer Fair to raise funds for the outdoor classroom	Signpost to BNG's No award	£4,000	£0			
31	The Breastfeeding Café	to provide bookable individual breastfeeding consultations over Zoom to complement our in person drop-in.	Awarded £500 towards costs	£3,500	£500			
32	Surrey Welfare Rights Unit	Staffing to keep service open	No award	£3,000	£0			£0

33	The Mulberry Centre	Contribute towards providing information and support services to anyone affected by cancer who lives in Spelthorne to improve their emotional, psychological and physical well-being.	Agreed very worthy cause	£3,000	£3,000	£3,000		£3,000
34	Sight For Surrey	to deliver two projects – Eye Clinic Liaison Service delivered at Ashford Hospital and a Centenary Coffee Morning to be held on Tuesday 24 May at Staines Methodist Church.	Award to cover ECLO only.	£2,750	£2,500	£2,500		£1,000
35	Acts of Kindness, Spelthorne	A quicker turn around of uniform bank referrals, print publications to help spread the word about what we offer	No award	£2,500	£0			
36	Daybreak	Funding to enable re-opening on Mondays, ongoing costs and furniture replacement	Agreed worthy cause	£2,000	£2,000	£2,000		£0
37	Shepperton Village fair	Essential infrastructure in support of public health, safety and security	Agreed £1,000 to go towards cost of security at the event	£2,000	£1,000		£0	£0
38	Sunbury, Shepperton and Chertsey NCT	pay for the venue hire of the Loyola Centre, Green Street, Sunbury for 48 wks and equipment purchase	Award to cover the purchase of equipment and not the venue	£2,000	£500		£1,000	£1,000
39	TALK Surrey CIO	to ensure the continued funding of the TALK Spelthorne aphasia group	Wothwhile group for the borough. Agreed support.	£2,000	£1,000	£1,000	£1,000	£1,000
40	Christmas Day at the Greeno	to provide a full 3-course Christmas Day lunch for up to 80 Spelthorne residents, plus presents and tombola prizes	Very popular event, well attended. Agreed to support	£1,500	£1,500			
41	Spelthorne Young Voices	Marketing, individual and group training and musical packages to access electronic music, backing tracks etc	SBC to offer to help with promotion through social media etc Worthwhile - agreed to support.	£1,500	£1,000			£0
42	Queen Mary Sailability	Continued use of the Yeoman keelboats and continued protection of the Hansas plus replacement wheels for longboat trailer.	Leisure would support this as provides opportunity for people with disabilities Contribution agreed towards wheels for trailer.	£1,310	£1,000			£2,100
43	Spelthorne Sports Council	to provide funding for children, youths and adults to continue to participate in sports and not be prevented doing so through lack of funding	Leisure support this request and acknowledge that they have reduced their request for financial contribution to previous years Full support agreed.	£1,200	£1,200	£1,200	£2,400	£2,400
44	SCAN	to fund printing and postage costs	Full support agreed	£1,000	£1,000	£1,000	£1,000	£500
45	Didasko Ladies	ensure we can continue providing a netball club to the ladies of Spelthorne	The club has supported the Council for many years with Surrey Youth Games and 'Back to Netball' which then formed an adult ladies section to the club. We would support this as it helps promote women's participation in sport. Full support agreed.	£500	£500		£420	£500

46	Spelthorne Volunteer Drivers	to continue to operate and keep the fees down for clients	Full support agreed. Very worthwhile cause.	£500	£500	£500		
Total other application 22/23				£316,815	£54,700			
Total application 22/23				£547,886				

KEY			
4	Food banks	Total budget	£233,800
9	Leisure (Sport and culture)	Total Spend	£218,850
14	Health and Wellbeing	Available	£14,950
10	Community Organisations		
4	Other		
5	Top 5		
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Other Support for local community and Voluntary organisations

As well as direct grant funding, Spelthorne Council supports the third sector in a number of other ways.

Some examples are detailed below.

1.1 Discretionary Business Rate Relief to charities and organisations

Business rates relief is available for a number of voluntary groups and charities. Many organisations are entitled to mandatory relief of 80% but the Council has the authority to offer additional discretionary rate relief of up to 20%. To apply this, Cabinet approval is required for organisations receiving a “top up” of over £2,000 per annum. Officers may approve a “top up” of up to £2,000.

Examples of organisations who receive relief include

Business rate relief categories	Examples of organisations
Top up on mandatory over £2,000	Leisure Centres / Art Galleries
Top up on mandatory under £2,000	Scout Huts
Discretionary over £2,000	Sailing clubs / Sports clubs
Discretionary under £2,000	Village Halls / Sports clubs.

