



Community Services Committee

Thursday, 15 June 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: C Howorth (Chairman), S Lewis (Vice-Chairman), A Berardi, M Darby, M Harnden, A King, C Mann, J Mavi, M Smith and S Walsh

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 425620. 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.
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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.

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	To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 16 March 2023 (Appendix 'A').
3. Apologies for Absence	
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	Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
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	To Follow (To be confirmed)
17. Urgent Action - Standing Order 42	154 - 177
18. 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 3 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

19. Addlestone Day Centre Provision

To Follow

This report contains exempt information as defined by Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A of the Act.

To disclose the information would be commercially sensitive and put the council at a commercial disadvantage

Runnymede Borough Council

Community Services Committee

Thursday, 16 March 2023 at 7.32 pm

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

Members of the Committee absent: Councillors T Burton, V Cunningham, S Dennett and S Jenkins.

In attendance: Councillors L Gillham and J Hulley.

613 Minutes

The Minutes of the meeting held on 5 January 2023 were confirmed and signed as a correct record.

614 Declarations of Interest

There were no declarations of interest.

615 Green & Blue Infrastructure Strategy Update

The Committee was asked to note progress with the production of a draft Runnymede Green & Blue Infrastructure (GBI) Strategy.

The Committee was advised that the strategy would set the framework for the Council's approach to GBI. The County Council would be producing a Local Nature Recovery Strategy covering Runnymede, as required by the Environment Act 2021. It was noted that the Runnymede Local Plan 2030 contained a number of specific policies relating to GBI and related topics affecting, amongst other things, Health and Wellbeing and Climate Change.

Members were advised that whilst there was no mandatory requirement for the Strategy it was considered to aid the implementation of the Environment Act 2021, especially in relation to Biodiversity Net Gain. Different Business Centres would contribute to it, particularly those responsible for managing and maintaining the Council's network of open spaces, parks, designated sites for nature and other recreational facilities. Rivers, lakes and canals in the borough were also important features to promote biodiversity that would be covered by the Strategy.

Officers confirmed that progress reports would be submitted at key stages of the Strategy's development. So far, an audit of GBI assets and features had commenced and following internal discussion and external consultation it was anticipated that a final strategy could be adopted in 2024. This would identify strengths and risks, and suggest where improvements could be made to protect and enhance the biodiversity of the borough, making environmental considerations part of all decision making.

Officers agreed to confirm whether there were any exemptions from the new mandatory requirement from 2024 for Sustainable Drainage Systems (SuDS) in development and to provide feedback on any exceptions for individual residential properties.

Officers were thanked for their fluid and effective report.

RESOLVED that -

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

616 **Core Grants Proposals**

The Committee's approval was sought to make four core grant aid awards and introduce conditions to monitor how funding was spent by those voluntary organisations. The overall spend was included in the Medium Term Financial Strategy approved by full Council in January 2023.

Officers advised that the Council wished to continue supporting four core organisations whose work supported key themes in the Corporate Plan, particularly health and wellbeing, providing significant social value to the community.

Officers had engaged with each organisation and gained an understanding of their work and the benefits for residents they worked with. Findings had been considered by the Health and Wellbeing Member Working Party, as the first stage of an overall review of Voluntary Sector funding and an attempt to streamline processes and introduce more consistency and transparency.

Members agreed that the conditions attached to each grant were reasonable and proportionate and would also keep the Committee informed. Each organisation would be required to submit an application for funding and make a report either annually and/or on a quarterly basis to account for the grant and its impact on their work. With the exception of Addlestone Community Association, one or more Councillors would continue to be appointed as representatives on each organisation.

The awards were as set out below and would be made annually for a period of three years:

1. Citizens Advice Runnymede and Spelthorne: £103,700 + 10%
2. Voluntary Support North Surrey: £33,000 + 10%
3. Runnymede Access Liaison Group: £1,500 + 10%
4. Addlestone Community Association: £2,900 + 10%

It was agreed that should Council finances become unavailable, or if the grant investment was found not to deliver the intended outcomes, funding could cease subject to each organisation being given six months' notice.

Members noted the legal and equalities implications in the report. Legal agreements would be drawn up with each organisation to ensure the monitoring conditions were met.

The Committee was pleased to recommend the grants be approved by Corporate Management Committee.

