



Community Services Committee

Thursday, 16 March 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: C Howorth (Chairman), S Walsh (Vice-Chairman), A Balkan, T Burton, D Clarke, V Cunningham, S Dennett, S Jenkins, A King and C Mann

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact Democratic.Services@runnymede.gov.uk or 01932 425622. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

**List of matters for consideration
Part I**

Page

Matters in respect of which reports have been made available for public inspection

1. **Notification of Changes to Committee Membership**
2. **Minutes** 5 - 11

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 5 January 2023 (Appendix 'A').
3. **Apologies for Absence**
4. **Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. **Green & Blue Infrastructure Strategy Update** 12 - 15
6. **Core Grants Proposals** 16 - 24
7. **Tennis Court Refurbishment, Gogmore Farm Budget Request** 25 - 28
8. **Meals at Home Vehicle Procurement** 29 - 56
9. **Event Coordination and Safety Advisory Group Policy** 57 - 74
10. **Junior Citizen 2023** 75 - 79
11. **Befriending Service Update** 80 - 88
12. **Cabrera Trust Management Committee Minutes** 89 - 92
13. **Safer Streets Update**

To Follow
14. **Proposed Key Performance Indicators for Community Services**

To Follow
15. **Exclusion of Press and Public**

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure exempt information of the description specified in paragraph xxx of Part 1 of Schedule 12A of the Act.

(To resolve)

Part II

Matters involving Exempt or Confidential information in respect of which reports have

not been made available for public inspection

- | | | |
|-----|--|-----------|
| 16. | Core Judo Your Fund Surrey Funding Application | 93 - 100 |
| 17. | Safer Runnymede - Authority to enter into a contract to deliver CCTV Services | 101 - 102 |

Runnymede Borough CouncilCommunity Services CommitteeThursday, 5 January 2023 at 7.30 pm

Members of the Committee present: Councillors C Howorth (Chairman), S Walsh (Vice-Chairman), A Balkan, D Clarke, V Cunningham, S Dennett, S Jenkins, A King and S Whyte (In place of T Burton).

Members of the Committee absent: Councillors T Burton and C Mann.

In attendance: Councillor L Gillham.

415 Minutes

The Minutes of the meeting held on 10 November 2022 were confirmed and signed as a correct record.

A Member raised a query with regard to an update on appointing a Safeguarding Champion which it was implied would be reported to the meeting. Officers confirmed that the Council's Constitution did not require one to be appointed. It was acknowledged that safeguarding was a matter of priority for all Members to promote. It might be the subject of a future report to Corporate Management Committee.

416 Apologies for Absence

Apologies for Absence were received from Councillor C Mann.

417 Declarations of Interest

There were no Declarations of Interest.

418 Parks and Recreational Spaces - Consultancy and Health and Safety works budget

The Committee's approval was sought to recommend to Corporate Management Committee that a sum of £215,000 from the ring-fenced budget from 2022/2023, following the cessation of the school transport service, be utilised to commission a third party consultant to evaluate and deliver a comprehensive inspection of the Council's play areas. This would enable Officers to address the low to medium (as previously assessed) health and safety concerns regarding existing play equipment and any new risks identified.

The Consultant's work would support that already undertaken by Officers. Specifically, they would be asked to:

- conduct thorough health and safety inspections all play and recreation sites
- Conduct a full DDA Assessment
- Carry out a Play Value Assessment
- Carry out an estimated life expectancy assessment
- Provide guidance and insight to support decision-making on the potential rationalisation of play facilities
- Provide guidance and insight to support decision-making on a replacement scheme, including the provision of indicative costs

associated with such a scheme

Members noted that the consultant would also be tasked with conducting an enhanced annual health and safety inspection, to help inform decision making on pieces of play equipment, which was a priority to repair/replace due to the likelihood of it deteriorating further.

The use of a consultant was deemed necessary to support Officers in understanding the scope, potential scale and ambition of this project, with part of the work being to ensure that spaces were fit for the future and refreshed to reflect current and anticipated trends within the targeted demographic.

The request for approval was aligned with the decision at Full Council regarding the de-continuation of school buses, where it was agreed that the budget should be ring fenced to focus on development and maintenance activity in relation to provision for children and young people, one of the key priorities of the Health and Wellbeing Strategy as discussed at the Health and Wellbeing Member Working Party, to whom updates would be presented.

Members agreed that the use of the current 2022/2023 budget to undertake some immediate maintenance works to play facilities, as well as provide a direction and plan delivery of play facilities was an appropriate use of this funding.

Officers proposed that the sum of £215,000 be split £20,000 for the consultancy work and £195,000 for any resulting remedial health and safety works.

Officers anticipated that 2022/2023 provision of £215,000 set aside for the development of leisure and recreation opportunities for children and young people across the borough, would be fully utilised by this request. However, given the need to procure contractors to undertake the necessary works resulting from the consultant's report, it was unlikely that the full £215,000 would be spent in the current year. Therefore, it was proposed to request that any unspent sums at the end of the year be carried forward to allow the works to be completed in the next financial year.

Members were advised that work would begin to appoint a consultant at the earliest opportunity and Officers would engage with colleagues within Procurement, whilst work to address any identified health and safety issues would also commence, utilising existing contractors.

Members were assured that the consultant's report would be available for all Members when it was presented to the Health and Wellbeing Member Working Party and there would be consultation with Ward Members when proposals came forward, especially if these were significant such as alterations to the site such as removal of fencing, equipment, or rationalisation of the play space altogether. Members were concerned that play facilities were available and not cordoned off entirely whilst a piece of equipment was repaired or replaced. This was noted as well as the need for timely execution of works.

Proposals would come forward in due course with the explicit intention to enhance provision, promote increased usage and accessibility for all.

A Member asked about the very popular paddling pool at Heathervale Recreation Ground and the likelihood of its re-opening by April 2023. It had been closed for some time which had caused residents concern. Officers from Environmental Services (Green Spaces) would be asked to confirm.

Another Member was advised that facilities at Englefield Green were currently under discussion, including potential sources of funding.

RESOLVED that –**Corporate Management Committee be requested to approve that –**

- i) the sum of £20,000 be approved for the use of a consultant to conduct the necessary evaluation of existing play equipment and to complete an enhanced annual health and safety inspection;**
- ii) the sum of £195,000 to be used to address immediate health and safety repairs required, as identified in routine site assessments and via the work of the above appointed consultant; and**
- iii) any unspent allocation from recommendation ii) as at 31 March 2023 be carried forward to the 2023/24 financial year to progress the works.**

419 Step Down Scheme Update

The Committee received an informative update on the Council's successful Step Down Scheme, funded by the Integrated Care Partnership (ICP). A report was also being presented to the Housing Committee later in January 2023, with a view to seeking its approval to extend the operation of the scheme from April 2023, to be reviewed in 2026.

Members noted that the scheme was operated jointly with Spelthorne, Woking and Elmbridge with 7 properties across the boroughs. The scheme was managed by a co-ordinator based at Spelthorne, who worked with partners across health and social care to ensure care packages for the individuals leaving hospital were in place prior to discharge.

The scheme ran in accordance with the Council's Housing Allocations Policy (section 9.6 concerning Exceptions to advertising properties). Members also noted the Equality implications in the report, and that there were positive outcomes for the elderly which outweighed the removal of the two units from use as IRL units.

Members were very pleased with the scheme and its effectiveness in assisting people leaving hospital back to living at home independently while their existing property was adapted or pending a housing need solution being put in place. People were accommodated for a period of up to 6 weeks using two of the Independent Retirement Living (IRL) units at Floral House in Chertsey, the largest of the Council's IRL schemes.

A multi-agency approach ensured that so far no-one had needed to stay beyond the agreed 6 weeks. Careful assessment prior to referral was an important part of the process. In addition, there was potential for expansion should the need arise. However, Officers had found that having 7 units was a good balance. Officers confirmed that the scheme was not means tested; this was welcomed.

Officers confirmed that using the two units at Floral House which were located in the outer blocks, and therefore less in demand, had not adversely affected residents or unduly lengthened the waiting list; there being no applicants with a priority band waiting for a unit in Chertsey. This would however be monitored and reviewed if necessary.

Officers were thanked for their report.

420 Home Improvement Agency - Update

The Committee received for information an update on the work of the Home Improvement Agency (HIA).

Members were advised that the HIA provided a dedicated service to assist any elderly and disabled residents make repairs and adaptations to their homes. The service had access to the Disabled Facility Grants (DFG) discretionary grants, major and minor grants. Decision making and grant distribution was in accordance with primary legislation, set out in the Housing Grants, Construction and Regeneration Act 1996.

The Committee was pleased by the service statistics, showing that over 80 cases had been completed between October 2021 and December 2022, approximately 54 were in progress and only 14 cases were yet to be allocated.

Officers confirmed that the team had been enhanced and upskilled to prepare for a re-launch of the HIA in the spring of 2023. The aim was to be a more holistic service, working closely with other services to improve all aspects of an individual's life, utilising the grants available but within the specified criteria. Officers wanted to be in a position to spend all the budget, which hitherto had been underspent, owing to limited resources. In 2022/2023 the HIA had received the grant sum of £874,000, the remaining balance was £182,000 with an anticipated £570,000 being allocated by the end of the financial year.

Officers highlighted the pieces of work for the year, following a review. These were to review and re-publish, after consultation with stakeholders, the HIA Assistance Policy and guidance to applicants. This would include a new update on the Armed Forces Covenant (AFC). Members requested that the Runnymede Access Liaison Group and Runnymede Foodbank be part of the consultation.

Future spending plans would be updated to reflect discussions with partners and changes to the Regulatory Reform Order. Staff would also be reviewing all processes and develop a forward plan. An important part of this was an accredited staff training programme to increase efficiency and become more self sufficient, without reliance for example on third party Occupational Therapists. Upgrades to casework software would also assist the team and key performance indicators would be introduced to monitor and instigate service improvements. These would be reported to the Committee from April 2023. Feedback from service users would form an integral part of the process.

One of the biggest challenges facing the team was the procurement of contractors and their availability. Members endorsed the commitment to undertake an exercise to widen the pool of contractors over the coming months.

The Committee was very supportive of the service and staff delivering it to some of the community's most vulnerable residents. The re-launch was welcomed and Members were keen for it to be promoted widely in liaison with partner organisations. Officers would be meeting in early February to further the re-launch. Officers agreed to provide Members with guidance on raising awareness of the HIA and as part of the re-branding a clear pathway for the referral process.

Officers agreed to discuss a particular case that a Member had been involved in separately.

Officers were thanked for their report.

421 **Safer Streets Funding**

The Committee noted a detailed update on progress with the pilot of a youth café in

Addlestone, using funds from Safer Streets; the result of a successful cross-departmental bid to combat anti-social behaviour, working in partnership with the local Neighbourhood Police team, who were the leading body for the bid.

Prior to submitting the bid, site visits had taken place around the Garfield Road Estate with Police colleagues. It was identified that improvements such as the installation of gates into stairwells, CCTV, additional lighting and the reconfiguration of gardens to remove secluded pathways would all assist. Officers saw an opportunity to include in this project the Council's long held ambition to provide a youth café, which was accepted by the Police team.

The Committee noted the financial implications of the report. After clarification from Safer Streets, it was noted that funding of £321,970 was available for two years for the youth café, after which, if it was to continue, alternative funding would be needed as there was currently no revenue provision for it. In addition, a sum of up to £160,000 already existed in the capital budget for fit out costs for the café. The total funding bid was £643,940, match funded 50% by the Council from a combination of the capital sum and non financial match funding.

Officers advised that having secured time-limited funding they were keen to introduce those physical measures to reduce crime and anti-social behaviour and find a suitable location for the pilot café. Some of the improvements, including the installation of gates will be consulted on with residents.

With only two weeks to submit a bid for funding, the ability to develop a delivery model in advance of submission was limited. However, Officers felt it was appropriate to try and secure the funding to enable the opportunity to be pursued further.

The Committee members were made aware of the risk that a suitable location for the café might not be found, but Officers in Assets and Regeneration were working on this as directed by the Chief Executive. Potentially the former Eileen Tozer Centre was a possibility as a temporary venue but was not ideal due to the double financing of short and longer term venues that would be unaffordable. Officers advised that in addition to the challenges of identifying a site, the escalation of costs for fit out works as well as potentially more significant works than the capital budget in place, could make the project unviable.

Finding a suitable service delivery model was also a work in progress. The services of specialist youth workers from a charity organisation based in Leatherhead were being used, as were a more local youth charity, Eikon to explore this further. Officers advised that the pilot, if it happened, would determine need and viability. The location and cost was a key consideration.

Given the potential risk of the Youth Café model not being possible, Officers were also working with the Police, Police and Crime Commissioners Office and the Home Office to agree alternative service provision that engaged with young people in the community identified, but which was not dependent on a physical building. With a very tight window to spend the grant, this might be the most viable option within the timescale if a building was not immediately identified.

The Committee was anxious that the café did materialise, as an important part of delivering the health and wellbeing strategy and providing diversionary activity and support for local young people. Officers would report on progress to a future meeting of the Committee.

422 **Runnymede Pleasure Grounds Estimates 2023-2024**

The Committee was asked to approve the estimates for Runnymede Pleasure Grounds for 2023/2024.

Members considered this report as Trustees of the Pleasure Grounds, a function delegated by the Council to the Community Services Committee. The budget was held in Community Services to use income generated by car parking fees, rents and leases to maintain and improve the facilities.

Officers reported that the funds were still very healthy. Overall, the Trust was due to make a surplus of £63,000 in 2022/2023, and £95,000 in the coming year, creating Trust reserves of £488,000 by March 2024. Members noted that investment income was forecast to rise, given the increases in reserve balances and a higher than anticipated bank base rate.

The Committee was advised that car parking income was a little less than expected, and there had been increased costs associated with the ANPR car parking system that was introduced in March 2021. Other pressures included energy prices, inflation, cash collection costs and a higher re-charge from grounds maintenance.

Members sought clarification regarding some of the re-charges. For example transport which it was confirmed were Green Spaces vehicles.

Members accepted that cash did still need to be an option for visitors paying for parking for accessibility. It was understood that new signage to promote paying by phone would be installed in the coming months.

RESOLVED that –

The proposed financial projection set out in the Appendix to the report for 2023/2024, be approved.

423 **Community Services Service Area Plan**

The Committee was asked to approve the Community Services Business Unit Service Area Plan for 2023/2024 and to note that any General Fund business cases requiring growth would be subject to approval by Corporate Management Committee or full Council, depending on their value.

Officers advised that a corporate approach had been adopted to develop service plans for all of the business units. These included a mission statement, planned activity, and outline business cases for growth items. Each Corporate Head had been assigned targets in consultation with their relevant Member Working Party and Service Chair(s) which would be used to set objectives for their teams.

Officers provided a summary of the Community Services plan. In doing so, the breadth of activities was noted, all contributing towards strands of the Health and Wellbeing Strategy. In addition, areas of the plan supported other corporate strategies such as Climate Change and Empowering Communities.

Members acknowledged the wide range of services in the plan from prevention services, promotion of independent living, partnerships with the health and social care sector, work with communities, residents of all ages, voluntary, community and faith organisations.

It was noted that Community Services encompassed sport and recreation, the arts, community safety, heritage and culture through Chertsey Museum and strategic work to enhance the Council's green spaces, land held in Trust, playspace provision and recreational facilities. Community Services contained 11 service areas and Community Development 8.

Officers also highlighted the Council's membership of the North West Surrey Health

Alliance and partnership with Surrey Heath on Prevention Services, and the Council's lead on Social Prescribing, Homesafe Plus and CCTV.

Members reviewed the Service Area Plan for 2023/24. It contained 19 Strategy Actions, and 6 Service efficiency/improvements. With a robust structure and resources, Officers planned to deliver a number of new projects and initiatives. These included:

- Development of Safer Runnymede (HWB001)
- Implement a play space improvement programme (HWB018)
- Deliver facilities and services across the borough for children and young people (HWB020)
- Investigate appropriate sites for play, sport and recreation facilities/Kings Lane development (HWB024)
- Implementation of community hub at Egham Hythe (if viable)(CSCD003)
- Extension of Homelink to tenure neutral service offer (HWB012)
- Digitalisation of Community Alarm service (HWB003)

Members noted that the following proposed initiatives might require growth as part of their delivery; identified as part of the preliminary work to be undertaken:

- Review of core voluntary sector grant funding (EC008)
- Creation of Local Initiatives Fund (EC006)
- Development/Implementation of Community Safety Strategy (HWB016)
- Continuation of Family Support project (HWB039)
- Review and future delivery of Meals at Home (HWB040)

One Member asked about the Kings Lane Project and it was confirmed that this would be progressed in the near future to include a fresh consultation and public engagement regarding future facilities. Officers also had the concept of a community hub for Chertsey South in mind as part of the theme of Community Hubs.

The Committee agreed it was an ambitious programme and looked forward to receiving updates and detailed business plans for growth items over the course of the year.

RESOLVED that –

- i) **the 2023/2024 Community Services Business Unit Service Area Plan be approved; and**
- ii) **Members note any General Fund business cases requiring growth are subject to approval by Corporate Management Committee (or full Council, depending on value)**

424 Exclusion of Press and Public

There were no confidential or exempt items on the agenda.

(The meeting ended at 9.10 pm.)

Chairman

Green & Blue Infrastructure Strategy Update (Planning, Policy & Economic Development, John Devonshire)

Synopsis of report:

The purpose of this report is to inform Members that work has commenced on the development of a Runnymede Green & Blue Infrastructure (GBI) Strategy. This report sets out what the purpose of a GBI Strategy is and the key steps in its preparation.

Recommendation(s) that:

the preparation of a draft Runnymede Green & Blue Infrastructure Strategy and the timetable for preparation, be noted

1. Context of report

- 1.1 The Environment Act 2021 sets out mandatory requirements for development to meet a minimum 10% Biodiversity Net Gain (BNG) which will come into effect in November 2023. The Act also requires the Secretary of State to set long term targets for air and water quality and requires authorities to prepare Local Nature Recovery Strategies (LNRS). Surrey County Council will be the authority preparing the LNRS which will cover Runnymede Borough.
- 1.2 To support the Environment Act and the Government's 25 Year Environment Plan, the Government has recently published its Environmental Improvement Plan. This includes making Sustainable Drainage Systems (SuDS) mandatory in development from 2024 and introducing a target to ensure everyone lives within a 15 minute walk of green or blue spaces. To support the Environmental Improvement Plan, Natural England has recently published a green infrastructure framework which aims to help local authorities create and/or improve GBI in their area.
- 1.3 The Runnymede Corporate Business Plan vision includes reference to enhancing our environment, and relevant themes in the supporting Corporate strategies include:

Climate Change Strategy - Aims to play a key role in creating a greener environment and effective response to climate change. Specifically in relation to GBI this includes:

 - To drive biodiversity net gain/add to biodiversity in the Borough;
 - Playing a leading role in delivering the River Thames Scheme by 2030;

Health & Wellbeing Strategy – Focus and objectives of the strategy include:

 - Working to address wider determinants of health locally;
 - Objective that all residents will be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally.

- 1.4 The Runnymede 2030 Local Plan contains policies which seek to restore, maintain and enhance GBI features and deliver a high quality multi-functional GBI network, primarily through Policies EE11 (Green Infrastructure) and EE12 (Blue Infrastructure). Other features that GBI delivers such as nature conservation, biodiversity net gain, sport, recreation and health/well-being benefits are also supported by Local Plan policies SD7 (Sustainable Design), SL1 (Health & Wellbeing), SL25 (Existing Open Space), Policy SL26 (New Open Space), Policy SL28 (Playing Pitches), Policy EE1 (Townscape & Landscape Quality) and Policy EE9 (Biodiversity, Geodiversity & Nature Conservation).
- 1.5 In order to support, implement and guide aspects of Runnymede 2030 Local Plan policies which relate to GBI, the Council adopted guidance on how developers, including householders, should deliver GBI and biodiversity net gain in its Green & Blue Infrastructure Supplementary Planning Document (SPD) which is a material consideration in decision making. The SPD however, does not set out an overarching strategy for GBI delivery, creation or enhancement or identify projects. This will be the role of the GBI Strategy.