In the year 2021/22 a total of **£154,428.07** of discretionary rate relief was awarded by Spelthorne to qualifying organisations in the Borough

1.2 Free Accommodation – Knowle Green

Five voluntary organisations receive rent free accommodation in Knowle Green. These organisations include Action for Carers, Age UK, One to One, Crest Cancer Support and Rentstart. In terms of the estimated rental value for the office space in Knowle Green a cost of £19.00 per sq ft has been estimated by the Assets team, based upon comparable lettings completed in the last 12 months in other Surrey towns.

The breakdown of the estimated 2022/23 rental costs is detailed below.

Organisation	Feet square	Estimate Rental cost/ sq/ft (£)	Rental cost (£)	Additional costs
Action for Carers	199	£19.00	£3,781.00	Additional benefits include use of building facilities, rate relief, car parking spaces, utility costs, cleaning, common services and wi-fi.
Age UK	237	£19.00	£4,503.00	
One to One	84	£19.00	£1,596.00	
Crest	97	£19.00	£1,843.00	
Rentstart	207	£19.00	£3,933.00	
Rental Rates	824		£15,656.00	

The projected total open market rental value of the office space provided to voluntary/charitable organisations within Knowle Green for 2021/22 is **£15,656**.

1.3 **Other municipal facilities with no rental income.**

There are a few facilities which the Council leases to organisations at no cost. Most of these are small organisations using small halls or rooms such as Staines Brass Band, Civic Pride and The Allotment Society receive the occasional use of meeting rooms, storage and/or office time free of charge to help to deliver projects. The main facility in this category is Spelthorne Museum and their archive store,

1.4 **Income from municipal assets leased to charitable or community organisations**

There are a total of 48 local community and voluntary groups located on Council land or buildings for which the Council receives no or a reduced rental income. These include scout huts and pavilions which are difficult to put an estimated rental value on as comparable evidence is not widely available. Whilst it may be possible to let these buildings to commercial occupiers the Council is unlikely to go down this route especially with the Community Letting Policy in place. Income for 2021/22 was in the region of £134,240.

1.5 **Better Neighbourhood Grants (BNG)**

Councillors are normally allocated £1,000 per annum to award to local groups or organisations to make their neighbourhood better. This year, in response to the climate change crisis, Councillor's funding was increased to £2,000. This money will be ringfenced for green and climate change activities and projects within Councillors' wards. This proposal provides a chance for 'bottom up' initiatives from residents to tackle climate change and allows for the development of a wider set of proposals at grassroot level to meet carbon reduction targets.

The revised total for Better Neighbourhood Grants for 2021-22 is £78,000, £39,00 for general use and £39,000 for green initiatives.

1.6 **Covid related support**

Since the start of the pandemic, the Council have provided financial support to our community organisations. Examples of this include business support grants to bodies such as Shopmobility and Staines Bowls club, donations to our foodbanks to allow them to step up to demand, funding to Citizens Advice to provide an advisor in two of our foodbanks, a hardship fund administered by VSNS (Voluntary Support North Surrey) and most recently a Household Support Fund scheme to assist households who are in food or fuel poverty



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 25 June 2021 to 26 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 01 02 2022	Refugee Schemes Policy	Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager
Community Wellbeing and Housing Committee 01 02 2022	Annual Council Community Grants Report Report to consider recommendations from the Panel for grant awards to community organisations.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Jayne Brownlow, Deputy Group Head, Community Wellbeing
Community Wellbeing and Housing Committee 01 02 2022	Revenue Growth and Savings Bids 2022/23 (part of annual budget process)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Community Wellbeing and Housing Committee 01 02 2022	Capital Bids 2022/23 (part of annual budget process)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Community Wellbeing and Housing Committee 01 02 2022	Committee Review of Fees and Charges for Service Areas 2022/23 (part of annual budget process)	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 29 03 2022 Council 28 04 2022	Member Mental Health Champion To receive nominations for the Member Mental Health Champion. On 15 July Council approved a motion for the creation of this post. Committee are asked to consider the nominations and make a recommendation to Council.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Community Wellbeing and Housing Committee 29 03 2022	Community Housing & Wellbeing Strategy	Non-Key Decision	Public	Mary Holdaway, Sports and Active Lifestyle Officer
Community Wellbeing and Housing Committee 29 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Community Wellbeing and Housing Committee 29 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Community Wellbeing and Housing Committee 29 03 2022	Allocation Policy Review	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager
Community Wellbeing and Housing Committee 29 03 2022	Key Worker Policy Review	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager

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