RESOLVED 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 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 £33,000 + 10% for a period of three years 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.**

[It was subsequently confirmed that approval by full Council was not required for the first two proposals and the correct amount to be paid to Voluntary Support North Surrey was £33,000, not the £33,700 stated in the report]

617 **Tennis Court Refurbishment, Gogmore Farm Budget Request**

The Committee was advised that since the last report on this subject presented in September 2022, the funding for refurbishment of single tennis courts had been withdrawn. Approval was sought for alternative funding.

Members were disappointed to learn that the Lawn Tennis Association (LTA) had changed the way it approached the refurbishment programme in that funding for all single court sites had been withdrawn as a result of the current financial climate.

This meant that in order to refurbish Gogmore Farm's tennis courts alternative funding had to be identified. Not to develop the site would disadvantage residents and community groups accessing the courts and would go against the Health and Wellbeing agenda. It was confirmed there was no scope to enlarge the single court as this would impinge on the well used multi-use area at Gogmore Farm.

Members were keen to carry on with the programme with the LTA as it unlocked support and training opportunities for users as well as loaned equipment.

Officers shared this view and had therefore pooled various underspends across Community Services in the 2022/2023 budgets, in the sum of £29,922.65, to cover the cost of refurbishment and maintenance.

In terms of timescale, the Committee was pleased to learn that work could commence in April 2023 subject to further discussion with the LTA, using contractors procured by the LTA. Members were assured that the Council's grant funding agreement with the LTA and the Council's with the contractors were being checked by Legal.

The LTA had also decided that for funding at multi-use sites not to be affected, the courts had to be devoted to tennis for at least 75% of the time. Officers confirmed that this decision did not impact on Chertsey Recreation Ground, as it was split 82% tennis and 18% netball.

Officers confirmed that the courts at Heathervale Recreation Ground were included in the LTA programme.

RESOLVED that –

- i) **the change to the LTA Grant Funding Agreement be noted; 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.

618 Meals at Home Vehicle Procurement

The Committee's approval was sought to enter into a new lease arrangement with Apetito for a fleet of 4 electric vehicles/diesel oven option for a period of 36 months to deliver the Council's Meals at Home service. Further, approval was sought to recommend Corporate Management Committee grant a waiver to Contract Standing Orders (CSO 2.6.1) to enable this proposal, Apetito being the only company that could provide the services required.

Officers advised that an opportunity had arisen which would allow the Council moved to using electric vehicles for Meals at Home, through its contractor, Apetito. This was an important and timely step towards achieving carbon net zero emissions.

A full review of Meals at Home had been undertaken between October 2022 and January 2023. A number of options had been considered for future provision, all of which had undergone an options appraisal, the details of which were noted by the Committee.

The preferred option (6c), and the one which Members agreed was the best, was to enter into an agreement with the existing suppliers, Apetito, to have 7 electric lease vehicles across Runnymede and Surrey Heath and for Surrey Heath to purchase a small electric van as contingency and to deliver bulk orders and deliveries in close proximity. The leased vehicles would be under a full maintenance contract. Officers were currently testing the electric vehicles (Renault Kangoo ZE) for efficiency and quality as well as investigating the necessary electric charging infrastructure.

Members recognised the need to act quickly as the service was currently out of contract and the vehicles were available now as a one-off opportunity without the previously anticipated 13+ months lead in. This proposals would require a supplementary revenue estimate increase per annum of £15,717 and a supplementary capital estimate increase of approximately £15,000 to instal the infrastructure required. This was currently with the Council's Assets and Regeneration business centre, the assessment not having yet been completed, with no provision for it in the Capital Programme. The total for the 36 month contract for 7 vehicles was £175,140 excluding VAT, with Runnymede contributing 4/7, totalling £100,080.

Officers did caution that should the proposed option become unviable, the fall back option was to lease 7, 3.5 diesel vehicles with diesel powered ovens. This was effectively continuation of the current delivery model and replacement of vehicles for which a supplementary revenue estimate increase of £11,139 was required.

The legal implications were noted, including the need for a waiver to Contract Standing Order 2.6.1, as Apetito were the only suitable provider, and a consequential exemption from the Public Contract Regulations 2015 regarding advertising. Legal advice would also be needed to ensure the contract with Apetito was acceptable.