2. **Report and options considered**

- 2.1 The purpose of this report is to inform Members that work has commenced on the development of a Runnymede Green & Blue Infrastructure (GBI) Strategy. This work is being led by the Council's Planning Policy Team but will include close working with the Council's Community Services and Environmental Services departments in particular given that between them, these two departments are responsible for managing and maintaining the Council's network of open spaces. Input from the Assets and Regeneration, and Housing Services departments is also likely to be required.
- 2.2 Whilst there is no mandatory requirement for local authorities to prepare GBI Strategies, it is considered that such a strategy will aid implementation of the Environment Act 2021, especially in relation to Biodiversity Net Gain (BNG), the Government's Environmental Improvement Plan, the Council's Corporate Climate Change & Health & Well-being Strategies and the Runnymede 2030 Local Plan in terms of BNG and GBI.
- 2.3 GBI plays an important role in helping to halt biodiversity loss, aiding nature recovery, building resilience to and mitigating against climate change, promoting health & wellbeing, creating resilient and safe communities, as well as reinforcing the local character of different areas.
- 2.4 GBI therefore has a number of important and varied roles for general recreation, sports, play, relaxation, growing local food, travel and wildlife refuges with features such as designated sites for nature, the Borough's parks and open spaces, allotments, rivers, lakes and canals to name but a few.
- 2.5 The purpose of the GBI Strategy is to set the framework for the Council's approach to GBI; identifying the assets and features we have, whether there are any deficits or weaknesses and where/how these could be strengthened with opportunities/projects for improving/enhancing GBI and partners required to aid delivery. This will give an overarching but comprehensive strategy on where resources such as developer contributions, including through the Community Infrastructure Levy (CIL) and other funding should be focussed and prioritised.
- 2.6 The GBI Strategy will set out background information on why GBI is important and its purpose, include an audit of GBI in Runnymede and set out a vision and objectives of what it is trying to achieve. It is envisaged that the remainder of the strategy, including any recommendations, will be centred around a number of themes (to be agreed upon). Within each theme will be a consideration of GBI in the Borough, identification of deficits/weaknesses/opportunities and where GBI and GBI connectivity could be strengthened.

2.7 To date, initial stages of preparation have involved an audit of GBI assets and features in the Borough and this work is currently on-going. Once this is completed, next steps will include initial meetings with internal partners including Councillors to gather ideas and information followed by early stakeholder involvement to garner views from outside bodies, organisations, the public and delivery partners. Following stakeholder involvement, it is anticipated that work will begin on drafting the strategy for public consultation later in 2023, followed by adoption in 2024. An indicative timetable for the preparation of the GBI strategy, including key stages, is set out as follows:

- Complete audit of GBI – Spring 2023;
- Undertake internal member and officer meetings to gather ideas on vision, objectives, approach and themes – Spring 2023;
- Undertake workshops with external stakeholders on approach/vision/objectives and to gather ideas on projects – Summer 2023;
- Finalise draft GBI Strategy - Summer/Autumn 2023;
- Undertake public consultation on draft strategy and consider feedback – Autumn/Winter 2023;
- Adopt Final Strategy – Spring 2024

3. **Policy framework implications**

3.1 Once adopted, the Strategy will aid delivery of Environment Act 2021 targets on BNG, the Government’s Environmental Improvement Plan target for everyone to live within a 15 minute walk of a green or blue space as well as Corporate Business Plan objectives related to Climate Change and Health & Well-being.

3.2 The GBI Strategy will also support the Runnymede 2030 Local Plan policies set out in paragraph 1.4 of this report as well as inform infrastructure planning and funding decisions.

4. **Financial and resource implications**

4.1 Production of the GBI Strategy is being undertaken in-house, led by the Planning Policy Team. There are no additional resource implications beyond that provided for within the agreed Planning Policy budget.

4.2 Preparation of the Strategy will include staff from Planning Policy but will also require input from the departments listed at paragraph 2.1 during the project to ensure that the ideas, vision, objectives, themes and projects are supported across the organisation. This will not necessarily extend beyond attendance at internal meetings.

5. **Legal implications**

5.1 As preparation of the Strategy is at an early stage no specific implications have been identified at the time of writing this report. However, there could be legal implications if the Council wishes to encourage 3rd party landowners to enter into agreements for GBI delivery and management on land outside of the Council’s control.

6. **Equality implications**

6.1 The Council has a Public Sector Duty under the Equalities Act 2010 (as amended) to have due regard to the need to:

- a) Eliminate unlawful discrimination, harassment or victimisation;
- b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;

- c) Foster good relations between those who share a relevant characteristic and persons who do not share those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

- 6.2 The draft GBI Strategy once prepared will be screened to establish whether there may be an impact, either positive or negative on any of the nine protected characteristics (namely, age, disability, race/ethnicity, pregnancy and maternity, religion, sexual orientation, sex, gender reassignment and marriage/civil partnership). This will be reported in later Committee reports.

7. **Environmental/Sustainability/Biodiversity Implications**

- 7.1 The GBI Strategy will aid delivery of the Environment Act 2021, especially in relation to Biodiversity Net Gain (BNG). It will also aid delivery of the Government's Environmental Improvement Plan in relation to water quality and targets for access to green and/or blue space. The Strategy will also help to deliver Corporate Business Plan strategies and Local Plan policies for climate change, biodiversity, sustainable design and green/blue infrastructure.

- 7.2 Whilst not proposed to be part of the Development Plan which guides determination of planning applications in the Borough, a GBI Strategy could be considered a plan or project. Should a plan or project have significant effects on the environment (whether positive or negative) a Strategic Environmental Assessment (SEA) would be required. If the Strategy has the potential to effect sites forming part of the National Site Network (formerly Natura 2000 sites such as Special Protection Areas (SPA) and Special Areas of Conservation (SAC)) a Habitats Regulations Assessment (HRA) would be required. A screening assessment will be undertaken during preparation of the Strategy to determine if SEA and/or HRA is required.

8. **Other Implications**

- 8.1 The GBI Strategy is likely to have positive beneficial effects on implementing the Corporate Climate Change and Health & Well-being Strategies.

9. **Conclusion**

- 9.1 Community Services Committee is asked to note the preparation of a draft Runnymede Green & Blue Infrastructure Strategy and the timetable for its preparation.

(To resolve)

Background papers

None.

Core Grant Proposals, (Community Development, Chantal Noble)

Synopsis of report:

This report outlines the recommendations for the four Runnymede Borough Council Core Grants and seeks Corporate Management Committee's approval to action these recommendations which will enable voluntary sector organisations to continue the work they are doing within the borough whilst also ensuring a degree of uniformity when it comes to monitoring.

The report requests Corporate Management Committee to approve an indicative 10% uplift on the grant amounts, subject to full Council approval where appropriate at the budget setting meeting.

Recommendation that:

Members recommend Corporate Management Committee to approve:

- a) the proposal to award an annual core grant to the sum of £103,700 + 10% for a period of three years (subject to approval at full Council) to Citizens Advice Runnymede and Spelthorne on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report;
- b) the proposal to award a core grant to the sum of £33,700 + 10% for a period of three years (subject to approval at full Council) to Voluntary Support North Surrey, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report;
- c) the proposal to award a core grant to the sum of £1,500 + 10% to Runnymede Access Liaison Group, for a period of three years, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report; and
- d) the proposal to award the core grant sum of £2,900 + 10% to the Addlestone Community Association for a period of three years, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report.

1. Context and background of report

- 1.1 This report on Core Grant Proposals has been prepared as part of the wider work around voluntary sector grants, which is an identified priority of the Health and Wellbeing Member Working Party. Officers have particularly focussed on the monitoring requirements of each core grant recipient which has been noted by Officers to be inconsistent across the recipients and the sum of the core grants.

- 1.2 Runnymede Borough Council currently provides 4 core grants:
- Citizens Advice Runnymede and Spelthorne (CARS) - £103,700
 - Voluntary Sector Support North Surrey (VSNS) - £33,000
 - Runnymede Access Liaison Group (RALG) - £1,500
 - Addlestone Community Association (ACA) - £2,900
- 1.3 Officers began work on engaging with these four organisations around what the core grant funds and the current monitoring that is in place for these awarded sums.
- 1.4 Based on this information, Officers developed a series of initial proposals which were presented to Members of the Health and Wellbeing Member Working Party on 26 January 2023. The Member feedback from these proposals has been used to guide the recommendations within this report.

2. Core Grant Proposals, 10% uplift and grant duration

- 2.1 The purpose of this process had been to understand the need for each grant and the purpose that the grants serve to the respective organisations given the limited information that is available to the Council. Following an initial research and engagement exercise, Officers have developed the recommendations set out below and are seeking this Committee's approval to action them, subject to the approval of Corporate Management Committee and full Council, where appropriate.

Citizens Advice Runnymede and Spelthorne (CARS)

- 2.2 The Council awards a grant sum of £103,700 to CARS each year for a period of three years. As per the intention of the core grant, this sum goes towards the operational costs of running their services, with the core grant sum enabling CARS staff and volunteers to support residents with advice through a range of channels including in-person, face-to-face and via telephone and email. In addition, staff conduct up to 50 home visits for those with access challenges which prevent them to visit CARS in person.
- 2.3 In terms of monitoring, CARS provide monitoring at the end of each quarter which provides information on: the number of Runnymede residents supported, demographic information and the main issues that are discussed such as debt, benefits and housing.
- 2.4 Officers recognise, through the information provided by CARS, that the grant amount given to them generates a large amount of social value, particularly given the issues that CARS support residents in the borough with.
- 2.5 Members are asked to note that the £45,000 funding awarded via the Contain Outbreak Management Fund (COMF) sits outside of this core grant and KPI specific information for this project is provided separately to the information relating to this core grant sum.
- 2.6 Officers are recommending that Corporate Management Committee approves the following recommendation:

The core grant sum of £103,700 + 10% (subject to budget approval at full Council) continues to be paid to the Citizens Advice Runnymede and Spelthorne with the following conditions:

- A) *A quarterly report will continue to be submitted to the Corporate Head of Community Services, the Community Development Manager and the Chair of the Community Services Committee, providing monitoring information on the use of the grant funds*
- B) *CARS will be required to present to Members annually, highlighting the work of the organisation and the impact that the core grant has had on their function*
- C) *A Runnymede Borough Council Councillor continues to be appointed to the CARS Board*

2.7 Conditions 'A' and 'C' are already carried out by CARS, with the only monitoring addition being condition 'B'.

Voluntary Support North Surrey (VSNS)

2.8 The Council awards a grant sum of £33,700 to VSN each year for a period of three years as part of the tripartite agreement between Surrey County Council (SCC) and the CCG. The core grant sum is intended to be a contribution towards their core costs which in turn enables VSNS to go about their operational focusses which include recruiting normal and corporate volunteers, run networking opportunities and carry out a range of events and training sessions.

2.9 With regard to monitoring, VSNS provides a quarterly monitoring scorecard which provides information on the number of corporate volunteers and events run. Officers have noted that whilst the information provided is useful the Runnymede specific insights are limited.

2.10 In assessing the grant for its social value, Officers recognise the contribution that volunteers make to a number of organisations across the borough and the benefit the core grant provides to VSNS in enabling it to deliver volunteer related activity across the borough for the benefit of other organisations.

2.11 Members are asked to note that the £80,000 awarded to VSNS by way of COMF funding to deliver the befriending service sits outside of this core grant. KPI information had been agreed with VSNS as part of this project.

2.12 Officers are recommending that Corporate Management Committee approves the following recommendation:

The core grant sum of £33,000 + 10% (subject to budget approval at full-Council) continues to be paid to Voluntary Sector Support North Surrey with the following conditions:

- A) *A quarterly report will continue to be submitted to the Corporate Head of Community Services, the Community Development Manager and the Chair of the Community Services Committee, providing monitoring information on the use of the grant funds*
- B) *VSNS will be required to present to Members annually, highlighting the work of the organisation and the impact that the core grant has had on their function*

2.13 Officers will work with VSNS to scope out the KPIs that are reported to the Council, but in principle will be seeking the following information from VSNS:

- Number of voluntary community groups within the borough who are registered with VSNS or who have engaged with VSNS
- Number of volunteer opportunities in the borough being promoted
- Number of volunteers placed within organisations in Runnymede

- Number of young volunteers placed within organisations in Runnymede
- Number of corporate volunteer projects or events delivered in Runnymede
- Number of community groups in Runnymede who have been supported in their development or formation by VSNS

2.14 Previously Runnymede Borough Council was part of a tripartite funding agreement for VSNS, along with SCC and the CCG. Following consultations with neighbouring Councils who had left such arrangements it is recommended that the grant award is between the Council and VSNS only, to further improve strong relationships through focussing on local outcomes against the grant funding provided.

Runnymede Access Liaison Group (RALG)

2.15 RALG are currently awarded a grant of £1,500 and this has been stated to support the financing of its operations through funding room hire, providing transport assistance for disabled committee members to committee meetings and site accessibility visits.

2.16 RALG currently provide no formal monitoring. However, in accordance with the terms of the Service Level Agreement, RALG has always had two serving RBC Councillors on its Committee. Currently, these are Councillors S Jenkins and M Harnden. Councillor D Clarke is a member of RALG but not appointed by the Council.

2.17 Officers recommend that this Committee approves the following recommendation:

Corporate Management Committee approve the proposal to continue awarding a core grant to the sum of £1,500 + 10% to Runnymede Access Liaison Group, with the following monitoring condition:

- A) *To provide a brief annual overview of what the money was spent on and what was achieved*
- B) *RALG may be requested to present to Members annually, highlighting the work of the organisation and the impact that the core grant has had on their function*
- C) *The arrangement whereby two RBC Councillors are appointed to the Committee are continued*

2.18 Officers recognise that there is a significant amount of social value generated through the relatively small amount of the grant and are keen to continue to recognise and developing the already strong links that the Council has with RALG; hence the nature of the above monitoring conditions.

Addlestone Community Association (ACA)

2.19 The ACA are awarded a grant sum of £2,900 annually. Officers understand that they do not apply for this grant and instead are written to by Democratic Services each year outlining that they have been awarded the grant.

2.20 Having engaged with the ACA it is apparent that the exact conditions and purpose the grant had been awarded under are not known to the present committee and from internal records within the council it is apparent that this grant has been paid since at least 2005.

2.21 Members are asked to note that the ACA have been awarded separate grant amounts as part of the work to re-provision elements of the former Eileen Tozer Centre at the ACA.

2.22 Whilst no formal monitoring is provided as part of the grant agreement for this sum officers recognise the social value that the ACA generates through its role as a community centre and note the additional social value that the ACA is anticipated to generate once their full community café provision has been launched. It is also important to note that the ACA is a key partner of the Council in Addlestone serves the community of Addlestone through a range of social provisions such as being a warm-hub for local residents and facilitating the delivery of health-related activity such as work around diabetes prevention and management.

2.23 Officers are recommending that this Committee approves the following recommendation:

Corporate Management Committee approve the proposal to continue awarding a core grant to the sum of £2,900 + 10% to the Addlestone Community Association, with the following conditions:

A) *To provide a brief annual overview of what the money was spent on and what was achieved*

B) *The ACA may be requested to present to Members annually, highlighting the work of the organisation and the impact that the core grant has had on their function*

C) *Officers are invited to attend the annual general meeting (AGM) of the ACA*

10% uplift proposal

2.24 In anticipation of the potential to continue to fund the four organisations and understanding the pressures voluntary and community sector partners have experienced as a result of inflation and in their recovery post-pandemic, a business case seeking growth of 10% for the four core grants sums had been submitted.

2.25 This business case was approved and has been included in the budget for the 2023/2024 financial year, which is awaiting approval from full Council. Should the budget be approved, Officers are recommending that each of these grants will receive a 10% uplift which will remain fixed for three years.

Duration of grants

2.26 Officers are working to ensure a level of consistency when awarding the grant sums and are therefore recommending to Corporate Management Committee that the grants are awarded for a period of three years, subject to the following conditions:

A) That the Council can, with six-months' notice, cease the core grant funding arrangement where there is an unavailability of council finances to continue with such levels of financial support.

B) Subject to Member approval, the Council can cease the core grant funding arrangement where it is felt, through review, that the grant investment does not deliver the intended outcomes or benefits to Runnymede residents or communities. Six months' notice would be given to allow for organisational adjustments.

2.27 Subject to approval of Corporate Management Committee, Officers will work with Officers in the legal team to ensure that the Council is compliant in stipulating these conditions upon formally awarding the core grant sums.

3. Policy framework implications

- 3.1 The work on core grants aligns with the Community Services service unit plan and forms the first stage of the work around reviewing the voluntary sector grants process.
- 3.2 Reviewing the voluntary sector grant processes is an identified key focus of the Health and Wellbeing Member Working Party and ties into the Council wide desire to work more closely with voluntary sector organisations to deliver positive outcomes for residents.
- 3.3 The organisations which have been recommended to continue receiving the core grants, plus a 10% uplift, are noted to have had a tangible impact on those they engage with. The desire to enhance the monitoring will enable their work to be demonstrated more profoundly, whilst also highlighting the Council's contribution to enabling the organisation to carry out its core functions.

4. Resource implications/Value for money

- 4.1 The current grant sums are already accounted for within the finances of the Council. As part of the recommendations listed within this report, Corporate Management Committee is requested to approve the grants being awarded for a period of three years and to approve an up-lift of 10% which had already obtained business-case approval.
- 4.2 The 10% uplift will be subject to the approval of full Council during the budget setting process.
- 4.3 Supporting voluntary sector organisations provides access to key services for residents and community organisations that support individual health and wellbeing and the empowerment/development of communities. If the recommendations are not approved it will likely be of significant detriment to the concerned voluntary sector organisations which in turn could increase the pressure on the Council to deliver some of the services which are provided by these organisations.
- 4.4 No additional staffing resource is needed to action the recommendations of this report. The relationship between these organisations and the Council will be co-ordinated by the Community Development team within the Community Services Business Unit.

5. Legal implications

- 5.1 Should Members wish to provide these grants subject to monitoring conditions, Officers will need to engage with Legal colleagues to review the best options to do so and understand the additional works required to produce such legal agreements than then the necessary oversight provisions to ensure that oversight of the grants meets the conditions of this Committee's approval.

6. Equality implications

- 6.1 There are no equality implications which arise directly from this report. Officers have completed an initial Equalities Impact Assessment and will action any feedback received when taking forward the recommendations.

6.2 Officers recognise that should any of these grants not continue to be paid then it may have an indirect impact on equalities in the borough through a reduction in scope and services of voluntary organisations who may negatively be impacted by such a decision.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 There are no environmental implications that arise from this report.

8. **Timetable for Implementation**

8.1 Subject to approval being granted, officers will work to action the recommendations and inform the concerned organisations of the outcome of this meeting.

8.2 Officers will work with each organisation to agree a monitoring template that will be used for the period of the grant.

9. **Conclusions**

9.1 Given the expiry of the current grant agreements in March 2023 and as part of a review of how the Council supports voluntary sector organisations through grant awards officers have prioritised core grant funding.

9.2 The recommendations set, if approved, will enable recipient local voluntary sector organisations to continue delivering their services and provisions, whilst also providing an opportunity to further strengthen links between the council and its voluntary sector partners.

(To resolve)

Background papers

None.

EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Core grant funding	Chantal Noble

A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

Four core grants are currently issued by Runnymede Borough Council to local organisations in Runnymede (Voluntary Support North Surrey (VSNS), Runnymede Access Liaison Group (RALG) , Addlestone Community Association (ACC), and Citizens Advice Runnymede and Spelthorne (CARS).

The aim of the core grants is to support the above four organisations with their daily operations, improving their capacity to deliver services for Runnymede residents. The grants increase the sustainability and stability of the delivery of the organisations by contributing towards organisational overheads.

This funding supports the residents of Runnymede in a variety of ways depending on the organisation. For example, the core grant sum enables CARS staff and volunteers to support residents with advice through a range of channels including in-person, face-to-face and via telephone and email. In addition to this, staff conduct up to 50 home visits for those with access challenges which prevent them to visit CARS in-person.