Members welcomed the possibility of steps being taken to address climate change and were keen for the positive message to be communicated and promoted on the vehicle livery.

Members also asked that the viability appraisal of the infrastructure should include consideration of installing solar panels at the Depot.

The Committee was very supportive of the preferred option and thanked Officers for their dedicated work to deliver Meals at Home.

RESOLVED that –

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.

619 Event Coordination and Safety Advisory Group Policy

The Committee's approval was sought for a new Event Co-ordination Policy to be operated principally by Environmental Services (Green Spaces).

A review of how Events were managed had been undertaken and a decision made that all events of a significant size, the majority of which were held on Council owned parks and open spaces, should be considered by the Council's Safety Advisory Group where appropriate, so that a more co-ordinated approach could be taken.

The policy would also ensure events did not clash, had been properly risk assessed for safety and security (including the provisions of Martyn's Law when enacted and where applicable), and relevant information shared in a timely way between relevant Officers and business centres as well as with event organisers.

It was considered necessary to produce a new policy which was appended to the report. The policy covered the process for notification/requests to hold events (including Council run events) and the terms of reference and process for the Council's Safety Advisory Group.

Officers sought to prioritise permissions for the borough's long-standing local events such as Black Cherry Fair, Goose Fair, Chertsey Show, Egham Royal Show and the Thorpe Half Marathon. However, they would still be required to apply and or notify in line with the new policy.

Members were advised that whilst there were no direct financial implications arising from the policy, there could be some linked to supporting event organisers who might request an additional grass cut of an area, the provision of litter bins and litter removal. This could be aided through a small grants process currently being considered as part of the ongoing review of the Council's external grants process.

It was confirmed that events being held on Englefield Green for example would still need the approval of that Committee. Other types of event such as park runs which were more regular should be co-ordinated by the Leisure Client Development Officer in Community Services. In addition, markets and similar should not be affected but would still need to be included so that all events were known about and could be referred to the Safety Advisory Group where relevant.

RESOLVED that –

The Event Co-ordination Policy, be approved, to be implemented from 1 April 2023

620 **Junior Citizen 2023**

The Committee's approval was sought to support the long standing, multi-agency Junior Citizen event, the time limited funding for which from the Police had come to an end.

Members recalled that Junior Citizen had been running for over 20 years. Aimed at Year 6 pupils, it focussed on a number of key themes which supported the health and wellbeing agenda including Fire and Water Safety, Stranger Danger and healthy bodies.

Junior Citizen relied on grant funding, provided by the Police Crime Commissioner, which was match funded from the Community First budget. The PCC funding was reduced from £5,000 to £2,500 and would likely be discontinued altogether as they and the Fire Service turned their focus to supporting Year 4 and 7 pupils through the Safer Communities Programme.

Members were advised that the County Council had begun the Safer Communities Programme from January 2023, an online and free resource pack designed for teachers to deliver themes hitherto covered in the Junior Citizen event to Year 6 pupils. However, a number of other agencies who were part of Junior Citizen such as St John Ambulance, the RNLI and School Nurses sought for it to be continued and the Committee agreed that it was a valuable event to support prevention in the long run.

The Committee noted the possibility of other agencies becoming involved including Hope UK and Eikon, both of whom had been approached.

The Committee noted that Junior Citizen was well supported; feedback from participants suggested that 100% would wish it to continue, but as a free event. Members agreed that the modest outlay of £5,000 initially for 3 years was well worthwhile and thanked Officers for their continued dedication to the event, including exploring future funding opportunities for Junior Citizen.

RESOLVED that –

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

621 **Befriending Service Update**

The Committee received for information, an update on the Befriending Service.

Officers advised that there was an unmet need for Befriending, which used to be provided by Age UK Runnymede and Spelthorne, up until 2016 when they closed. The gap in provision was highlighted during the Covid 19 pandemic when the Council stepped in with a temporary resource from redeployed front line staff.

It was agreed that providing the service in future should be through the voluntary sector and Voluntary Support North Surrey (VSNS) were the obvious organisation to do this. Accordingly, Corporate Management Committee had approved a grant of £80,000 for two years to facilitate this utilising COMF (Contain Outbreak Management Fund) from central Government. However, although the service model and funding had been approved it was put on hold, pending financial uncertainty over funding. This was resolved once it had been confirmed that COMF monies could be used for this service, but had to be spent by 31 March 2023.

The Committee agreed that Befriending was a valuable tool to combat isolation and signpost people to services that would help improve their health and wellbeing. It also supported the theme of 'Empowering our Communities' in the Corporate business Plan. Members were fully supportive of the proposals and the partnership with VSNS who had positive experience of delivering this in Surrey Heath, where it was called 'Time to Talk.' This model would be extended to Runnymede and based in Chertsey.

Officers confirmed that instead of a formal partnership with VSNS, a service level agreement would be put in place; the key aspects of which were noted. These included performance monitoring and regular discussions with VSNS on how the service was working.

Members noted the importance of promotion. This would be a collaborative project, with an important aim to recruit and retain volunteers from a range of backgrounds and experiences. It was noted that there were other providers of Befriending. For example volunteers like Good Neighbours and various faith groups. It was noted that EIKON was also engaging with local schools. VSNS would target those not in touch with these other services.

It was noted that implementation and delivery of the service in Runnymede started on 1 March 2023 and would end on 31 March 2025, inclusive of a one month transfer period. This was because no funding had been identified beyond this point. However, Officers would work with VSNS to try and identify future funding to make the service sustainable and independent.

Officers were asked to confirm what services were available for under 18 year olds who couldn't access the Befriending Service and whether this was something that the Health and Wellbeing Member Working Party could consider.

Officers were also asked to confirm that former service personnel would be covered by VSNS, in accordance with the Council's Armed Forces Covenant which had just achieved 'silver' status. It was suggested that whilst Befriending was generally age related, group befriending, facilitated by matching personnel might be appropriate.

In terms of coverage Officers confirmed that Englefield Green was included as it was based on borough boundaries rather than the NHS borders.

Members welcomed the progress that had been made and thanked Officers for their valuable contribution.

622 **Cabrera Trust Management Committee Minutes**

The Minutes of the meeting of the Cabrera Trust Management Committee as attached at Appendix A were received and noted.

623 **Safer Streets Update**

The Committee received a verbal update on the Safer Streets Funding.

Officers reported that there were unresolved issues with the Home Office regarding provision of a youth facility. These were mainly around providing Intervention Services 'without walls.'

Officers would need to identify match funding in liaison with colleagues in Finance for a future project in the Garfield Road area of Addlestone now that the youth café had been deemed unviable and submit a report to the most appropriate Committee in due course.

624 **Proposed Key Performance Indicators for Community Services**

Officers presented the proposed key performance indicators for Community Services, following its merger with the former Community Development Business Unit.

The Committee noted the breadth of activity in Community Services, with the additional area of Open Spaces Development and Strategy, indicators for which had not yet been set.

Members were invited to suggest any targets or amendments to those presented.

Officers were asked to confirm the reason behind the perceived 'dip' in the number of people accessing the museum in terms of the target for Quarter 4 being lower than the previous quarters.

Officers agreed to provide a brief explanation of why the services included in the key performance indicators sat within Community Services and the importance of the data provided.

In future reports, Officers agreed to signpost to other sources of data reported elsewhere. For example anti-social behaviour reported to the Community Safety Partnership.

RESOLVED that –

The proposed service KPIs for 2023/2024, be approved.

625 **Exclusion of Press and Public**

By resolution of the Committee, for the reasons set out in the agenda, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in paragraphs 3 and 5 of Schedule 12A to Part 1 of the Act.

626 **Core Judo Your Fund Surrey Funding Application**

The Committee was asked to support plans to make progress with the proposed

enhancements at Thorpe Green by Core Judo, who had secured funding from 'Your Fund Surrey'.

Officers advised that the funding from Your Fund Surrey was for resurfacing of the existing car park opposite the Core Judo site, extension of the car park, covering the former tennis court at Thorpe Green, provision of electric charging points within the car park, and provision of a green gym facility on Thorpe Green.

However, work could not commence until the Secretary of State to whom the Council would need to make an application, had given their consent to develop the site which held Common Land status. This placed restrictions on what could be done, including the installation of permanent equipment.