Monitoring forms are returned to Runnymede Borough Council which provide information on the activities that the organisation has undertaken. The monitoring requirements are currently under review, but some organisations will return results for the quarter and others annually. For instance, each quarter, demographic information is provided by CARS which provides a greater insight into the impact that the funding has on the service users (e.g. living area, age, topic of concern).

If funding was not provided, this would likely diminish organisational effectiveness and reduce the organisations' ability to function and address problems in the community.

B. . Is this policy, function or activity relevant to equality? Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential on the basis of adverse impacts or unlawful discrimination. The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

The organisations operate to support residents in the whole borough. For RALG and CARS in particular, they will be supporting more vulnerable residents.

Runnymede Access Liaison Group (RALG) is an independent group that provides a representative voice for disabled residents, suggesting how the needs of disabled people might be best met within the Borough. RALG advise disabled residents and community groups on how to access services and facilities.

Citizens Advice Runnymede and Spelthorne (CARS) provide advice to residents for a range of topics, whether that be debt, workers rights, energy support etc. Invariably, it is likely that those from disadvantaged groups would access the services and thus it can be inferred that the awarding of the core grant to CARS has a potentially positive impact on equalities in the borough.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion? Alternatively, if there it is considered that there is an impact on any Protected Characteristics but that measures are in place or are proposed to be implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed: 20 February 2023

Sign-off by senior manager:

Tennis Court Refurbishment – Gogmore Farm Budget Request (Community Services, Anthony Jones)

Synopsis of report:

This report outlines the steps Officers are intending to take to deliver the tennis court refurbishment at Gogmore Farm following the LTA's (Lawn Tennis Association) decision to, nationally, withdraw grant funding for refurbishments for single court sites.

Officers have identified that the Gogmore Farm works can be funded using one-off 2022/2023 budget underspends and are seeking the Committee's approval to proceed.

Recommendation(s) that:

- i) **Community Services Committee notes the change to the LTA Grant Funding Agreement; and**
- ii) **to address the lack of grant funding for the refurbishment of Gogmore Farm Tennis Court the following proposed option be approved:**

RBC funds the re-development of Gogmore Farm Tennis Court through identified underspends across Community Services totaling the required sum of £29,922.65, to ensure that the site is re-developed in-line with the standards advised by the LTA.

1. Context of report

- 1.1 Officers submitted a report to Community Services Committee in September 2022 which outlined the planned partnership with the Lawn Tennis Association (LTA), which would seek to deliver tennis court refurbishments across five sites: Gogmore Farm Park, Victory Park, Chertsey Recreational Ground, Heathervale Park and Ottershaw Memorial Field. The Committee approved the outlined recommendations, and this report subsequently went to Corporate Management Committee for approval, which was obtained at its meeting in September 2022.
- 1.2 A further report was submitted to Corporate Management Committee in November 2022 due to the need to secure a waiver for RBC's contract standing orders due to the LTA having gone through their own procurement exercise to secure the contractors for the refurbishment works that RBC are obliged to use in order to benefit for the LTS Grant funding. The recommendations in this report were approved.
- 1.3 Officers have since been engaging with the LTA regularly and at a recent meeting in February 2023, Officers were notified of two key issues which could have significant repercussions to the delivery of the project. These issues are:
 1. The LTA have taken the decision to cease the grant funding of refurbishment to all single-court sites which had been ear-marked for

refurbishment due to financial pressures in the current economic climate

2. On multi-use sites, such as Chertsey Recreational Ground, the LTA advised that tennis should account for around 75% of peak-time usage on such sites, with other sports making up the remaining 25%. It had been advised that not meeting this target would potentially impact the awarding of grant monies for the site in question.

1.4 Officers have successfully addressed issue 2, with the split being circa 82% usage for tennis during peak-time and 18% for Netball during peak-time. This report will therefore solely focus on issue 1.

2. **Report**

2.1 The decision by the LTA to cease grant funding for single-court sites has led to Officers considering potential next steps in regard to this specific site.

2.2 The LTA has been clear in their communications that single-use sites are not in scope for any grant-funded refurbishment works now and, in the future, given the financial pressures they are facing. As a result, Officers have identified the following option which can be taken to address this issue:

RBC funds the re-development of the site through identified underspends across Community Services, with a total of £29,922.65 being needed to re-develop the site in-line with the standards recommended by the LTA, and as set out in the report previously presented which included the revenue implications for all sites including Gogmore Farm.

2.3 Officers have considered the impact that not delivering the refurbishment work could have at Gogmore Farm and in particular have noted the sensitivity of the issue given the need for refurbishment at the site.

2.4 As Gogmore Farm had been built into the financial modelling for the budget which had been outlined in the September 2022 Community Services Committee report, Officers are confident that refurbishing the site is viable and will provide the income necessary to maintain it.

2.5 Officers are therefore proposing that Community Services Committee consider supporting Officers in pursuing the identified option. The Corporate Head of Community Services has identified underspends in a number of 2022/2023 budgets which could be used to fund the £29,922.65 required.

2.6 Following the decision of this Committee, Officers will work with the LTA to determine next steps. From initial discussions with the contractors and the LTA, it is possible that the works to Gogmore Farm can take place as early as April 2023.

3. **Policy framework implications**

3.1 As outlined in previous reports on the refurbishment of tennis courts in the borough this work directly supports the objectives of the Health and Wellbeing Strategy, in particular through supporting people to live healthy and more active lifestyles.

- 3.2 The refurbishment to the tennis courts is also an identified project in the Community Services Corporate Business Plan.
- 3.3 Whilst the wider project will still deliver the intended outcomes of the above-named frameworks, the overall impact of the project on the framework objectives will be reduced.
4. **Resource implications/Value for Money**
- 4.1 The identified option for taking this work forwards is considered to demonstrate the best value for money and resources.
- 4.2 By funding this refurbishment work the Council will be more likely to realise the income potential of the sites, as outlined in the financial modelling in the September 2023 report. The income generated by the five refurbished sites had been intended to be utilised to fund the maintenance of the sites and provide the funds to support the running of a coaching provision and equipment, as well as the sinking fund.
- 4.3 The identified contractors to carry-out the works had been procured by the LTA to deliver the refurbishments across a number of regions. As a result, RBC benefits from a competitive price which may not be available should the authority consider refurbishing the site in the future, as opposed to now. Carrying out this work now would also negate any need to utilise staff time to prepare and carry-out a procurement exercise for this single site.
5. **Legal implications**
- 5.1 This Committee approved entering into a Grant Funding Agreement with the LTA and waiver of contract standing orders to permit the direct award of contracts to carry out works to two contractors proposed by the LTA that the Council are obliged to use should they wish to benefit from grant funding.
- 5.2 Should the recommendation be approved, the Council will finalise the Grant Funding Agreement with the LTA and then enter into an agreement with the contractors (CIA Fire & Security Ltd and Spadeoak Ltd) to develop this site.
- 5.3 The LTA has provided the Council with contractual documentation for both the grant agreement between RBC and the LTA and templates for contracts between RBC and the two contractors. These documents are currently undergoing legal checks. Should the Committee agree with the Officers' recommendation, we will look to ensure the correct contractual documentation is in place for the works to include Gogmore Farm.
6. **Equality implications**
- 6.1 There are no equalities implications which arise directly from this report.
- 6.2 Not delivering Gogmore Farm will likely have a detrimental impact on those from disadvantaged groups who would likely benefit from the refurbishment and the planned work around supporting those individuals to participate in sports and live active and healthy lifestyles.
- 6.3 Members will recall that a full equality impact assessment was completed at the time of the original report on this project in September 2022.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 There are no environmental, sustainability or biodiversity implications which arise directly from this report.

8. **Timetable for Implementation**

8.1 As referenced earlier in this paper, the works to refurbish Gogmore Farm could be carried out as early as April 2023, and on that basis completed by June 2023, subject to the agreement of terms.

9. **Conclusion**

9.1 Officers are requesting that Community Services Committee support the proposed approach to fund the refurbishment of Gogmore Farm through identified underspends in a number of Community Services budgets.

9.2 As outlined within this report, the option presented is thought to align best with the goals of the health and wellbeing strategy and demonstrates value for money and resources, particularly as it would enable the site to be delivered alongside the other four sites which are earmarked for refurbishment.

(To resolve)

Background papers

September 2022 Community Services Committee Paper (Exempt)

[September 2022 Corporate Management Committee Paper](#)

[November 2022 Corporate Management Committee Paper](#)

Meals at Home Vehicle Procurement, (Community Services, Dom Prendergast)

Synopsis of report:

This report outlines the work that has been undertaken in reviewing future options for the delivery of the Meals at Home service. In doing so, Officers have considered financial and operational implications, as well as the environmental impact of any future vehicle procurement.

At the time of writing this report, the proposed and preferred delivery model is to remain as at present, but delivered through a fleet of electric vehicles. However, if in the course of assessing vehicle suitability there are operational reasons why this is not possible, Officers would propose to revert to the next best delivery option, which would include the use of diesel vehicles.

Due to the time pressures associated with vehicle procurement, Officers are seeking Members' approval to proceed with an electric vehicle option if deemed viable, or if not, to change to the diesel vehicle solution.

Recommendation(s):

1. Members recommend for approval the entry into a new lease agreement with Apetito for 4 x electric vehicles/diesel oven option for the period of 36 months and;

- **A supplementary budget estimate of £15,717 per annum and;**
- **Members approve a one off virement of £15,000 from existing Community Services budgets for the infrastructure requirements relating to use of electric vehicles.**

In the event that the preferred option of electric vehicles is unviable:

- **Members recommend for approval the entry into a new lease agreement with Apetito for 4 x diesel vehicles, and;**
- **A supplementary budget estimate of £11,139 per annum for a period of 5 years**

2. Members recommend to Corporate Management Committee that a waiver to Contract Standing Orders (CSO2.6.1) is approved to direct award a contract for the agreed recommended option to Apetito without advertising requirements as Apetito are the only company that can provide the services required.

or

3. Members recommend for approval the termination of the Meals at Home service in Runnymede Borough Council.

1. Context and background of report

- 1.1 The Meals at Home Service is a discretionary service which operates across both Runnymede and Surrey Heath Borough Councils. The service arrangement operates on a 50:50 risk and reward basis. This arrangement does not include leased vehicles at present, due to each council having existing leases at the point the partnership was realised.
- 1.2 The lease with Apetito [meals supplier] for the Runnymede vehicles ended on 30th November 2022 and is currently operating with informal arrangements in place and goodwill. The lease for the Surrey Heath vehicles ends on 31st May 2023.
- 1.3 Officers undertook a review of the service from Oct 2022 – Jan 2023, including assessing a number of delivery options. The outcome of this is summarised in Appendix 'A' – Community Services Partnership Board Report (CSPB), which was presented to Chief Executives and appointed Members at the January meeting of the CSPB.
- 1.4 Having considered the options available at the time, Members expressed ongoing support for the service and agreed with the recommendation presented to enter into a new lease agreement with Apetito for diesel vehicles with diesel powered ovens.
- 1.5 Members at both Boroughs expressed the ambition to move towards net zero carbon emissions by 2030 in both Boroughs. Options discussed included the use of biofuels to offset the environmental impact of diesel vehicles, entering into a shorter lease agreement to allow for a transition to an electric vehicle option at the earliest opportunity, and monitoring service delivery to ensure the most efficient routes and driving approaches.
- 1.6 Members requested that Officers meet with Apetito to discuss options that would allow for a transfer to electric vehicles at the time they became available, with this reflected within the lease for any diesel vehicles obtained. In doing so, Apetito presented a new option to officers. This report outlines a further options appraisal for this option and an updated recommendation following the approval of a business case to the Corporate Leadership Team on 1st March 2023.

2. Report and, where applicable, options considered and recommended

- 2.1 Officers have explored the following options for delivering the Meals at Home Service:
 - Option 1 (back up/second recommended option): continuation of current delivery model and replacement of diesel vehicles (like for like) with 7 (rather than 8) vehicles.
 - Option 2 (discounted): retain the same service delivery model whilst revising operations to deliver from 4 or 5 vehicles across both Boroughs.
 - Option 3 (discounted): alternative vehicle supplier and same delivery model (no other suppliers identified).
 - Option 4 (discounted): new service delivery model.
 - Option 5 (discounted): New Service Delivery Model Working in Partnership with Woking Borough Council

Electric Vehicles Options:

- Option 6a (discounted): 7 Lease Vehicles, 1 Capital Purchased Vehicle. 50:50 Risk & Reward (running costs based on 4 vehicles per Borough to include the purchased vehicle).
- Option 6b (discounted): 6 Lease Vehicle and 2 Capital Purchased Vehicles. 50:50 Risk & Reward (running costs based on 4 vehicles per Borough).
- Option 6c (preferred option): 7 Lease Vehicle (4 for RBC and 3 for SHBC) and 1 Capital Purchased Vehicle (by SHBC).

Options appraisal for 1 – 5 is considered in Appendix 'A'. Options appraisal for 6a, 6b and 6c is considered in Appendix 'B'.

- 2.2 Officers are minded to present a number of options to lease electric vehicles in order to provide Members with the opportunity to work with the financial strengths of each Borough while taking a significant step towards carbon net zero emissions. Outlined in Appendix 'B' is an options appraisal for consideration, including costings and a SWOT analysis. Appendix 'A' is the full Community Services Partnership Board report in which options 1–5 are appraised.
- 2.3 This option is for the leasing of 7 electric vehicles under a full maintenance lease for 36 months across both Boroughs. Mileage on the vehicles ranges from 9,499 to 30,770, with an average of ~15,000.
- 2.4 At the time of writing, Officers are testing the viability of the electric Renault Kangoo ZE to enable the viability of using such vehicles to be assessed, including:
- Range of the vehicle in all conditions and for urban and rural driving.
 - Charging infrastructure requirements.
 - Capacity of the single chamber oven.
 - Temperature and quality of the meals for the 2-hour delivery window.
 - Hotboxing capabilities.

Initial indications are positive.

- 2.5 The oven capacity of each vehicle is slightly reduced from the current fleet. At present, the service is delivering ~120-140 meals a day in both Surrey Heath and Runnymede (~240-280 in total). Therefore, with 7 vehicles and a reduced oven capacity, the service would be near capacity from the outset with little scope for additional clients.
- 2.6 The ovens are single chamber rather than the 3 chamber ovens fitted to the current fleet. This both makes the logistics of cooking and hotboxing more challenging and increases business continuity risks when a vehicle is off the road or the oven needs fixing/servicing (currently, if one oven chamber in a vehicle doesn't work the service can still operate effectively with 2).
- 2.7 Therefore, an option to also capital purchase an eighth electric small van to offset these challenges and to deliver bulk orders and deliveries in a close proximity is being put forward with option 6. This vehicle will also serve as a contingency to provide business continuity in the event a vehicle being offline for short periods of time.
- 2.8 Officers recognise that there is an immediate need to secure the sustainability of the service due to being out of contract with the current fleet of vehicles and already

implementing business continuity arrangements. These 7 electric vehicles are available immediately, rather than the anticipated 13+ months lead time for option 1 in Appendix 'A' (Community Services Partnership Board Report).

- 2.9 It is recognised in Appendix 'A' that growth for all options is inevitable and caused predominantly by increased inflation and running costs. However, with this one-off opportunity to take a step towards meeting the Borough's net zero carbon emissions, Members are asked to consider the financial commitment in doing so.
- 2.10 Preferred recommendation: Officers recommend option 6c as the most financially sensitive and operationally workable with the understanding Officers can deploy all assets where the operational need is across both Boroughs. This results in a supplementary revenue estimate increase per annum of £15,717 and a supplementary capital expenditure estimate increase of ~£15,000 to install the infrastructure required. It should be noted that the final site survey for infrastructure is yet to be completed with support from the Assets & Regeneration Team and therefore this capital estimate – for which there is no provision in the capital programme - could be above the sum provided, depending on the works assessment.
- 2.11 Second option (if the referred recommendation is not viable): Given the immediate need to resolve the long-term sustainability of the service, should the electric vehicle option be unviable (e.g. vehicles becoming unavailable or vehicles not being viable for operational reasons following testing) Officers recommend option 1 as set out in the Community Services Partnership Board Report. This option for 3.5 diesel vehicles (7 across Runnymede and Surrey Heath) with diesel powered ovens would result in a supplementary revenue estimate increase of £11,139.
- 2.12 As referenced in section 5 of the Appendix 'A', once the future service delivery model and a decision relating to fleet is confirmed, officers will be tasked with continuing to identify opportunities to promote sustainability and offset budget growth.

3. Policy framework implications

- 3.1 Meals at Home provides an invaluable service which supports residents living independently in a healthy home (Health & Wellbeing Strategy objective 1). Given the value for money and accessibility to the service, it supports the Health & Wellbeing Strategy, objective 1 as the service supports residents to continue to live independently within their own home, and objective, 3 as it provides a support for tackling health inequality through the delivery of hot and nutritious meals.
- 3.2 By taking this step, the Council is also a step closer to delivering on its net zero commitment while improving both social and economic gains, as stated in the Climate Change Strategy and Corporate Business Plan.

4. Resource implications/Value for Money (where applicable)

- 4.1 The Meals at Home service is a discretionary service that costs the Council £172,249 a year across both Runnymede and Surrey Heath Borough Councils.
- 4.2 As Members will know from the budget approved at full Council on 9 February, the Council is looking for ongoing revenue savings of circa £5million by 2025/26 and the existing Capital Programme is wholly reliant on the generation of new capital receipts to fund the existing schemes contained within it. Accepting that Members see this as a valuable service, if Members wish to continue to deliver this service there will be a

need for a supplementary revenue estimate and supplementary capital estimate at a time when the Council can ill afford these additional costs.

- 4.3 Officers are recommending one of the following two options to progress the scheme:
- Option 1 – Continuation of current delivery model and replacement of vehicles.
 - Option 6c - Continuation of current delivery model and replacement of vehicles with electric fleet (preferred recommendation).
- 4.4 Option 1 would result in a supplementary revenue estimate increase of £11,139. The total contract value for a 60-month (5 year) contract for both Boroughs is £289,346 (excl VAT), with Runnymede contributing £144,673 (£57,869 per annum). A quote for an equivalent 3 + 2 years contract has not been requested yet following the offer for an electric vehicle option.
- 4.5 Option 6c results in a supplementary revenue estimate increase per annum of £15,717 and a supplementary capital expenditure estimate increase of ~£15,000 to install the infrastructure required. The total for the 36-month contract for 7 vehicles is £175,140 (excl VAT), with Runnymede contributing 4/7, totalling £100,080 (£33,360 per annum).

5. **Legal implications**

- 5.1 The Public Contract Regulations 2015 (PCR 2015) threshold for supplies and services is currently set at £213,477 inclusive of VAT. Above this threshold, the procurement route must follow an above-threshold process and be advertised on the Find-a-Tender-Service government website. This process would typically be an open or restricted tender or to conduct a compliant process using a framework. Above £30,000 (incl VAT), contract opportunities and subsequent contract awards need to be published on Contracts Finder. In order to comply with these thresholds and requirements of the PCR 2015, the Council's Contract Standing Orders require an invitation to tender process to be conducted for all contracts with an estimated total contract value above £30,000 (incl VAT) (or £25,000 excl VAT).
- 5.2 Apetito are acknowledged as the market leader for the technology and service provision required. Market engagement has concluded that there are no other suppliers that can provide vehicles with in-built ovens that are suitable for this requirement. As a result, Officers are seeking to direct award a contract to Apetito by means of a waiver to contract standing orders (CSO2.6.1) with the justification that the goods or services can only be provided by a single source (Apetito), and can therefore be exempt from advertising requirements of the PCR 2015 (CSO2.4.5).
- 5.3 Legal advice will be needed to review the new contract with Apetito and to ensure all terms and conditions are acceptable to the Council.

6. **Equality implications**

- 6.1 The Council is required to have due regard to its public sector Equality Duty before approving the proposals.
- 6.2 The Council's Duty is stated under the Equality Act 2010 and is to have regard to the need to:
- a) eliminate unlawful discrimination, harassment or victimisation

- b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it
- c) foster good relations between those who share a relevant characteristic and those who do not.

6.3 Meals at Home will continue to have a positive impact on all sections of the community, but particularly in supporting the elderly and frail residents and by doing so relieve pressure and anxiety on family members. A full Equality Impact Assessment is not required as this is not a new service but a screening assessment is being undertaken in consultation with the Equalities Group.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 This opportunity provides a first step for the Borough to move the fleet to electric, albeit with the caveat that the oven is diesel powered. In installing the infrastructure required, officers are putting in place systems to measure the environmental impact of this change through vehicle specific data collection of miles driven against kilowatts used. These systems will be used by officers in their monitoring of the service.

8. **Other implications (where applicable)**

8.1 As this service is provided in partnership with Surrey Heath Borough Council, any decision would need agreement from Members in both Boroughs.

8.2 Subject to agreement from both Boroughs, procurement would be completed under one process and framework in either Borough and recharged accordingly.

9. **Timetable for Implementation**

9.1 Given the situation with the current fleet and the immediate availability of the electric vehicles, officers will set in motion steps to move forward once approval has been received. A change over date will be dependent on the final contract being approved by Legal and the required infrastructure being installed.

10. **Conclusions**

10.1 This report sets out options to replace the current Meals at Home fleet of specialist vehicles. The primary option is an opportunity to take a step towards net zero carbon emissions by moving the fleet to electric (with diesel powered ovens). If this option is unviable, Officers seek approval to replace the fleet with diesel vehicles as set out in the Community Services Partnership Board report.

(To Resolve)

Background papers

None.

Community Services Partnership

January 2023

**Meals at Home Vehicle Procurement and Service Delivery
Options**

1. Introduction

- 1.1** Both Runnymede and Surrey Heath Borough Councils operate a Meals at Home service. Meals at Home delivers hot lunchtime meals and a sandwich tea pack to residents in Runnymede Borough Council (RBC) and in Surrey Heath Borough Council (SHBC). Meals are procured and delivered frozen from Apetito. Residents have a wide choice of meals, including those suitable for most dietary and medical requirements.
- 1.2** The service delivers to on average 115 residents per day in each Borough from two different locations (Camberley and Chertsey). Although numbers fluctuate, due to the nature of the clients (generally frail and elderly), time of year etc., officers have recorded a reduction of numbers over the last 2 years. The 2021 average number of daily deliveries was 228, compared with the 2022 average of 199.
- 1.3** In response reasons for clients leaving the service with reasons being cited including illness, being hospitalised, passing away and moving into fulltime residential homes. In the winter of 2022/2023, cost of living is also a potential reason for individuals leaving the service. In addition to this, it is intended that from April 2023, one of the service's key performance indicators will be the number of referrals received by the service.
- 1.4** The service currently leases 8 diesel vehicles (4 in each Borough), fitted with 3 diesel powered ovens and a cool box. Each oven can cook 17 meals, making the capacity of the van 51 meals. However, capacity is reduced when the delivery route travels across a greater distance. Therefore, the actual average maximum number of meals per vehicle is 35-40.
- 1.5** Meals at Home is now at a crossroads position, given the vehicle lease positions at both Runnymede and Surrey Heath. This is a position that provides opportunity to review how the service is delivered and look at options that may enhance service or offer financial efficiencies to the partnership.
- 1.6** At Runnymede, the current lease extension (the purpose of the extension was to try and align with that at Surrey Heath) has ended, and whilst Apetito have been managing internal issues of their own, the assurances to extend further whilst we consider options available has been withdrawn with only a commitment to extend dependent on placing an order for replacement vehicles now offered.
- 1.7** At Surrey Heath, the existing lease agreement expires in May 2023, and whilst as per previous contracts and in line with the conversations held with Apetito re extension of this agreement, continuation is possible, both contingency and long-term planning needs to be given to the service.
- 1.8** Therefore, this report provides details provides a summary of the work undertaken by officers in considering future delivery models. Included are the responses from a service user survey, costings for each of the possible delivery options considered and other supporting information, for Members to determine a preference as to how the service is to be delivered.

2. Vehicle Information - Financial

Vehicle Lease Costs - Runnymede

2.1 The current vehicle budget for Meals at Home as of April 2022 is as follows:

Item	Runnymede	Surrey Heath
Vehicle Lease	£18,093	£24,277
Insurance	£4,252	£4,252
Fuel	£6,500	£8,900
Repairs/Incidentals	£1,980	£1,400
Total:	£30,825	£38,829

2.3 It is important to note that in relation to budget, as part of Surrey Heath's Star Chamber process in early 2022/2023, the potential for an efficiency saving via vehicle costs, dependent on the outcome of a service review. The note presented in reference to this can be found in Appendix 1. Whilst, the review of the service has been ongoing, the budget at Surrey Heath against vehicle lease costs has been reduced to £12,420, although as this report will explain, such an efficiency may not be viable now that the review has been completed.

Staffing Resource Information

2.4 The Meals at Home service is delivered by a team of employed drivers over seven days per week. Employees undertake shifts of 4 hours on each weekday, and 4.5 hours per day on weekends. The exception in this arrangement is the Senior Meals at Home Operator who works 27.5 hours over 5 days, supporting the coordination of the service across both boroughs as well as set up locally.

2.5 To deliver the service across both boroughs, 14 staff are employed totalling 251.5 hours per week. There are currently 3 vacancies.

3. Service Review

3.1 The purpose of the report is to detail the work done in reviewing the service and to outline the options identified for the future delivery of the Meals at Home Service.

Service User Engagement

3.2 In November 2022, Officers conducted a customer survey across both boroughs. Surveys were delivered to all residents with an offer of support to complete if required. Where appropriate, they were delivered to the next of kin rather than the client.

3.3 Responses were received from 55 residents in Runnymede and 69 in Surrey Heath, the results of which can be found in Appendix 2.

3.4 The feedback received confirmed that all customers rated the level of service they receive as good or satisfactory. Given the opportunity to change vehicle suppliers

and in doing so meal provider because of this review, it was with interest that 90% of respondents across both boroughs rated the quality of the food as good.

- 3.5 As per the notes presented to Star Chamber, outlining the considerations needed to be taken in advance of changing the model to make efficiencies, a question was asked re potentially receiving meals in the evening as opposed to lunchtime, to which, a significant majority expressed a preference for a lunchtime hot meal as opposed to evenings (90%+ in each borough).

Service Options Appraisal

- 3.6 Considering alternative models of service delivery is a key focus of the review, and as a result officers have considered four main different delivery models. In reaching this point, officers have researched other delivery models in Surrey (e.g., Woking and Elmbridge) as well as those in other areas of the country.
- 3.7 The options considered include maintaining our current operational service model, as well as alternative delivery where specialist vehicles with ovens in the back of vehicles would not be required. The latter of these options also required consideration of where and how meals would be cooked, as well as delivered in a safe way retaining appropriate temperature and quality.
- 3.8 In doing so, officers have also considered any possible opportunities to work in partnership with other authorities to deliver elements of the service. Below is a summary of each option considered with indicative costings. A SWOT analysis of each option is included in Appendix 3.

Option 1 – Continuation of Current Delivery Model and Replacement of Vehicles

- 3.8 This option sees the leasing of replacement 'like for like' vehicles [from Novuna] through the meal's supplier [Apetito].
- 3.9 A quote has been received for new diesel vehicles fitted with diesel powered refurbished ovens. The ovens are refurbished from Apetito's current stock of the same oven technology. Research by officers has determined that there are very limited options for the supply of this oven technology, with no new technology due to come into service in the foreseeable future.
- 3.10 Both the vehicles and ovens would be maintained by Novuna, but the contract would remain with Apetito. The lead time for the vehicles is 12+ months and, with the fitting of ovens, estimated lead time for delivery is 13+ months.
- 3.11 Officers have requested information on an electric vehicle option, however Novuna are unable to identify an electric vehicle (small van) which has the capacity to fit the oven technology and a diesel fuel tank (which would still be required) and therefore an electric vehicle option is discounted from this option at present.
- 3.12 The cost of delivering the service via the same delivery model, leasing vehicles via Apetito, is as follows:

Charge per month per vehicle	Number of Vehicles	Total Annual Charge	Annual Charge per Borough	Total - 5 years Both Boroughs	Total Contribution Per Borough over 5 Years
£688.92	4	£33,068.16	£16,534.08	£165,340.80	£82,670.40
£688.92	5	£41,335.20	£20,667.60	£206,676.00	£103,338.00
£688.92	6	£49,602.24	£24,801.12	£248,011.20	£124,005.60
£688.92	7	£57,869.28	£28,934.64	£289,346.40	£144,673.20
£688.92	8	£66,136.32	£33,068.16	£330,681.60	£165,340.80

- 3.13 The receipt of vehicle lease information from Apetito, results in a recognition that to continue with the same service model of delivery, that being vehicles with ovens, meals supplied from Apetito and lunch time meal provision provided in both Runnymede and Surrey Heath, would be result in financial growth to the partnership.
- 3.14 However, in undertaking the review of service options, officers are of the opinion that the current model of delivery, when considering numbers of meals recipients and the opportunity to remodel rounds along borough boundaries, presents the opportunity to reduce from eight vehicles to seven vehicles.
- 3.15 The table below outlines the annual cost for the operation of Meals at Home vehicles, against the supplied leasing costs, for seven vehicles:

Item	Runnymede	Surrey Heath
Vehicle Lease Cost	£28,934	£28,934
Insurance	£4,550	£4,550
Fuel	£6,500	£8,900
Repairs & Incidentals	£1,980	£1,400
Total	£41,964	£43,784
Growth Required	£11,139	£4,955
SH Growth Required – Star Chamber		£17,375

- 3.16 In theory, there is the possibility of reducing salary budget to reflect the reduction in vehicles utilised per day. However, given the amount of annual leave and unforeseen sickness that is experienced over a year, currently there is limited resilience without seeking good will through overtime to ensure business continuity, further consideration to retaining all, or some of any salary budget should be given.

Option 2: Retain Same Service Delivery Model Whilst Revising Operations

- 3.17 The idea that could be considered further, outlined in the Appendix 1 Star Chamber information, was the potential to maximise the benefits of the partnership between Councils by reducing the number of vehicles required and utilising them as fully as possible.

- 3.18 The concept of this, would be to procure four vehicles (i.e. half the current fleet number), and have a delivery model whereby lunchtime meal provision with an evening tea pack was delivered in one borough area, for the vehicle to then be put back into service to deliver an evening hot meal and lunch pack for the following day, in the other borough area.
- 3.19 Whilst there are obvious benefits to the budget as a result of reducing the number of vehicles procured, the fact that existing service users have overwhelmingly rejected the idea of a hot evening meal service as opposed to lunchtime, presents a risk that a number of existing service users could be lost. It is recognised that this may be limited when faced with the reality of a change in operations.
- 3.20 Considering the appropriate borough area to transfer to an evening provision is also difficult. In Surrey Heath during Storm Eunice, in trying to respond to the red weather warning whilst ensuring service delivery, contact with service users identified a number who required a lunch time meal due to taking medication, having carers attend etc. Equally across both boroughs, there are those with dementia etc. who are used to the pattern of a normal day and the routine of meals arriving at lunchtime. In Runnymede, the Meals at Home offer forms part of the hospital discharge package and support to the Step Down Accommodation project. The importance in these projects is consistency in service delivery across North West Surrey, with other borough councils.
- 3.21 In addition, whilst work exploring the full logistical processes of such a model have not been furthered at this time, there are many considerations to be made against timings of service delivery, vehicle locations etc. Further to this, adopting such a model would also require a full workforce review, given that all employees are currently employed to work over the lunch time period. With potential changes to hours of work and work base, this could lead to potential redundancy scenarios and the need to recruit a new workforce to deliver the model.
- 3.22 The indicative costs for the operation of vehicles under this model can be found in the table below. This is based on four or five vehicles being procured.

Item	Runnymede 4 Vehicles	Surrey Heath 4 Vehicles	Runnymede 5 Vehicles	Surrey Heath 5 Vehicles
Vehicle Lease Cost	£17,004*	£17,004*	£21,256*	£21,256*
Insurance	£2,600	£2,600	£3,250	£3,250
Fuel	£12,661	£15,061	£15,826	£18,826
Repairs & Incidentals	£844	£844	£1,055	£1,055
Total	£33,109	£35,509	£41,387	£44,387
Growth	£2,284	£3,320	£10,562	£5,558
SH Growth Required – Star Chamber		£15,740		£17,978

**The vehicle lease cost will likely increase because of increased mileage, although no prices to reflect this have been received at present.*

Option 3: Alternative Vehicle Supplier and Same Delivery Model

- 3.23 Alternative suppliers of vehicles with the same technology installed to deliver a similar Meals at Home service are scarce, however following contact with a local authority in Wales, a vehicle supplier called Vantastec has been identified.
- 3.24 Following initial dialogue and a visit to the supplier by a member of the Meals at Home team, a quote was requested on the 7th November 2022 for both diesel and electric vehicle options. However, despite ongoing communication and discussions, Vantastec were unable to provide a quote at this stage as they have no stock and no terms from the manufacturers for this year (status up to date as of the 12th January 2023).
- 3.25 The inability to provide a quote, coupled with uncertainty around future vehicle supply, supports the concern of officers that a smaller company entering the marketplace, could present additional risk to Councils in future. One such concern is that with the company located in South Wales and it being unable to be determined how ongoing maintenance support, repairs etc. are completed, the potential length of vehicle down time in the event of repair being required could be greater than currently experienced and therefore more impactful on service delivery.
- 3.26 Therefore, whilst this is included as an option, with no costings and the concerns as set out, it is not felt to be a viable option to take forward. In addition, it highlights the limited market if intending to retain the current service delivery model.

Option 4 New Service Delivery Model (in house)

- 3.27 This option presents an alternative delivery model where meals are cooked in a convection oven at a building location, packed into a hotbox, and delivered in a diesel, petrol or electric van or car.
- 3.28 The starting point to being able to deliver this model, is the need to identify suitable premises from which meals can be cooked daily, in doing so considering the logistical implications. Officers have spent a significant amount of time identifying potential sites to deliver the meals to and cook them from. Each site would need to have enough freezer capacity and would need to accommodate ovens (if not already in location). Access to the building 365 days a year and for the loading of vehicles vehicles would also be required.
- 3.29 Potential building options have been considered across Runnymede and Surrey Heath. In Surrey Heath, the option of utilising Windle Valley Centre and Camberley Theatre have been considered but are not deemed viable.
- 3.30 In Runnymede, day centres were considered at length as this replicates a model used by Elmbridge Borough Council where they prepare, cook, and deliver from all 7 of their day centres with 10-15 meals in each delivery (although they use Apetito meals at weekends and bank holidays and for all dietary, medical, and cultural requirements).
- 3.31 However, with Runnymede only now having two-day centre sites with kitchen facilities and with no facility identified in Surrey Heath, officers believe this presents a logistical challenge in covering the whole of the partnership geography.
- 3.32 The only alternative site identified was the Meals at Home/Community Transport offices at Runnymede Depot, Chertsey. However, to achieve this would require a

capital investment. Support with this has been sought from Runnymede's Assets and Regeneration team (figures below are therefore only initial estimates), supported by advice from Environmental Health colleagues.

Table: Indicative Vehicle Revenue Costs and Capital Expenditure Costs

Revenue Costs	Per Annum	Total (5 years)
Vehicle leasing (based on £496.24 p/m per vehicle for 7 vehicles) *Quote based on an electric van option	£41,684	£208,420.80
Cost of charging vehicles (based on 29.8p per kWh)	£10,043	£50,215
Insurance (based on £1,350 per vehicle, per year)	£9,450	£47,250
Total	£61,177	£305,855

**These costs only compare delivery models and do not include staffing and recharges.*

Capital Costs	Cost
Capital costs of hot boxes and associated equipment (this quote is for the most suitable hotbox on the market with greater capacity and more able to maintain temperature for longer periods)	£11,652+ £1,921
Capital costs for an auto electrician to reconfigure vehicles	£6,000
Capital cost of Electrical Vehicle charging points	£2,300
Capital cost to make the required adaptations to the Community Meals office at the depot in Chertsey (procuring and fitting of ovens, surfaces and making changes as recommended by Environmental Services).	£20,000
Capital cost of purchase of 4 x ovens (as per Woking specification)	£20,000
Total	£61,873

- 3.23 Whilst officers feel that if this option was to be considered, having the facilities in place at Runnymede Depot, where a staff team is already based, as cited in the SWOT analysis for this option, even in the event of appropriate premises being identified and any works required being affordable, there are significant logistical challenges to this.
- 3.24 Testing of potential hotbox options has indicated that meals capacity for each delivery would be reduced to 20-25 meals, although this would be reduced further for longer delivery routes. During testing, the temperatures fell below the legal limit within a 2-hour window. Furthermore, as there is no identified location in Surrey Heath, the capacity to deliver meals and increase clients is determined by the capacity to cook all meals at the depot in Chertsey. This reduces the total number of meals that the service can prepare and restricts future growth. Therefore, there are serious logistical barriers to overcome.

Option 5 – New Service Delivery Model Working in Partnership with Woking Borough Council

- 3.25 The model outlined in option 3, has already been adopted by Woking Borough Council (WBC) following significant investment and this option outlines considerations for services at Runnymede and Surrey Heath to partner with WBC.
- 3.26 This opportunity would see meals ordered from suppliers and delivered to Woking, cooked, and packed at the purpose-built industrial kitchen in Woking. Drivers from Surrey Heath and Runnymede would collect meals packed into hotboxes in diesel, petrol or electric vans or cars and deliver from Woking (Sheerwater area).
- 3.27 Two key advantages are identified within this model option. Firstly, there is a strong relationship between officers of the Community Services Partnership and colleagues at WBC, whilst the second advantage is that the model is already set up and therefore would not require such a significant investment in set up.
- 3.28 As per option 3, officer recognise that the model does have similar operational risks/implications, given that all vehicles operating across the partnership geography would start from the WBC base in Sheerwater each day. Specifically, there is a time/delay risk in completing the service and the same risk surrounding temperature retention of meals etc.
- 3.29 Costs have been received from WBC for the provision of such a service, which can be found in the table below together with estimated costings for leasing new vehicles. In addition, a table detailing the one-off capital expenditure is also provided. Officers feel that the charges presented by WBC, when compared to option 3, where a similar model is set up within Runnymede/Surrey Heath, is cost prohibitive, with significant increases to budget as a result recharges from WBC.

Revenue Costs	Per Annum	Total (5 years)
Vehicle leasing (based on £496.24 p/m per vehicle for 7 vehicles) *Quote based on an electric van option	£41,684	£208,420.80
Cost of charging vehicles (based on 29.8p per KWh)	£12,621	£63,105
Insurance (based on £1350 per vehicle, per year)	£9,450	£47,250
Woking recharge: Electricity at £350 per month	£4,200	£21,000
Woking recharge: Staffing at £3,979 per month	£47,748	£238,740
Woking recharge: Business rates at £150 per month	£1,800	£9,000
Woking recharge: Admin fee per 2 course meal £0.65	£51,968	£259,838
Fee per tea package – on top of charge (£2.42) plus admin fee per tea package = £0.50 (based on 40 per day)	£42,632	£213,160
Total	£207,203	£1,036,013

Capital Costs	Cost
Capital costs of hot boxes and associated equipment (this quote is for the most suitable hotbox on the market with greater capacity and more able to maintain temperature for longer periods)	£13,573
Capital costs for an auto electrician to reconfigure vehicles	£6,000
Capital cost of Electrical Vehicle charging points	£3,400
Working recharge: 4 x Ovens - One off charge (Including VAT)	£15,348
Total	£38,241

4. Recommendation

- 4.1 It is recognised that all the options presented display budget growth and that this will be a cost pressure partner councils will have to consider. However, the increase in costs is unsurprising given rates of inflation experienced and the increase in fleet vehicles and components, and therefore officers have tried to make the next five years of service delivery as cost effective as possible by limiting growth.
- 4.2 The recommendation of officers is based not only on finances, but also on the SWOT analysis completed and comparing the potential operational and reputational risks as well as impact on employees, because of changing the service model, as opposed to retaining the existing service delivery option.
- 4.3 Having considered each of the options, officers feel that operationally the most viable option is option 1, that being to enter a new lease arrangement with Apetito. Should a contract be entered into for the provision of new vehicles, there is a commitment to ensuring that all, or as many vehicles as is required, from the existing fleet, will be maintained until new vehicles are delivered, by Apetito, addressing the current issues faced relating to the Runnymede leased vehicles
- 4.4 In the event that an increase in referrals leads to a demand for an additional route, this could potentially be delivered using a hotbox and a council owned vehicle or employee car. Sustained growth may prompt the need to enter a lease for the 8th vehicle
- 4.5 It is also recognised that the opportunity to transfer to electric vehicles to meet the climate change objectives of each Council would not be possible, however it is confirmed that no such option is viable at this time.