Unfortunately, Core Judo were unaware of this when they applied for funding, as the status of the land had not emerged until quite recently.

A small group of Officers and elected Members had sought to move the project forward in discussion with Core Judo and Surrey County Council. The Committee was pleased these had proven constructive and resulted in a solution so that Core Judo could receive funding in stages as each part of the project progressed.

Approval was sought to make an application to the Secretary of State to enable the extension of the car park on the existing concrete pad and for the green gym.

Some initial funding had been released by the County Council to resurface the established parking area; this was guaranteed even if the application to the Secretary of State was unsuccessful, and the project could not proceed fully. Everyone hoped this would not happen as they were very supportive of Core Judo and the significantly positive impact they had in and for the community.

The Council would retain ownership of the site and equipment and Members were content to allow for an additional sum of £500 to be added to the Parks and Open Spaces budget for maintenance of the green gym.

To facilitate the project and the higher volume of traffic already being experienced, it was also agreed that a sum of £25,000 be vired from various underspends in Community Services to undertake works to widen the existing narrow access road, again, this required the Secretary of State's consent as it amounted to development of Common Land.

Members reviewed a breakdown of the costs of taking the project forward as well as the legal implications, the process and timescale of applying to the Secretary of State to amend the two Schemes of Management that were applicable to Thorpe Green made in 1911 and 1965 respectively. In practice permission to amend the Schemes was delegated to the Planning Inspectorate. There was also a need for public consultation.

The Committee thanked Officers and the two elected Members for all the work they had completed so far to progress the project which it was considered was very worthwhile and promoted the development of valuable youth work being undertaken by Core Judo. The positive participation from Surrey County Council was also appreciated.

RESOLVED that –

- i) Members support the steps outlined in relation to the mobilisation of the project;**
- ii) Members approve that the Council applies to the Secretary of State, to seek permission to amend the Scheme that applies to the Common Land at Thorpe Green to allow for:**

- a) **Extension of car park, covering former tennis court site on Thorpe Green and**
- b) **Provision of a green gym facility on Thorpe Green**
- iii) **Members approve a virement in the sum reported for the above application and to undertake necessary repairs/widening to the area of Green Road, leading to The Dojo at Thorpe Green, subject to viability and feasibility studies;**
- iv) **Members approve any unspent allocation from recommendation iii) as of 31 March 2023 to be carried forward to the 2023/24 financial year to progress the works;**
- v) **Members note the additional costs of the maintenance of Green Gym equipment installed on Thorpe Green, from the financial year 2024/2025 onwards; and**
- vi) **Members approve a virement in the sum reported, which is Counsel cost, to change the legal appropriation of the land which is currently designated as “common land” status**

627 **Safer Runnymede - Authority to enter into a contract to deliver CCTV Services**

The Committee was asked to authorise a new contract to provide CCTV services to a neighbouring local authority with whom the Council had an existing long-standing contractual relationship since 2003.

In 2017 the neighbouring authority upgraded its CCTV system to a wireless delivery transmission system, thus ensuring its longevity.

Members noted that Safer Runnymede already monitored 56 CCTV assets for the local authority in question and had a positive partnership with them and with senior Police Officers based in the same town as their Civic Offices.

Safer Runnymede produced weekly logs, detailing their activities, and which cameras had been used which helped justify camera usage.

Officers had been working with Safer Runnymede's CCTV installers which had resulted in the local authority in question securing a successful funding bid from Safer Streets. This enabled upgrades to be made and additional CCTV which Safer Runnymede would monitor and maintain under the new 5 year contract.

The Committee welcomed the opportunity to generate substantial income in the sum reported which helped off set the cost of Safer Runnymede. Members noted that the contract revenue was currently included in the forecasted budget.

Members were advised of the legal implications under the provisions of the Local Authorities (Goods and Services) Act 1970.

The Committee was pleased to authorise the proposals accordingly.

RESOLVED that –

Entry into a contract with the local authority named in the report for the provision of CCTV monitoring and maintenance be approved.

Appendix A Cabrera Trust Management Committee Minutes 5 January 2023

(The meeting ended at 9.39 pm.)

Chairman

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

Open Space Development Priorities (Community Services, Chris Swatridge)

Synopsis of report:

This report provides the Committee with an overview and update on the priorities identified for the Open Spaces and Community Development Team.