5. Other Opportunities Identified to Promote Sustainability / Offset Growth

- 5.1 Prior to placing orders for vehicles consideration should be given to the potential option highlighted in the Star Chamber document, that being to reduce the fleet to 4 or 5 vehicles and deliver in one borough at lunch time and the other in the evening.

- 5.2 Feedback from customers suggests this would be unpopular, although the number of customers that would be lost because of such a decision is unknown. Equally, adopting this model would require further work on the operational delivery of service and likely incur the need for staff consultation and potential redundancy costs. However, either partner council could make the request for further work to be undertaken on such a model.
- 5.3 Once the future service delivery model and a decision relating to fleet is confirmed, officers will be tasked with continuing to identify opportunities to promote sustainability and offset budget growth. Such options include:
- Work with integrated health partners to seek a financial contribution to delivering the service for next 5 years
 - Increasing referrals to the service leading in additional income
 - Promotion of offer to health and social care partners
 - Potential to pilot an extension of the service into Bracknell Forest
 - Further integration of transport and meals drivers, working across both service areas
 - Development of service offer and promotion of offer in line with potential partners identified in Star Chamber process
 - Seek support for increased cost of vehicles from NHS partners (full deficit value or percentage of)
- 5.4 Whilst fees and charges for 2023/2024 have been agreed at Runnymede and are in the process of being agreed at Surrey Heath, there is the potential opportunity to increase fees further to offset the growth in service cost.
- 5.5 An increase in fees and charges over time could mitigate against both increase costs and a decrease in client numbers. However, there is a risk of making the service inaccessible to those who most need it and therefore result in some of the boroughs most vulnerable residents being unable to access the service on the grounds of affordability.
- 5.6 For completeness, the table in appendix 4 summarises potential income based on 250 meals being purchased on an average weekday and 150 for an average weekend.

6. Conclusion

- 6.1 Whilst officers are recommending the continuation of the existing service delivery model which would create a financial growth scenario, it is recognised that there is a need to also identify ways of achieving financial efficiencies within the service.
- 6.2 A recommendation has been made to proceed with Option 1, which is felt to offer uninterrupted service continuity by being able to continue to use the existing fleet (at a revised lease cost) until new vehicles are delivered. Given the situation with vehicle leases at both authorities, in particular Runnymede, and the business continuity threat this poses, Members are asked for a steer as to the direction to be taken, so that appropriate steps relating to existing fleet/service and future arrangements can be undertaken.
- 6.4 Following consideration by Partnership Board and agreement as to either direction or next steps, given the need to enter leases and for further financial commitment, formal reports to proceed in whichever direction would be required for both

authorities. This would need to be completed as quickly as possible to limit the risk of further lease price increases.

Appendix 1: Star Chamber – Information

Immediate Opportunities

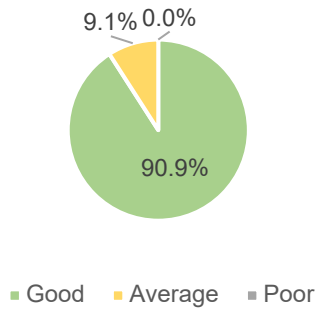
Service	Type	Summary	Financial Benefit	Likelihood (1-5) Year (Full Saving)
Meals at Home	Income	Provision of Meals to Voluntary and Community organisations, temporary accommodation addressing Homelessness etc., holiday provision for those on free school meals, school holiday activity clubs etc.	£6,000 – based on 10 meals per day for 50 weeks	3 2023-2024

Opportunities for Consideration

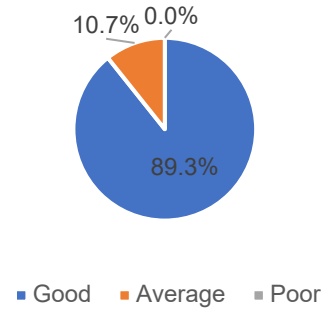
Service	Type	Summary	Financial Benefit	Requirement
Meals at Home	Efficiency	Revised partnership delivery model to reduce the fleet requirements when leases are renewed (e.g., reducing from 8 to 4 or 5 vehicles)	£10,000 - £15,000	Review of vehicle options ongoing Consultation with service users required Staff implications

Appendix 2: Client Feedback

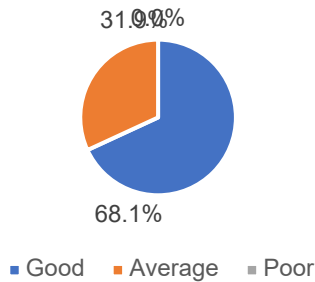
Runnymede: How would you rate the quality of service?



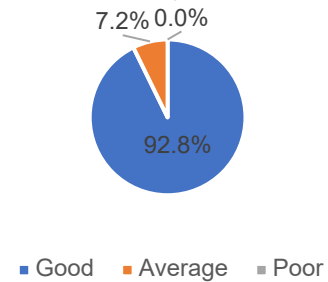
Runnymede: How would you rate the quality of food?



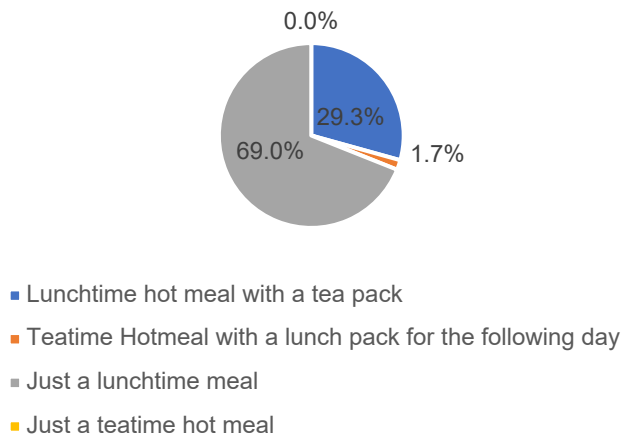
Surrey Heath: How would you rate the quality of service?



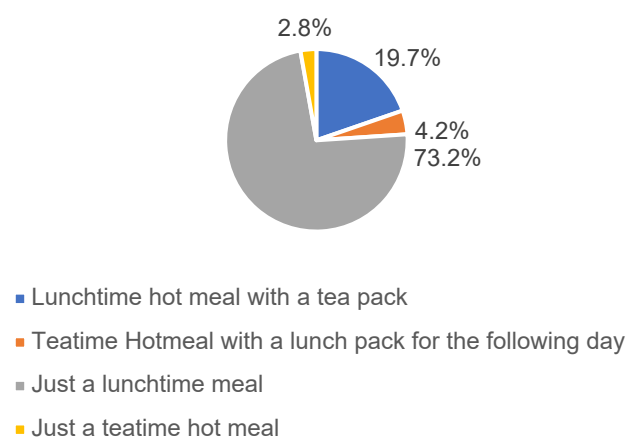
Surrey Heath: How would you rate the quality of food?



Runnymede: Which of the following service delivery options would you like to see?



Surrey Heath: Which of the following service delivery options would you like to see?



Appendix 3: Strengths, Weaknesses, Opportunities & Threats (SWOT) of each option

Option 1:

<p>Strengths:</p> <ul style="list-style-type: none"> • It is a logistically strong option as ovens and vans are integrated. • The service delivery model is resilient and self-contained. It can operate at multiple locations without the need to increase staffing capacity or reliance on assets. • Resources and staff are currently deployed to deliver this model. • As the meals are cooked en-route to the resident, they arrive hot and ready to eat. • This model maintains the most constant heat for meal safety, hygiene, and meal quality. • This model can delivery between 35-40 meals per vehicle, therefore there is some scope to increase client numbers. However, the service could consider cooking and hotboxing batch orders (e.g., to day centres), where the box is not required to be opened and closed multiple times. • Experience of the maintenance service and response time has been positive as Novuna utilise approved local mechanics to fix vehicles. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> • The vehicle lease is higher than a standard van. • If diesel vehicles are selected, the purchase of further diesel vehicles does not align with the Borough's Climate Change Strategy and net zero 2030 target. • Being tied into meal procurement from Apetito limits the Borough's scope to explore higher quality meals.
<p>Opportunities:</p> <ul style="list-style-type: none"> • The procurement of x7 meals vans means that there is some scope for growth in the service (although limited). Typically, each van can delivery 35-40 meals within the delivery window, a total of 140/150 meals per day, per Borough. The service currently delivers approximately 120 meals per day. • The vehicles could then be used to deliver meals in the evening (if growth were approved) to both clients in the Borough and neighbouring Boroughs. • Similarly, there is scope to build up an ad-hoc client base of holiday camps. • A flexible approach to workforce deployment across transport and meals could be considered. 	<p>Threats:</p> <ul style="list-style-type: none"> • If a vehicle is incapacitated the service needs to hotbox meals either by cooking in another van or from a day centre. • The lead time for these vehicles is currently 12+ months. RBC would need to maintain the current fleet until new vehicles come online (details above). • With a fully integrated approach (meals/vans/ovens) with the current supplier (Apetito), the Borough have less bargaining power with the current supplier or futures suppliers as there are limited competitors to procure from. • The oven stock fitted to these vehicles are refurbished from Apetito's stock of ovens. According to Novuna (contracted to maintain the ovens), there are supply chain issues with parts for these ovens. This presents a risk and threat which would need accounting for in any potential contract. • Being tied into meal procurement from Apetito presents business continuity risks when the supply chain is disrupted. This would need accounting for in any potential contract.

Option 2:

<p>Strengths:</p> <ul style="list-style-type: none"> • It is a logistically strong option as ovens and vans are integrated. • The service delivery model is resilient and self-contained. It can operate at multiple locations without the need to increase staffing capacity or reliance on assets. • As the meals are cooked en-route to the resident, they arrive hot and ready to eat. • This model maintains the most constant heat for meal safety, hygiene, and meal quality. • This model can delivery between 35-40 meals per vehicle, therefore there is some scope to increase client numbers. However, the service could consider cooking and hotboxing batch orders (e.g., to day centres), where the box is not required to be opened and closed multiple times. • Experience of the maintenance service and response time has been positive as Novuna utilise approved local mechanics to fix vehicles. • Overall lease cost of vehicles would be reduced. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> • If diesel vehicles are selected, the purchase of further diesel vehicles does not align with the Borough's Climate Change Strategy and net zero 2030 target. • Being tied into meal procurement from Apetito limits the Borough's scope to explore higher quality meals. • The cost of diesel to move the vehicles between Boroughs increases revenue costs. • Fuel claims for individual staff to drive to the vehicle pick location would increase significantly. • A staff management of change would be required, likely incurring redundancy costs. • With fewer vehicles, there are limited options to develop the service (e.g., into other Boroughs, providing a service to holiday activity provision, supporting further day centers and NHS partners). • Increased emissions because of the increased mileage of vehicles. • The lease cost of the vehicles will likely rise because of the increased mileage.
<p>Opportunities:</p> <ul style="list-style-type: none"> • A flexible approach to workforce deployment across transport and meals could be considered. 	<p>Threats:</p> <ul style="list-style-type: none"> • If a vehicle is incapacitated the service needs to hotbox meals either by cooking in another van or from a day centre. • The lead time for these vehicles is currently 12+ months. RBC would need to maintain the current fleet until new vehicles come online (details above). • With a fully integrated approach (meals/vans/ovens) with the current supplier (Apetito), the Borough have less bargaining power with the current supplier or futures suppliers as there are limited competitors to procure from. • The oven stock fitted to these vehicles are refurbished from Apetito's stock of ovens. According to Novuna (contracted to maintain the ovens), there are supply chain issues with parts for these ovens. This presents a risk and threat which would need accounting for in any potential contract. • Being tied into meal procurement from Apetito presents business continuity risks when the supply chain is disrupted. This would need accounting for in any potential contract. • The Service would have less business continuity flexibility if a vehicle is incapacitated. • Following current user feedback, there is a risk of current residents leaving the service.

Option 3:

<p>Strengths:</p> <ul style="list-style-type: none"> Operational strengths similar to Option 1. A compliant route to market for these vehicles. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> No quote provided.
<p>Opportunities:</p> <ul style="list-style-type: none"> If their situation changes Vantastec may provide a suitable comparison and competition 	<p>Threats:</p> <ul style="list-style-type: none"> No reassurance about maintenance and response time.

Option 4:

<p>Strengths:</p> <ul style="list-style-type: none"> The use of electric vehicles aligns with the Climate Change strategy. The lease cost of the vehicles is lower than option 1. Running costs of the vehicles will be lower than current fleet. The operation is already set up to deliver from the depot. Capital changes to the depot are the most cost effective of the options explored (e.g., use of day centres). The Borough is not reliant on one company for full-service delivery and supply. Although the set-up costs are greater, the day-to-day revenue running costs are expected to be lower. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> There are challenges surrounding food safety requirements which limit the capacity of the hotbox and delivery. Storage, cooking, and delivery capacity is limited c25 meals per delivery. This is a logistically more challenging option as there are more human hours required to fulfil each successful delivery. There may be a requirement for increase in staff hours to accommodate cooking and packing. This is not already factored into the current budget and establishment list. The capital growth has not been allocated and approved for development works for the depot or another approved location.
<p>Opportunities:</p> <ul style="list-style-type: none"> There is scope to deliver batch deliveries in tried and tested hotboxes (e.g., day centres). This option allows for further exploration of a different food supplier or to move more of the service 'in house' (currently sandwich packs are prepared by the Borough). 	<p>Threats:</p> <ul style="list-style-type: none"> There is a potential risk to food safety if total safe numbers are exceeded or if there is a serious delay in delivery (traffic, road traffic collision etc). This is not a resilient option if there is power failure. The service would need to temporarily move to another building/location.

Option 5

<p>Strengths:</p> <ul style="list-style-type: none">• The use of electric vehicles aligns with the Climate Change strategy.• The lease cost of the vehicles is lower than option 1.• Running costs of the vehicles will be lower than current fleet but higher than 3a due to the additional distance of travelling into and out of Woking.• The kitchen at Woking is purpose built for this model.	<p>Weaknesses:</p> <ul style="list-style-type: none">• The recharge costs provided by Woking are unsustainable and do not present best value.• There are challenges surrounding food safety requirements which limit the capacity of the hotbox and delivery. Storage, cooking, and delivery capacity is limited c25 meals per delivery.• This is a logistically more challenging option as there are more human hours required to fulfil each successful delivery.• This option would tie us into Woking's food supplier.
<p>Opportunities:</p> <ul style="list-style-type: none">• There is scope to deliver batch deliveries in tried and tested hotboxes (e.g., day centres).	<p>Threats:</p> <ul style="list-style-type: none">• There is a potential risk to food safety if total safe numbers are exceeded or if there is a serious delay in delivery (traffic, road traffic collision etc).• This is not a resilient option if there is power failure. The service would need to temporarily move to another building/location.

Appendix 4 – Charges/Income Matrix

	Weekday	Weekend	Per day - Weekday	Per day - Weekend & Bank Holidays	Total Income Per Annum
Number of meals purchased	250	150			
Runnymede	£4.40	£5.05	£550.00	£378.75	£179,640.00
Surrey Heath	£4.40	£5.35	£550.00	£401.25	£181,980.00
				Total Current Benchmark:	£361,620.00
Cost per meal	£4.50	£5.10	£1,125.00	£765.00	£366,435.00
	£4.60	£5.20	£1,150.00	£780.00	£374,370.00
	£4.70	£5.30	£1,175.00	£795.00	£382,305.00
	£4.80	£5.40	£1,200.00	£810.00	£390,240.00
	£4.90	£5.50	£1,225.00	£825.00	£398,175.00
	£5.00	£5.60	£1,250.00	£840.00	£406,110.00
	£5.10	£5.70	£1,275.00	£855.00	£414,045.00
	£5.20	£5.80	£1,300.00	£870.00	£421,980.00
	£5.30	£5.90	£1,325.00	£885.00	£429,915.00
	£5.40	£6.00	£1,350.00	£900.00	£437,850.00
	£5.50	£6.10	£1,375.00	£915.00	£445,785.00
	£5.60	£6.20	£1,400.00	£930.00	£453,720.00

Service Options Appraisal Continued**Option 6a: 7 Lease Vehicles, 1 Capital Purchased Vehicle. 50:50 Risk & Reward
(running costs based on 4 vehicles per Borough to include the purchased vehicle)**

This option shares all revenue and lease costs equally between Runnymede and Surrey Heath. It would enable the majority of meals to be delivered using lease vehicles fitted with ovens and therefore ensure the residents receive the highest quality service. Officers would then deliver bulk orders using the additional vehicle and an electrically powered hotbox which maintains a temperature of 80°C. With this option, officers can deploy this vehicle to where the highest need is across the two Boroughs.

Revenue and capital projected expenditure with fuel based initially on budgeted amount as there is a requirement for electric charging and diesel for the small tank powering the oven.

Revenue Expenditure			
Item	All vehicles	Runnymede	Surrey Heath
	7 Vehicles	3.5 Vehicles	3.5 Vehicles
Vehicle Lease Cost at £695 p/m per vehicle for 12 months	£58,380	£29,190	£29,190
Insurance at £1300 p/a per vehicle	£9,100	£5,200	£5,200
Fuel (based on diesel initially)		£6,500	£8,900
Repairs & Incidentals at £420 p/a per vehicle	£2,940	£1,680	£1,680
Total	£70,420	£42,570	£44,970
Growth		£11,547	£6,141
Growth required as a result of budget reduction			£18,280

Capital Expenditure		
Item	Runnymede	Surrey Heath
Citroen e-Berlingo (£42,000)	£21,000	£21,000
Auto Electrician Adaptations	£1,500	£1,500
4 Electric Vehicle Charge Points. For RBC: including posts	~£4,800	£3,600
Installation	~£10,200	£8,000
Total	£37,500	£34,100

Option 6b: 6 Lease Vehicle and 2 Capital Purchased Vehicles. 50:50 Risk & Reward (running costs based on 4 vehicles per Borough)

This option is being put forward to increase capital expenditure and reduce revenue. However, the infrastructure to sustain this option over the long term is not in place as meals would need cooking and packing into hotboxes daily. This option further reduces the total number of meals which can be cooked and therefore there would be little or no growth built into the model.

Revenue and capital projected expenditure with fuel based initially on budgeted amount as there is a requirement for electric charging and diesel for the small tank powering the oven.

Revenue Expenditure			
Item	All vehicles 6 Vehicles	Runnymede 3 Vehicles	Surrey Heath 3 Vehicles
Vehicle Lease Cost at £695 p/m per vehicle for 12 months	£50,040	£25,020	£25,020
Insurance at £1300 p/a per vehicle	£7,800	£4,457	£4,457
Fuel (based on diesel initially)		£6,500	£8,900
Repairs & Incidentals at £420 p/a per vehicle	£2,940	£1,680	£1,680
Total	£60,780	£37,657	£40,057
Growth		£7,377	£11,123
Growth required as a result of budget reduction			£11,123

Capital Expenditure		
Item	Runnymede	Surrey Heath
Citroen e-Berlingo (£42,000)	£42,000	£42,000
Auto Electrician Adaptations	£3,000	£3,000
4 Electric Vehicle Charge Points. For RBC: including posts	~£4,800	£3,600
Installation	~£10,200	£8,000
Total	£60,000	£56,600

Option 6c: 7 Lease Vehicle (4 for RBC and 3 for SHBC) and 1 Capital Purchased Vehicle (for SHBC)

This option is to move away from the 50:50 risk and reward and to place the capital expense on one Borough (Surrey Heath) and the greater revenue expense on the other (Runnymede). However, there would need to be an understanding that officers could deploy

vehicles strategically to meet operational needs across both Boroughs and not be restricted to keeping the purchased vehicle in one Borough or the 4 lease vehicles in other. This option is being presented to work with the current financial strengths of each Borough but under the understanding that assets can be deployed to where the operational need is.

Revenue Expenditure			
Item	All vehicles 7 Vehicles	Runnymede 4 Vehicles	Surrey Heath 3 Vehicles
Vehicle Lease Cost at £695 p/m per vehicle for 12 months	£58,380	£33,360	£25,020
Insurance at £1300 p/a per vehicle	£9,100	£5,200	£5,200
Fuel (based on diesel initially)		£6,500	£8,900
Repairs & Incidentals at £420 p/a per vehicle	£2,940	£1,680	£1,680
Total	£70,420	£46,740	£40,800
Growth		£15,717	£1,971
Growth required as a result of budget reduction			£14,110

Capital Expenditure		
Item	Runnymede	Surrey Heath
Citroen e-Berlingo (£42,000)		£42,000
Auto Electrician Adaptations		£3,000
4 Electric Vehicle Charge Points. For RBC: including posts	~£4,800	£3,600
Installation	~£10,200	£8,000
Total	~£15,000	£56,600

Strengths, Weaknesses, Opportunities & Threats (SWOT) for Option 6:

<p>Strengths:</p> <ul style="list-style-type: none"> • This option is the most viable option to align with the Council's carbon neutral commitments. • It is a logistically strong option as ovens and vans are integrated. • The service delivery model is resilient and self-contained. It can operate at multiple locations without the need to increase staffing capacity or reliance on assets. • There is no lead time as these vehicles are available in March 2023. • Resources and staff are currently deployed to deliver this model. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> • The vehicle lease is higher than a standard van. • The vehicles are used with mileage on the clock averaging at 15,000, with one vehicle at ~30,000. The lease would therefore be for 3 years, meaning another viability assessment in 2 years' time. • The ovens are powered by a specially fitted diesel tank. Unfortunately, there are no alternative ovens on the market at this stage. • The model requires infrastructure to be fitted to the Runnymede depot in order to charge
---	---

<ul style="list-style-type: none"> • As the meals are cooked en-route to the resident, they arrive hot and ready to eat. • This model maintains the most constant heat for meal safety, hygiene, and meal quality. • This model can delivery between ~35 meals per vehicle, therefore there is little scope for growth within the model. However, the service could consider cooking and hotboxing batch orders (e.g., to day centres), where the box is not required to be opened and closed multiple times. • Experience of the maintenance service and response time has been positive as Novuna utilise approved local mechanics to fix vehicles. 	<p>the vehicle. This is a capital expense which has not been budgeted for. Revenue growth is also required.</p> <ul style="list-style-type: none"> • The procurement of 7 electric vehicles reduces contingency and business continuity and limits the capacity for growth. • Being tied into meal procurement from Apetito limits the Borough's scope to explore higher quality meals.
<p>Opportunities:</p> <ul style="list-style-type: none"> • The capital purchase of an eighth vehicle to alleviate pressure and deliver bulk orders would provide both scope for some growth within the model and a business continuity option when a vehicle is off the road being fixed. • The vehicles could then be used to deliver meals in the evening (if growth were approved) to both clients in the Borough and neighbouring Boroughs. • Similarly, there is scope to build up an ad-hoc client base of holiday camps. • A flexible approach to workforce deployment across transport and meals could be considered. 	<p>Threats:</p> <ul style="list-style-type: none"> • If a vehicle is incapacitated the service needs to hotbox meals either by cooking in another van or from a day centre. • With a fully integrated approach (meals/vans/ovens) with the current supplier (Apetito), the Borough have less bargaining power with the current supplier or futures suppliers as there are limited competitors to procure from. • Being tied into meal procurement from Apetito presents business continuity risks when the supply chain is disrupted. This would need accounting for in any potential contract. • During a civil emergency or extreme weather conditions, meals on wheels are required to provide meals for day centre and other additional clients, without an additional asset this would limit the ability of the service to respond.

Event Co-ordination Policy (Community Services, Darren Williams)

Synopsis of report:

- 1) To provide Members with an overview of the work undertaken in reviewing processes relating to the booking and management of events within the Community, including the linkage to the Council's Safety Advisory Group; and
- 2) To share the proposed Event Co-ordination Policy and seek approval for its implementation

Recommendation that:

the Event Coordination Policy, be approved, to be implemented from 1 April 2023.

1. Context and background of report

- 1.1 Within the review of the Grounds Maintenance arrangements in 2021-2023, it was recognised that there was inconsistency in the way events bookings were received and coordinated by the Council.
- 1.2 This was evidenced most recently in the duplication of the booking of the Thorpe Half Marathon and Egham Royal Show for the same day in August 2022, which if held would have had a significant impact on one another given the size of the events, the need for road closures, additional traffic in the area etc.
- 1.3 In addition, the Council has a statutory responsibility for holding a multi agency Safety Advisory Group meeting, to consider events of significant size, have identified potential risks or which are likely to have an impact on other agencies in their need to support the event.
- 1.4 As a result, working with the Corporate Project Management Office, a new policy for the co-ordination and management of events in the borough has been written, which subject to approval, will be implemented in 2023-2024, led by Environmental Services.

2. Report and recommendations

- 2.1 The policy in Appendix 'A' covers two key areas of the event management process. These are:
 - Process for notification/requests to hold events
 - Terms of reference and process for the Council's Safety Advisory Group
- 2.2 Relating to the process for notification and requests to hold events, it is intended that to avoid any potential duplication and to ensure that all events can be considered in relation to the potential need for consideration by the Safety Advisory Group, all events, regardless of the status of the organiser,

will be required to follow the same process. This will include events organised by the Council and its associated companies.

- 2.3 Based on the experience of the event booking clash summarized in 1.2 of this report, the policy confirms that larger, long standing, annual events in the borough will be prioritised in order to preserve their status and to ensure that their dates are included within event calendars for the forthcoming year, before considering any other requests/notification.
- 2.4 Members will note that Thorpe Half Marathon is included within the annual events list, given the impact of an event of such size and with associated road closures can have on the local area.
- 2.5 Prioritising these annual events does not mean they are exempt from the process and will be required to submit the same notification/request form as all other events each year. This will allow for consideration of any significant changes to the event that may warrant the review of the Safety Advisory Group.
- 2.6 The Policy intends to ensure the link between event notifications and the function of the Safety Advisory Group is clear, to ensure that for each event the question is asked as to whether there is a requirement for the involvement of the Safety Advisory Group.
- 2.7 The policy states that the Safety Advisory Group will "Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."
- 2.8 The coordination of events upon receipt of notification/requests being submitted will be coordinated and responsibility for the management of the Safety Advisory Group process, by the operational Open Space service area within Environmental Services.

3. Policy framework implications

- 3.1 Promoting opportunities for events to be held in communities across the borough supports both the corporate Empowering Communities strategy and its Health and Wellbeing strategy. Specifically, within the Health and Wellbeing strategy events support the priority of Healthy Communities.

4. Financial Implications

- 4.1 There are no financial implications related to this report. However, there are identified financial implications linked to support that may be requested from the Council by events organisers, such as additional cuts of grass areas, provision of litter bins and litter removal. Consideration of a small grants process that may be able to support some events, primarily the annual events listed within the policy, is included within the ongoing review of the Council's external grants process.

5. Legal implications

- 5.1 Members are asked to note that when Martyn's Law is enacted which it is expected will be later this year, it will have implications for events held in the

borough, especially around risk assessments and how events are licensed. All event organisers, including the Council will have additional responsibilities to adhere to when planning events.

5.2 Members are directed to the recent report to the Licensing Committee (15 March 2023) for further details.

6. **Equality implications**

6.1 There are no direct equalities implications relating to this policy.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 There are no environmental implications associated directly with this policy. However, environmental issues including matters such as waste management and noise management may be considered within the Safety Advisory Group.

8. **Timetable for Implementation**

8.1 Work to ensure that appropriate web pages, forms etc. are set up needs to be undertaken. Therefore, it is intended that the new policy and processes will be implemented from 1 April 2023.

9. **Conclusions**

9.1 The need to have a consistent approach to being notified of events to be held, for considering requests to hold events on Council owned land and in the determination of whether events need to be considered by the Safety Advisory Group, has become clear through the review of the Open Spaces service area and through the example cited in 1.2 of this report.

9.2 A single responsible area of the Council for the notification/request of all events, linked to the Safety Advisory Group function is intended to address the issues identified, going forward.

(To resolve)

Background papers

None stated.

Runnymede Borough Council

**Event Coordination and Safety Advisory
Group Policy**

March 2023

Contents

Runnymede Borough Council Safety Advisory Group (SAG).....	3
Process for Booking and Reviewing Arranged Events in Runnymede	5
Runnymede Borough Council Safety Advisory Group (SAG)	
Terms of Reference	9

Runnymede Borough Council Safety Advisory Group (SAG)

About the Safety Advisory Group (SAG)

The Runnymede SAG provides a forum for discussing and advising on public safety at an event. Its aim is to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. The SAG is not a statutory body and therefore does not have legal powers to prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

The Runnymede SAG is co-ordinated by the Council and is made up of representatives from the borough council, county council, emergency services and other relevant bodies.

The process for booking events in Runnymede, raises awareness of the SAG process to event organisers. Within the structured approach to approving events, organisers may be asked to submit their event proposal for discussion and advice by the SAG. Event organisers are invited to attend when their event is the subject of consideration by the SAG, and whilst attendance is not mandatory, there are benefits to be gained from engagement in the process from the outset.

Discussions may extend beyond an organiser's duty to comply with workplace health and safety law and even the boundaries of an event site, to include considering the impact on the local transport network and civil contingencies in the event of an emergency.

The SAG will advise the event organiser about public safety matters that they think need further consideration, explaining their reasons. It is the event organiser's responsibility to take any appropriate action. On the rare occasion where there is disagreement between a SAG and the event organiser, and there remains a genuine risk to the public, individual organisations on the SAG such as the police, may decide to act to resolve the issue. Decisions on the use of these powers are matters for individual representatives to consider and should be discharged separately.

Where there is an event for which the borough council has full or partial responsibility (e.g. as an organiser / co-organiser or landowner), the SAG will make the relevant Council department aware of any concerns so that they can act accordingly.

When an Event is Required to be presented to SAG

The guiding principle is that events presenting a significant public safety risk, for one or more reasons including the numbers and profile of people attending, the nature of the event activity and/or the challenge of the environment. Larger events, events of an unusual nature

or events that are new to the area will benefit from meeting with the SAG. However, lower risk events like community village fetes and funfairs are unlikely to require a SAG.

The Council will hold four planned SAG meetings per year. Should additional SAG meetings be required to consider short notice events or to discuss individual events further, these will be arranged as required.

The role of the Health and Safety Executive (HSE) within the SAG process

HSE does not routinely sit on or attend SAG meetings. HSE inspectors may, however, be asked by a SAG and/or event organiser to provide advice and guidance on occupational health and safety matters, particularly where HSE is the enforcing authority for the activity concerned (e.g., fairgrounds, broadcasting, and construction activities).

HSE inspectors are not able to authorise or approve an event organiser's safety plan, so their contribution should not be inferred as sanctioning their methods of controlling risk.

Source: [HSE Safety Advisory Group](#)

Process for Booking and Reviewing Arranged Events in Runnymede

Annual Events Within the Borough

A corporate events calendar will be held for all events planned within Runnymede for which an application to proceed is requested, whether required to be reviewed by SAG or not. The Council will prioritise within its events calendar annually, larger, long-standing events held within the borough, to preserve their status. These are:

- AddlestoneOne Christmas Lights
- Black Cherry Fair
- Chertsey Agricultural Show
- Egham Royal Show
- Thorpe Half Marathon
- Wentworth PGA Championship (separate SAG process)

Whilst the above events are ringfenced within the events calendar annually, completion of a notification form in full will still be required annually, and consideration of event plans at SAG may be required.

Step 1: Notification/Request to hold events.

Organisers of events, regardless of the lead organiser status (e.g. council, community, commercial entity), are required to submit a form to notify or to request holding an event to the council. The types of events for which notification or a request to hold is required, includes (but not limited to):

- Fetes, fairs etc.
- Open air concerts and music festivals
- Trade shows
- Sporting events
- Horse shows, agricultural shows, dog shows, car and/or caravan shows and other similar
- Open air entertainment including theatre, opera, and historic re-enactments
- Firework displays
- Large scale company parties
- Processions, marches, and carnivals
- Street parties
- Religious events

The notification/application form (see Appendix A) can be submitted via the council's website ([enter hyperlink here](#))

Step 2: Initial consideration of event notification/requests

Submitted forms will be delivered to a central events mailbox, managed by Environmental Services. All submitted forms will be considered by the Green Spaces Manager, liaising with other internal departments, as required. Where the event is new, large scale or presents a potential significant risk, the Green Spaces Manager may convene a meeting of the corporate events group to discuss collectively. In all instances the Green Spaces Manager will determine:

- a) Whether a request to hold an event for which the council is wholly/partly responsible is approved
- b) Whether a notification/request to hold an event requires escalation for consideration by the SAG

Where there is a requirement for a Corporate Events Group to be convened, representatives from the following business areas may be requested to attend:

- Environmental Health
- Parks and Open Spaces
- Direct Service Organisation (DSO)
- Assets and Regeneration
- Health & Safety (Human Resources and Organisational Development)
- Community Development
- Licensing
- Parking Services

In all instances, following consideration, correspondence will be sent to the event organiser detailing the outcome of the above considerations.

Where the event is approved or subject to review by SAG, the date of the event will be entered into the corporate event calendar to ensure there is no duplication of bookings etc. All applications and subsequent correspondence will be retained (subject to Data Protection regulations).

Event notifications/requests requiring consideration by SAG

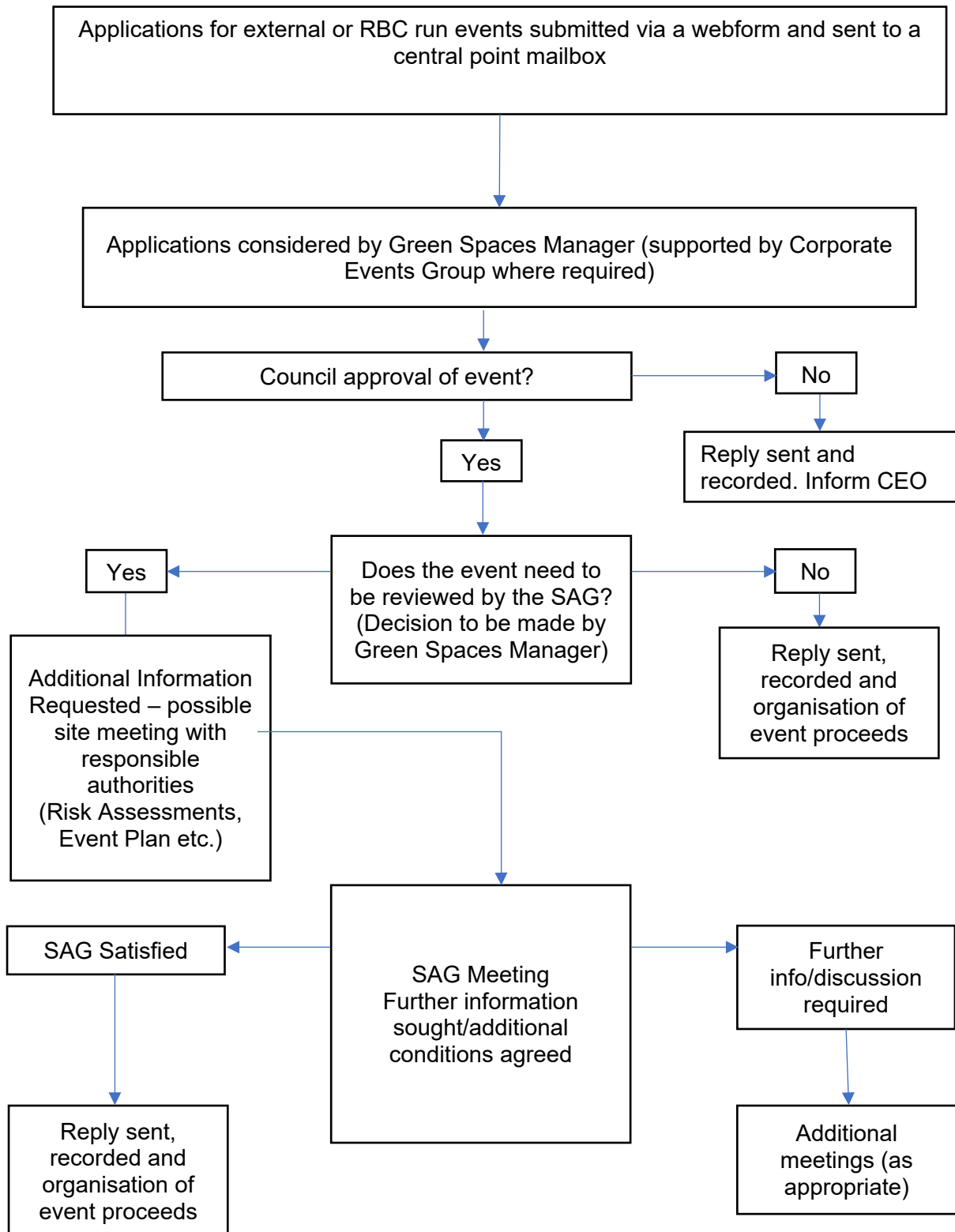
Where it is determined that an event requires consideration by SAG, this will be taken forward to the next planned meeting. Where there is a short timeframe relating to the event, or where more timely consideration is deemed required, an additional meeting of SAG will be arranged.

Event organisers will be invited to attend the SAG meeting at which their submission will be required and may be requested to provide further information in advance of the meeting. Such requests will be made in writing by the Council. Examples of additional information that may be requested include event management and risk management plans. Event organisers will be given timescales required for submission of proposals (graduated dependant on risk/complexity)

Following the meeting of the SAG, confirmation will be sent in writing to the event organiser of the recommendations of the SAG, that the organiser is responsible for considering and implementing as appropriate.

In the event of an individual member organisation of SAG determining within their own powers that an event should not proceed; this will be communicated via their organisational communication channels directly to the event organiser. In addition, a general response from the SAG will be provided to the event organiser.

Proposed Runnymede Borough Council Safety Advisory Group Process for RBC and External Events



Runnymede Borough Council Safety Advisory Group (SAG) Terms of Reference

Main objective of the SAG

The Safety Advisory Group (SAG) will:

"Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."

It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact.

In recognition of this, a SAG has been established to co-ordinate the efforts of relevant Local Authority directorates and all other agencies involved with the running of events.

The purpose of the SAG is to consider events in the context of their being essential to the communities of Runnymede. The SAG should examine the safety aspects of events, so they can proceed in as safe a way as is reasonably practicable, ideally without compromising the public's enjoyment of them.

The group exists to offer advice and guidance to organisers and to ensure they are aware of their responsibilities. The SAG does not make any decision on behalf of the local authority or other agencies as its role is advisory and, as such, it has no authority to either instruct or ban events.

The group will not undertake the role and responsibilities associated with event organisers. It is stressed that the functions of the SAG should be distinct from those of the planning group for each event and it should not be confused with the arrangements for the management of the event(s).

The range of events across Runnymede is wide and varied ranging from small charitable events to large major events. The SAG will consider the following criteria (plus any other matters specific to the event) in assessing the risk to security and crowd management, linked with public safety, presented by the event:

- Whether the event is a public event
- The experience of the event organiser
- The type of event

- If the event has been held previously
- Any special or unusual activities
- The location of the event
- The level of risk posed by the event
- The number and demographic of people attending

Member Organisations of the SAG

The Runnymede SAG will be formed of the following core member organisations as relevant:

- Runnymede Borough Council (one or more of the following attending where appropriate)
 - Licensing
 - Parking Services
 - Environmental Health
 - Health and Safety
 - Direct Services (refuse & recycling)
 - Community Safety
 - Emergency Planning
- Surrey County Council
 - Highways
 - Traffic Management
 - Trading Standards
- Public Health
- Southeast Coast Ambulance Service
- Surrey Fire & Rescue Service
- Surrey Police

Duties of SAG

2.1 The SAG will ensure that event organisers consider risks to public health and safety are minimised for public events as far as possible.

2.2 The SAG will provide a forum in which all the partner agencies concerned can develop a consistent and proportionate, approach to public events and their safety.

2.3 The SAG will provide advice and guidance to ensure event organisers are aware of their responsibilities (including with regard to COVID-19 mitigation).

2.4 An accurate record and minutes will be kept, ensuring the action points of all meetings are forwarded to members of the group and those organisers present at such meetings.

2.5 Lead officers for the SAG will be responsible for the ongoing review and improvement of the SAG process to appropriately support event organisers (together with wider event notification processes).

2.6 The SAG will advise on contingency plans for dealing with emergencies within each event only.

2.7 The SAG will promote best practice and multi-agency partnership working with event organisers.

2.8 The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management.

2.9 The SAG will ensure event organisers consider any detrimental effect of such events on the wider environment and on the environment of Runnymede are minimised and to encourage the application of the principles of sustainability whenever possible.

2.10 Where applicable, recommendations of the SAG are consistent with other Council policies.

2.11 The SAG will promote the principles of sensible risk management, saving lives not stopping them, reducing admin burdens whilst addressing poor management at the point of creation of risk.

2.12 In order to ensure SAGs are not avoided by organisers, SAG members must be realistic and fair in their expectations.

2.13 To ensure consistency of the SAG's reviews of events, each event being considered will be assessed on the following items:

- Date and time of the event in comparison to other events taking place
- Audience profile/expected attendance
- Security/stewarding and crowd management
- Duration of event/hours of entertainment
- Nature of risk level for any activities
- Event "build" and "breakdown" arrangements
- Site layout including access/egress and blue light routes
- Spread of COVID-19 mitigation measures
- Infrastructure including staging/PA/lighting, toilets
- Accessibility
- Safeguarding – working with children/vulnerable adults and lost/found children/vulnerable adults
- Catering and hygiene
- Medical and/or first aid provision
- Transport/traffic management and impact on local transport network
- Parking arrangements and taxi pick-up/drop-off arrangements
- Health and safety arrangement of site/persons/activities/equipment etc. throughout event
- Risk of fire and mitigation measures in place
- Emergency action plans/Evacuation Procedures
- Hostile Vehicle Mitigation
- PREVENT E-Learning
- Environmental issues including waste management, noise management, weather conditions, underground pipes, and sustainability
- Licensing including Temporary Event Notice (TEN) or Premises Licence
- Any local, regional, or national issues that may affect an event (including pandemic)

Meetings of SAG

The SAG shall meet a minimum of four times per calendar year. Any member of the group may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.

Meetings will be chaired by the Green Spaces Manager (with Environmental Health Officers deputising when required), employed by Runnymede Borough Council. The chair will ensure that the group discharges its responsibilities fairly, effectively, efficiently, and proportionately. Where matters arise which require consideration by the SAG, such a meeting may be convened at short notice.

All relevant agencies should be represented at a meeting of the SAG, with a named lead and deputy provided where possible, from each partner organisation.

Any additional agencies outside of those mentioned above can be invited to attend if deemed necessary to offer specialist advice.

Runnymede Borough Council will administer SAG meetings and associated processes, including circulation of agendas, minutes of meetings (complete with detail of agreed actions and recommendations) and correspondence on behalf of SAG to event organisers where appropriate.

The core members may invite representatives to SAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

Members of SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing from specific sections of the meeting.

Specific Roles of Core Members

Runnymede Borough Council

- Administration of SAG including receipt of submissions from event organisers, arranging meetings, circulating agendas and associated documents, and liaising with event organisers.
- Advise on licensing requirements.
- Advise on all matters relating to water provision, sanitation and noise control.
- Controls on tents or caravans for overnight stays.
- Controls on animals, animal health and safety.
- Advise on food safety, health & safety at work, public safety, and pollution issues.
- Where appropriate, participate in emergency responses to events.

Surrey County Council

- Advise on trading standards related matters.
- Advise on the impact of the event on the borough transport infrastructure and the provision of services to the event.
- To advise on traffic management on the highway.

Surrey Police

- To advise and liaise on the preservation of order through keeping the peace.

- To advise and liaise on the protection of life and property.
- To advise and liaise on the prevention and detection of crime.
- To provide feedback on crime and disorder at events.
- Attaining the aims of the Local Policing Plan.
- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public.

South East Coast Ambulance Service

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.
- Act as the liaison between the event and NHS.

Surrey Fire & Rescue Service

- To provide advice on fire related matters regarding operations, fire, and community safety.
- Liaise and advise in relation to the Fire and Rescue Services Act 2004 sec 6.

Appendix A: Event Notification Webform

Below is a list of the fields that will be requested as part of the Council notification/application form. This will be available (when finalised) to be completed via the Council's public website and when submitted will be delivered to a central events mailbox, managed by Environmental Services to be processed.

Personal Details

- Title
- First Name
- Last Name
- Email
- Telephone
- Address (Postcode)

Event details

- Date of Event
- Timings of Event (start and finish times)
- Location of Event
- Type of Event
- Applicant Name (Event Organiser)
- Organisation
- Has this event been held before?
- How many visitors are expected to attend?
- Do you intend to sell alcohol on site?
- Does the event require any road/footway closure or have a highway impact?
- Will there be food served on site?
- What form of entertainment will be at this event?
- Will there be music at this event either live or via a sound system?
- Will there be any temporary structures at this event?
- Is any other Council service required?' (e.g. parking bay suspension, yellow line dispensation, road closure)

Uploads

- Event Management Plan (draft)
- Public Liability Insurance
- Site plan/route map (detailing the infrastructure on site)

For all information contained within this document contact:

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: department@runnymede.gov.uk

www.runnymede.gov.uk

Further copies of this publication,
or copies in large print other
formats or languages
can be obtained via the
above contact details.



Search: Runnymede Borough Council

Junior Citizen 2023 (Community Services, Katie Walker)

Synopsis of report:

This report is to provide an update on Junior Citizen following the introduction of the Safer Communities Programme and seek direction of the future of the scheme.

Recommendation that:

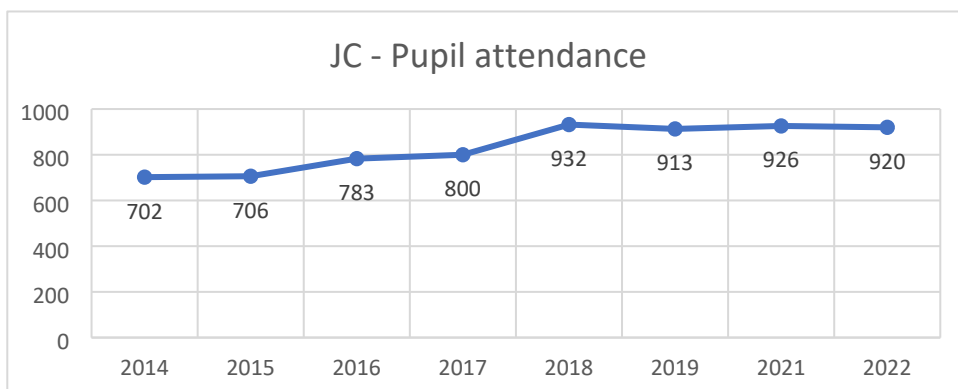
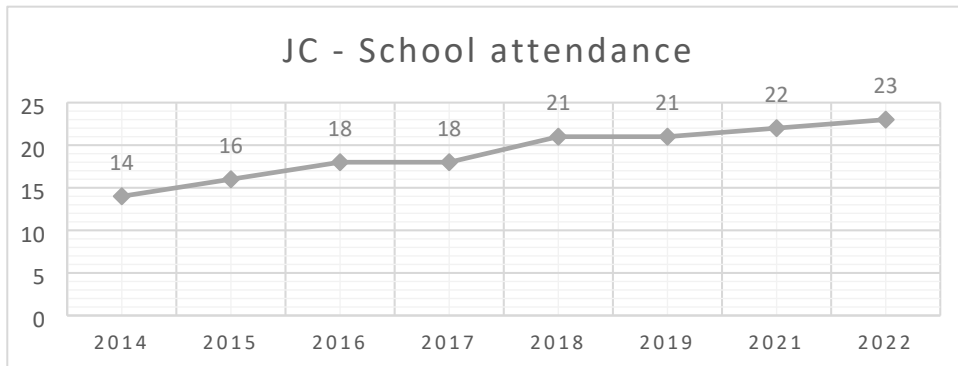
- i) the Junior Citizen scheme continues, incorporating health and wellbeing themes; and**
- ii) Members approve a budget provision of £5,000, allocated from the Youth Development budget held by Community Services, annually for a period of 3 years**

1. Context of report

- 1.1 This report seeks to provide an update on the current status of the Runnymede Junior Citizen scheme, following the introduction of a new 'Safer Communities Programme' by Surrey County Council and seeks direction from the Committee on the future of the scheme.
- 1.2 The Runnymede Junior Citizen scheme has been running annual events for year 6 pupils across the Borough for over 20 years. The scheme aims to teach children vital life skills in a fun, exciting and memorable way, bringing pupils awareness of real life, potentially dangerous scenarios so they can be better informed on how to act in emergency situations and how to avoid them happening in the first place, thus creating safer communities.
- 1.3 Historically, inputs have been provided by Runnymede Borough Council, Surrey Police, Surrey Fire and Rescue Service (SFRS), St John Ambulance (SJA), Network Rail, UK Power Network, and Royal National Lifeboat Institution (RNLI), with recent events also benefiting from inputs from Fearless and School Nurses.
- 1.4 Inputs provided to the children have focused on the following subjects;
 - Anonymous reporting of crime & concerns
 - Antisocial Behaviour
 - Electrical Safety
 - Fire Safety
 - First Aid
 - Healthy bodies – sugar swaps and healthy teeth
 - How to make an emergency call
 - Rail Safety
 - Road Safety
 - Stranger Danger

- Water Safety

- 1.5 Since 2014 where attendance numbers are available, the Runnymede scheme has increased its coverage from 14 to 23 schools (including mainstream and specialist provisions, one of which caters for complex speech, language, and communication needs, the other being a Life Skills Day Centre for adults with learning disabilities) and increased from approx. 700 to 900 pupils.



2. Report and, where applicable, options considered

Surrey County Council's Safer Communities Programme offer

- 2.1 In January 2023, Surrey County Council launched a free, digital Community Safety resource created for teachers to deliver flexibly in their year 6 classrooms. This is known as the Safer Communities Programme.
- 2.2 The Safer Communities Programme is an enhancement of the PSHE curriculum, in line with PSHE Association guidelines and Surrey Healthy Schools, that compliments the syllabus primary school children are already following. The programme adopts a trauma informed, strength-based approach to teaching and reflects contemporary topics important to the whole of Surrey, such as physical health and mental wellbeing, making empowering decisions, mutual respect and embracing difference.
- 2.3 A main part of this programme is to 'leave the teaching to teachers' whilst regularly engaging pupils with key topics and increasing their opportunity to ask questions and solidify learning.

- 2.4 As part of this programme, Surrey Police and Surrey Fire and Rescue Service have designed their youth offer to allow for engagement with year 4 and year 7 students, resulting in their withdrawal of support for the Junior Citizen scheme.
- 2.5 Other agencies and providers including St John Ambulance, Network Rail, RNLI and School Nurses have expressed their desire to continue with the Junior Citizen Scheme as it is a valuable engagement event, allowing them to provide key messages to over 900 Runnymede pupils each year. Without the event, it is felt the pupils will miss out on valuable life-saving skills not covered within the PSHE curriculum.

Funding

- 2.6 In previous years, the Junior Citizen scheme has been reliant on grant funding of £5,000 per year to run. This funding has come from the Police and Crime Commissioner (PCC) and the Runnymede Community First Fund, each supplying £2,500 on the basis of their contributions being match funded by the other.
- 2.7 The £5,000 has mainly been used to purchase handbooks produced by Child Safety Media at a cost of £5 per unit with a minimum order of 1000. However on occasions the funds have supported the purchase of other items (for goodie bags).
- 2.8 In light of the Safer Communities Programme and withdrawal of support by some agencies, the funding which has been made available from the PCC is likely to be vastly reduced or ceased completely, meaning it would be difficult, if not impossible to continue without funding from another source.
- 2.9 It is asked that this Committee considers funding the event annually for an initial period of 3 years.

Feedback from schools

- 2.10 Following the 2022 event, a feedback survey was provided to all education establishments who attended to obtain their views on the future of Junior Citizen. 100% of respondents stated they would like to still attend Junior Citizen alongside the Safer Communities Programme.
- 2.11 When advised that it may be necessary to implement a cost for attendance in future, 46% of respondents advised that this would impact them and result in non-attendance.

Options for change

- 2.12 The Junior Citizen scheme now has a unique opportunity to embrace the changes thrust upon us, with the ability to widen the scope of learning from safety messages to incorporate wider health and well-being areas.
- 2.13 The 2022 event saw the School Nurses being reintroduced to provide advice on keeping teeth healthy and sugar swaps and this could be expanded upon to include inputs on keeping our minds and bodies healthy through stress and anxiety management / mindfulness and physical activity should suitable providers be found.

- 2.14 Runnymede is identified as having a higher than average (for Surrey) rate for childhood obesity and as such, focusing on physical activity or effects of inactivity would be beneficial. This could be provided by officers within Runnymede Borough Council's Community Development team.
- 2.15 Areas for change are still being developed with however communications have been sent to Hope UK and Eikon. Hope UK currently deliver basic drug awareness (alcohol, cigarettes, aerosol can, nitrous oxide, cannabis, cocaine and medicines) in 10 other areas which include 4 Surrey Boroughs. Eikon are the Runnymede provider of early intervention and resilience building within The Surrey Wellbeing Partnership (SWP) which in turn is part of the Mindworks Surrey Alliance.
- 2.16 It is proposed that an annual sum of £5,000 be funded from the new Youth Development budget held by Community Services and against which, expenditure is required to be approved by this Committee.

3. Policy framework implications

- 3.1 It is suggested that without funding, costs would need to be passed onto the schools, which would likely be further passed onto parents. Taking into account the current financial climate, this would not be suitable, especially given that our own Corporate Business Plan shows Runnymede has a higher than average rate of children living in relative low-income families and/or live in absolute poverty (pg 7 - [Corporate Business Plan 2022- 2026 \(runnymede.gov.uk\)](https://www.runnymede.gov.uk/corporate-business-plan-2022-2026))
- 3.2 Continuing with the Junior Citizen event and expanding into health and wellbeing areas as well as vital safety messages would conform to two of the corporate themes:
- Empowering our communities
 - Health and Wellbeing

4. Resource implications (where applicable)

- 4.1 The annual cost for the Junior Citizen scheme is £5,000 with zero income moving forward. Staffing needs for the scheme will be impacted by expanding into health and wellbeing as this area will require support from officers within the Community Development team. However, dates for the event do not conflict with other large projects undertaken by the team.

5. Legal implications

- 5.1 None identified.

6. Equality implications

- 6.1 The Council has a Public Sector Duty under the Equalities Act 2010 (as amended) to have due regard to the need to:
- a) Eliminate unlawful discrimination, harassment or victimisation;

- b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
- c) Foster good relations between those who share a relevant characteristic and persons who do not share those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

- 6.2 There are no negative equality implications with continuing with the Junior Citizen scheme. The scheme has a positive impact on age and disability in particular.
- 6.3 The scheme is available to year 6 pupils across Runnymede with invites to attend being provided to public and private schools as well as mainstream and specialist provisions. In addition to this, the event has welcomed adults with learning difficulties where the messages have been deemed suitable to their developmental needs.

7. Environmental/Sustainability/Biodiversity implications

7.1 None identified.

8. Other implications (where applicable)

8.1 None identified.

(To Resolve)

Background papers

None stated.

Befriending Service Update (Community Services, Jill Moody)

Synopsis of report:

To provide Councillors with an update on the project to provide a Befriending Service for Runnymede Borough residents.

Recommendation(s):

None: This report is for information.

1. Context of report

- 1.1 Befriending is a service that supports residents who are lonely and socially isolated at home and within their local community. Befriending service providers act as the broker between the individual who is socially isolated and the volunteer who is offering their time to befriend someone in need of support.
- 1.2 Befriending services are often provided by Voluntary, Community and Faith organisations, ranging from small local organisations (e.g. Surrey Heath Age Concern) to larger charities such as the Brigitte Trust.
- 1.3 In Runnymede, a Befriending Service was previously provided by Age UK Runnymede & Spelthorne, which ended when the organisation closed in 2016. Since then, there has been a gap in Runnymede for supporting socially isolated residents.
- 1.4 The Covid-19 pandemic highlighted the need for Befriending services more than ever, and in March 2020 at the request of members a temporary Befriending service was set up by the Council to support residents during the pandemic. This service ran for over a year but with the recovery from the Covid-19 pandemic, officers that were re-deployed to this service returned to business as usual and the Council had to consider the possibilities for future provision.
- 1.5 In September 2021 Corporate Management Committee agreed that Befriending services in Runnymede be delivered by a partner organisation for a two-year period at a cost of £80,000 to be funded from the money set aside for this purpose from the Contain Outbreak Management Fund (COMF).
- 1.6 Initially this was planned as an Invitation To Tender, to be published by Christmas 2021 and a contract awarded to a new provider with the service in place by 1st March 2022. However, this was postponed due to a question around whether central government would allow (and not take back) the COMF monies identified to fund this service. As such, for the majority of 2022, the project was on hold. Prior to this, at a report to Community Services Committee in September 2021 Members expressed a preference for the Council to work with the local Voluntary and Community Sector as opposed to undertaking a full tender process.
- 1.7 Work recommenced on Befriending in September 2022, following approval to continue with using the allocated COMF monies to fund the Befriending service, with a deadline of 31st March 2023 for the monies to be spent.

- 1.8 With this deadline in mind and as requested by Members of Community Services Committee, discussions took place between Community Services, supported by Law & Governance, about the possibility of working with Voluntary Support North Surrey (VSNS), a local charity who work across North West Surrey and who already provide a successful Befriending service in Surrey Heath and were therefore capable of meeting the service need. VSNS had previously approached the Council regarding extending their current service to cover the Runnymede borough area.
- 1.9 In September 2022 Corporate Management Committee (CMC) agreed to the mobilisation of the Befriending service via a grant award of £80,000 for two years from the allocated COMF monies, to be awarded to VSNS, to extend their current Befriending offer to Runnymede borough, as part of the Cost of Living paper presented by officers.

2. Report

- 2.1 The Befriending service remains an important priority for the Council, since the previous provider (Age UK Runnymede and Spelthorne) closed in 2016 and the COVID-19 pandemic further highlighted the need for supporting those residents who are most alone.
- 2.2 The Office of National Statistics reports that those most likely to experience loneliness are single or widowed and that people in poor health or have conditions that they describe as 'limiting' feel lonely more often. Those that lack trust in others or don't feel connected to their community also report feeling lonely more often. This suggests that befriending services offer a 'lifeline' to some of the most vulnerable people in the borough and provides an opportunity to reconnect socially isolated residents to their local community.
- 2.3 Through befriending, as a service user or a volunteer befriender, residents can experience significant benefits. It is hoped that there will be improvements to individual's self-esteem and self-confidence and overall wellbeing. This can also reduce the burden on other services, such as GP's, that individuals may use inappropriately to relieve loneliness or because they feel unwell due to the anxiety this can cause. It can provide volunteers with new social connections and sense of purpose in helping others, having a positive impact within the community.

Mobilisation and implementation

- 2.4 The implementation and delivery of the Befriending service in Runnymede Borough by VSNS will start from 01/03/2023 and end on 31/03/2025, this is inclusive of an initial one-month transfer period.
- 2.5 Runnymede Borough Council will contact all Volunteers and Service Users currently registered to the Council Befriending Service to inform them of the change in Provider and give them an opportunity to transfer to the new service. This will involve gaining their consent to share personal information with VSNS if they wish to do so. It will be made clear that if they do not wish the Council to share their details with VSNS they will no longer be registered with the Befriending service. They will be given details of the new provider so that they can contact them directly if they wish.

Voluntary Support North Surrey

- 2.6 VSNS's core business is to promote volunteering and to match/introduce volunteers to community organisations. They also provide support, advice and training in the

management and governance of voluntary and community organisations. VSNS host forums and represent voluntary sector organisations at other partnership meetings and events.

- 2.7 VSNS have been delivering a Befriending service in Surrey Heath called Time to Talk for over 4 years. Their aim is to tackle loneliness by taking the 'Time to Talk.' As the success of any Befriending service is reliant on having a flow of volunteers to match with those individuals looking for a befriender VSNS is well placed to deliver Befriending services and the success of Time to Talk is testament to this.

Service Delivery

- 2.8 Delivery of the Befriending service in Runnymede by VSNS will draw on their existing resources and experience and the Time to Talk model will be extended to Runnymede Borough. They have a local office in Chertsey, and they will be employing a member of staff to manage the Befriending service in Runnymede from this location.
- 2.9 A Service Level Agreement (SLA) has been drawn up between the Council and VSNS setting out the Council's expectations of the new Befriending service. An overview of the key aspects is provided below:
- 2.10 The service will be available to all isolated and lonely adult residents (18 years and over) of the Borough who would like support from the Befriending service. This is subject to suitability criteria and the service risk assessment process to ensure that both volunteers and service users have safe, positive experiences.
- 2.11 There is alternative provision in the Borough for residents aged under 18 years to alleviate loneliness and social isolation. The Provider should signpost residents aged under 18 years who request befriending to these services.
- 2.12 If an adult is deemed unsuitable for the Befriending service, the Provider should signpost or refer them to an alternative and more appropriate service to support them where possible and feedback should be provided to the referrer where applicable.
- 2.13 The service will be directly accessible to residents who want to self-refer to Befriending as well as other agencies or individuals who want to refer on their behalf. Details of how to access the service and how to make a referral will be available online and at key information points within the community. Access to the service will include a phone line for office hours and an email address.
- 2.14 The service will offer options for face to face and telephone befriending. In some circumstances the befriender may be able to accompany the service user to access activities or services in the local community.
- 2.15 There is an opportunity for befrienders to facilitate group befriending, working with Council centres, which has the potential to increase attendance, provide new opportunities to bring people together and create capacity with volunteers.
- 2.16 For service users who are held on a waiting list for face-to-face befriending a phone check-in service will be introduced to support service users while they wait for an appropriate volunteer who can support them in person.

Promotion

- 2.17 The service will be promoted to:

- Individuals - self-referrals
- Professionals, agencies, and individuals – referrals for someone else
- Volunteers for the service

2.18 There will be a particular focus on maximising the recruitment and retention of volunteers to meet the demand of the service. The balance between service users and volunteers will be assessed and managed on a regular basis and specific promotion campaigns will be launched to encourage applications from specific volunteer groups when required e.g. where the service user doesn't speak English or to increase the number of referrals into the service if there is a pool of volunteers waiting for a match.

Partnership working

2.19 VSNS will work collaboratively with the Council, local voluntary and third sector organisations as well as wider health and social system partners to embed the Befriending service and encourage referrals into the service, ensuring that Befriending becomes an established offering with a clear pathway for identifying and referring those residents most in need of support.

2.20 VSNS are committed to working in partnership with Runnymede Borough Council to integrate Befriending into existing Council services such as Social Prescribing and Homesafe Plus.

2.21 In order to provide a more efficient and longer-term solution to loneliness VSNS will work with the Day Centres in Runnymede to encourage new community activity, facilitated by group befriending sessions.

2.22 The Council will maximise all networking opportunities to promote and share ideas that support the Befriending service.

Performance monitoring

2.23 VSNS will record and monitor key performance indicators (KPI's) collating information such as:

- Number of service users
- Number of volunteers
- Number of matches
- Number of service users waiting for a match (time framed)
- Volunteer and Service User feedback and complaints
- Volunteer and Service User testimonials and case studies

2.24 The Council will request KPI's on a quarterly basis and will meet with VSNS to discuss how this will be used to shape, develop and improve the service.

Future Considerations

2.25 Beyond the initial two-year period, no further funding has been identified for the delivery of Befriending and this has been clarified in discussions with VSNS. Therefore, the new Provider will be encouraged to proactively seek future funding to ensure the sustainability of the service. Potential sources could include charitable trust, government grant schemes, Surrey County Council and NHS funding opportunities. This requirement is included within the SLA and the Council will work closely with VSNS on this matter.

- 2.26 The new Provider should actively seek ways to promote independence for its service users, for example; there is potential to initiate 'group befriending' activities that will encourage and empower service users to make connections and grow local community groups giving them new and more varied experiences. This should also minimise the need for individuals to access the service again.
- 2.27 VSNS will work in partnership with the Council and other partners to develop the Befriending service by identifying opportunities to work with other initiatives and for Befriending to be incorporated within packages of support as they are developed, linked to wider health and care system working.

3. Policy Framework Implications

3.1 The Befriending project aligns with the corporate objectives within the themes of "Health and Wellbeing" and "Empowering our Communities" from the Corporate Business Plan 2022-2026. Within the Corporate Business Plan specific reference is made to the following that are key to this project:

3.2 Empowering our Communities:

- Voluntary groups will be supported where possible and encouraged to provide new activities and facilities.
- The Voluntary sector plays a key role in many different aspects of Runnymede life but particularly in terms of health and wellbeing

3.3 Health and Wellbeing:

The Health and Wellbeing strategy focuses on the Wider Determinates of Health. These are the non-medical factors that affect a person wellbeing and can include things like social, economic, education and housing.

- Healthy Communities – For all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure and recreational opportunities.
- Working in partnership to tackle health inequality – To work with statutory agencies, voluntary, community and faith sector organisations, communities and residents to identify and tackle health inequalities and deprivation.

4. Resource implications

- 4.1 Funding for the Befriending service has been approved previously by Corporate Management Committee, as part of the planned expenditure against COMF funding received.
- 4.2 The total funding allocated for this service is £80,000. The Council has explained to both Members via committee reports and to VSNS through its ongoing discussions that there is no further funding identified or planned within the Mid Term Financial Strategy, for a Befriending service.
- 4.3 Beyond the initial month where work will be undertaken to gain consent to transfer volunteers and service users from the Council offer to the new service provided by VSNS, the only staff resource implication is the ongoing oversight of service delivery and any work relating to the identification of additional funding by external sources.

5. Legal implications

- 5.1 A Service Level Agreement for the Befriending service has been reviewed and agreed by Law and Governance. The Council will not be entering into a formal partnership with VSNS, instead VSNS will commit to deliver the service within the agreed parameters and the Council will take an interest in supporting the success of the project through their ongoing relationship with VSNS.

6. Equality implications

- 6.1 EIA Screening Form has been completed and reviewed by the Equalities Group and signed off. This can be found in Appendix 'A'.

7. Environmental implications

- 7.1 Whilst there are no direct environmental implications identified in this report, the flexibility in the way befriending is intended to be delivered (e.g. by telephone, face to face and in groups), does allow for a potential reduction in travel within the borough in the delivery of this service.

8. Conclusions

- 8.1 The Befriending service will be delivered in Runnymede by Voluntary Support North Surrey (VSNS), starting on 1st April 2023 and funded for 2 years using money allocated from COMF. Befriending will benefit both those looking to volunteer as a befriender and those in the borough who are lonely and isolated as well as the wider community.
- 8.2 The use of COMF money for a Befriending service, ensures that an unmet need is addressed within the borough and provides the foundations that will allow VSNS to proactively seek funding in order to maintain the service beyond the initial two years.

(For information)

Background papers

EIA screening

EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Grant to be awarded to VSNS to deliver Befriending Service in Runnymede Borough. This will replace the temporary service provided by RBC during the covid pandemic that has now closed as staff who were redeployed to this service have returned to business as usual.	Jill Moody - Health & Wellbeing Manager

<p>A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?</p>
<p>Befriending services offer supportive, reliable relationships through volunteer befrienders to people who would otherwise be socially isolated. Befriending services act as the broker between the individual who is socially isolated and the resident volunteer who is offering their time to befriend someone in need of support.</p> <p>Befriending is largely delivered by telephone or face-to-face, with regular contact at an agreed time. Contact can be as frequent as the person supported requires, or as frequent as the amount of time the volunteer is able to give.</p> <p>In March 2020, at the request of elected members, the Community Services Business Unit set up a befriending service to support lonely/isolated residents throughout the pandemic. This was delivered for almost a year by staff redeployed to provide this support, including a Social Prescribing Officer, a Day Centre Manager and a Community Alarms Officer.</p> <p>However, with the recovery and reopening of services and a return to business as usual Community Services with its current resources were not able to continue to manage and develop the current service.</p> <p>This clearly identified a requirement for a befriending service and highlighted its importance for the wellbeing of some of the most vulnerable residents in the borough. Therefore an alternative option to deliver befriending in Runnymede was sought.</p> <p>It was identified that an efficient and effective solution would be to enlist the experience of a partner organisation who already deliver befriending services and could replicate this model in Runnymede Borough and in early October Corporate Management Committee agreed to award a grant to Voluntary Support North Surrey (VSNS) to extend their existing befriending service model in Surrey Heath into Runnymede.</p> <p>By the very nature of the service and the residents it is aiming to support the befriending service will actively encourage the inclusion of all vulnerable adults regardless of protected characteristics and in doing so promote equality and diversity within the Borough.</p> <p>There will be a service level agreement between Runnymede Borough Council (RBC) and VSNS which will set out the Council's expectations with regard to service delivery, KPI's and monitoring requirements and will include regular meetings to discuss service progress and outcomes.</p> <p>It is planned that the new Befriending service in Runnymede will be in place by 1st March 2023.</p>

B. Is this policy, function or activity relevant to equality? Does the policy relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential for adverse impacts or unlawful discrimination.

Yes, the service is relevant to equality:

Access to service

Age - the service will support those residents aged 18+ (adults) only. There is alternative provision in the Borough for residents aged under 18 to alleviate loneliness and social isolation. The Provider should signpost residents aged under 18 who request befriending to these services.

Disability - If an individual being supported by the service has a disability this may inhibit the number of social activities, they can attend with a befriender outside of their home. This will be considered as part of the risk assessment when matching a service user to a volunteer befriender and reasonable effort should be made by the Provider to put in place actions to overcome any negative impact for example, arranging suitable transport to and from an activity. These might be covered by the vulnerable individual's other support e.g. a Direct Payment.

Race (language), Religion or Belief, Gender, Sex – These will be considered when matching an individual to a befriender, hence if a suitable volunteer is unable to be found at the time this may mean a service user waiting until a suitable volunteer is found.

Those most likely to benefit from the service

Some of the protected characteristics could be contributing factors to an increased risk of social isolation and therefore in these circumstances would mean that those individuals are the most likely to benefit from the befriending service, for example:

Age – Older adults may present with a variety of challenges associated with aging including hearing and/or sight impairments, mobility issues and memory loss, they may also live alone and may not have access to transport. These older adults represent some of the most isolated people in the Borough.

Disability - Adults with a disability or multiple issues that prevent them from getting out of their home easily and especially those who also live alone, may be at a higher risk of social isolation and would therefore be more likely to benefit from the befriending service.

Race – Non English-speaking residents may struggle to socially integrate and may benefit from support and guidance to increase confidence and/or accompany/interpret when visiting social groups to reduce loneliness and isolation.

There may also be individuals with any of the protected characteristics who feel isolated because they don't have friendships with others who have those shared protected characteristics.

Service delivery

Each referral is assessed on a case-by-case basis and if it is deemed that the service user would be better supported in an alternative service an onward referral will be made.

The Provider is expected to ensure that promotion of the service will be targeted to ensure that those that are most at risk of being socially isolated will be able to access to the service. Protected characteristics should be considered when promoting the service – in line with the accessible information standard.

The Provider of the service will also be expected to promote the service to recruit potential volunteers that will enable a suitable match with those service users waiting for a befriender.

Although service user and volunteer matches might be made due to certain shared interests and/or characteristics the Provider will consider the opportunity for the befriending service to introduce people who share a protected characteristic and those who do not and to foster good relations between them.

Access to the service is not restricted to those who have a protected characteristic and will be promoted to ensure that all those suffering from social isolation can access the service. Volunteers will be recruited with due regard to advancing equality of opportunity between people who share a protected characteristic and those who do not.

It is expected that the service provider will utilise equalities monitoring to monitor and highlight areas of under-representation so action can be put in place to alleviate this. The service provider will have robust policies in place that uphold and are compliant with the Equality Act 2010.

The Provider will ensure that all staff and volunteers related to the service have a current Disclosure & Barring Service (DBS) certificate. The Provider is expected to have established appropriate arrangements to safeguard the involvement of participants, including service users, volunteers and staff in the service. The Provider is expected to fulfil its safeguarding obligations in line with the guidance set out in the RBC Safeguarding Policy and to provide a copy of its own safeguarding policy.

The Council expect that the safeguarding arrangements in place will ensure that concerns will be reported where a volunteer notices any unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equalities Act.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment must be carried out.

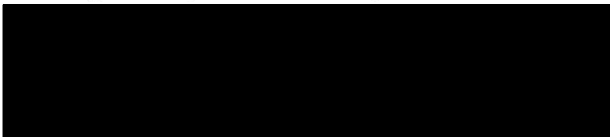
C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion? What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

The service is relevant to equality based on previous in-house service provision. Please see section B.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed: 17/01/2023

Sign-off by senior manager:



Agenda Item 12

Attached at Appendix 'A' are the Minutes of the meeting of the Cabrera Trust Management Committee held on 5 January 2023.

(For information)

Runnymede Borough Council

Cabrera Trust Management Committee

Thursday, 5 January 2023 at 2.30 pm

Members of the Committee present: Councillors C Howorth (Chairman) and J Hulley (Vice-Chairman), and Mr P Beesley.

Members of the Committee absent: Councillor D Coen, and T Ashby, P Grobien and H Lane.

1 Minutes

The minutes of the meeting held on 14 July 2022 were signed and confirmed as a correct record

2 Apologies for Absence

Apologies were received from Councillor D Coen, Mr P Grobien, Mr T Ashby and Mrs H Lane.

3 Actions since the last meeting

The Committee was updated on various actions which had taken place since the last meeting.

- Graffiti wipes had been deployed to volunteer wardens.
- Management of the Trust had been discussed at the annual walk and the importance of preserving the habitat was highlighted.
- Boundary inspections would be taking place this spring/summer.
- The tree officer was obtaining quotes for coppicing work.
- The new development lead for parks and open spaces would commence employment with the council at the end of January. It was recommended that he engaged with the wardens as part of his induction, which was encouraged by the committee.
- Furthermore, establishing relationships with organisations such as Wisley and the Woodland Trust was encouraged, although it was acknowledged that the Cabrera Riverside was a wild area that could not be cultivated.

4 Incursion associated with Development Site Still Waters adjacent to Riverside Walk

Officers provided the Committee with an update on the incursion at the Riverside Walk which Members had been informed of on 18 November 2022.

The development site, Still Waters had imported a considerable amount of material which had fallen onto the Riverside Walk and blocked the ditch.

A method statement had been received from the developer, which had been shared with the Environment Agency, which pledged that the material would be removed. Officers would acknowledge receipt and ask for its removal by an appropriate date prior to legal advice being sought.

ACTION – Suzanne Murphy to follow up with developer to clarify when material would be removed.

However there was concern that the developer was claiming that a pond half owned by the Trust was entirely owned by him, therefore when the boundary investigations were taking

place it was strongly encouraged to clarify ownership of this area at an early stage.

ACTION – Suzanne Murphy to confirm to colleagues when the material had been cleared.

There was further concern with the impact of any potential contaminated land entering the ground water and damaging the habitat.

It was agreed that prior to any walkaround to establish boundaries that all properties that surround the site are given written notice to give them the opportunity to remove any material, and if there was still evidence of any material during the walkaround then a further letter sent to the properties concerned requesting its removal. Only failure to act after the second letter would prompt officers to seek legal action.

Mr Beesley offered the assistance of volunteers with the walkaround, which would take place in spring/summer when the ground was firmer.

It was agreed to establish when the previous walkaround took place due to concerns about potential claims on the land should the ten year legal time limit for dealing with such matters be close to expiring.

ACTION – Helen Clark to establish when the last walkaround took place to establish boundary ownership.

5 **Honorary Warden**

The Committee was advised that an expression of interest for the role of Honorary Warden had been received by Mrs Myra Owen.

Mrs Owen regularly walked her dog on the Trust land and had done so for the past 10 years. Ms Owen had reported fallen trees and other issues during that time.

Mrs Owen was also involved in the Work Party run by Mrs Thomas and had previously attended Cabrera Trust AGMs.

The Committee felt Mrs Owen would be an excellent Honorary Warden and therefore agreed her appointment to the role.

Resolved that:

Mrs Owen be appointed as Honorary Warden on the Committee with immediate effect and Officers to advise Mrs Owen accordingly.

6 **Draft Annual Estimates**

The Committee was asked to approve the probable budget for 2022/23 and draft estimates for 2023/24 under this Committee's remit.

Officers reported that the day to day running costs of the site remained relatively static year on year with the biggest cost relating to supervision of the site by Council staff.

The honorary treasurer would provide a breakdown on spend, including a coppicing heading, to circulate with the minutes.

Resolved that –

The probable budget for 2022/23 and draft estimates for 2023/24 was approved.

7 **Any other business**

1) Mr Beesley reported that the inaugural meeting of the 'Friends of Cabrera Trust' group would be taking place on the evening of Friday 10 March at the community centre. An article would be placed in the upcoming Virginia Water magazine.

The artwork for posters to distribute to local residents had been designed, and funds from the committee were sought for printing costs. Mr Beesley would provide further information on volume of copies and estimate of costs, however it was anticipated the funding could be obtained from the Community Services budget.

ACTION – Mr Beesley to follow up with further information on printing leaflets with a view to utilising Community Services budget.

A preliminary meeting would be arranged in advance of the Friends meeting to discuss practical help, along with items such as the constitution and agenda for the first meeting.

It was also suggested to reach out to Holloway University following the recent MoU signed between the university and council, to see if they can provide any further assistance in terms of funding of volunteering.

2) Mr Beesley would provide open spaces team further information about a recently coppiced tree to try and establish whether permission had been provided.

3) Following a recent residents' meeting there had been strong support for CCTV and lighting along the path outside Virginia Water station, which was very close to Trust land. It was believed that work focussed solely on the path would not have an impact on wildlife within the Trust.

It had also been proposed as part of the neighbourhood plan to turn part of that path into a cycleway, however the committee impressed that railway rather than Trust land should be utilised as part of the proposals.

4) Thanks were provided to Matthew Godfrey, the Council's Parks and Arboriculture Manager, for his prompt action in dealing with the clearance of overgrowth following the previous inspection. Cllrs Howorth and Hulley added their thanks to the volunteers for their ongoing work and support.

8 **Dates of future meetings**

The Committee noted that the AGM and July meeting of the Cabrera Trust Management Committee was scheduled to be held in the Committee Room at the Civic Centre on Thursday 13 July at 2.30pm.

The January 2024 meeting was scheduled to be held on Thursday 4th January at 2.30pm at the Civic Centre.

(The meeting ended at 3.30 pm.)

Chairman

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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

Document is Restricted