Recommendation(s):

None. This report is for information.

1. Context and background of report

- 1.1 The Open Space and Community Development team is responsible for the strategy and associated development of the Council's Parks and Open Spaces, as well as projects to develop and support the community.
- 1.2 The above work strand works closely with colleagues in Environmental Services who lead on the operational day to day management and maintenance of the Council's Parks & Open Spaces. However, the structure allows for the protection of Officer resources to focus on the areas of development identified and required.
- 1.3 In recent months the Council's new Open Spaces and Community Development Manager has been working to identify the issues facing the Borough's open spaces and this report sets out the priorities over the year ahead for open space development, as previously approved as part of the Business Unit plan.
- 1.4 Priority areas include the following:
 - The creation of new Site Management Plans for the Council's Suitable Alternative Natural Greenspaces (SANGS)
 - Ensuring all expenditure relating to SANGS is appropriate and in accordance with the new site management plans
 - Undertaking key repairs to play areas in the borough following the undertaking of an annual inspection, as previously approved by Community Services Committee
 - Considering a forward plan for the replacement of play areas in the borough, considering the financial implications of doing so
 - Installation of new skate park facility at Heathervale Park
 - The procurement of water play facilities, replacing existing paddling pool sites that are currently out of commission or which have a limited life span.
 - Supporting the work of colleagues in the planning business unit, in relation to Green and Blue Infrastructure plans, biodiversity net gain etc.
- 1.5 In addition, whilst planned to be completed over a longer timescale, a site development/management plan for each Park/Open Space is intended to be produced, covering a range of areas.
- 1.6 This report provides a summary of the priority areas and the work that is required within each, to ensure that members of Community Services Committee have oversight of the immediate work facing the Open Space Development team.

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

Suitable Alternative Natural Greenspaces (SANGs) Management Plans

- 2.1 Runnymede Borough Council has seven Suitable Alternative Natural Greenspaces (SANGs). These are open spaces in Borough management which act as mitigation for the Thames Basin Heaths Special Protection Area (SPA) from new residential development. The aim of Suitable Alternative Natural Greenspace is to divert visitors away from the Special Protection Area. A Special Protection Area is part of the National Site Network (formerly Natura 2000) of sites of international importance for nature conservation established under the European Community Wild Birds and Habitat directives.
- 2.2 In 2009, the Thames Basin Heaths Delivery Framework was agreed by Natural England and all 11 local authorities affected by the Special Protection Area. The Framework established buffer zones around the Special Protection Area in which new residential development is constrained and which must contribute funding towards Suitable Alternative Natural Greenspaces mitigation.
- 2.3 Each Suitable Alternative Natural Greenspaces site should have a specific management plan approved by Natural England to identify enhancement needs such as car parks, surfaced paths and other improvements to encourage visitors. Of the seven Suitable Alternative Natural Greenspaces managed by the Council, only one has an up-to-date management plan (Chertsey Meads). These management plans should set out expenditure to maintain them in perpetuity (125 years). Only objectives identified in the plans that are approved by Natural England are allowed expenditure to be made against them.
- 2.4 Currently, governance on expenditure for Suitable Alternative Natural Greenspace is ad-hoc and current management plans (with the exception of Chertsey Meads) are out of date and require details as to how to manage them in perpetuity. This currently restricts how the Borough should be managing its Suitable Alternative Natural Greenspaces portfolio and offers little direction and assurance over how these sites will deliver their primary objectives towards mitigation, conservation, and recreation for the future.
- 2.5 The amounts determined by the management plans for each site correspond to the charges set out by the Planning Business Unit for Suitable Alternative Natural Greenspace provision in the Borough. When first introduced, the Council charged developers a financial contribution of £2,000 per net additional dwelling, the lowest rate of Suitable Alternative Natural Greenspaces contribution in the Surrey area. This has now been converted to a per occupant charge of £903.50 per occupant to better reflect the impact of differently sized households on the Special Protection Area. The Suitable Alternative Natural Greenspace charge was based on costs of works to a number of SANG sites over a short time period and based on an estimate of the number of dwellings coming forward in that period. As such, calculations previously given to justify expenditure are out of date.
- 2.6 A priority will be to get the remaining six Suitable Alternative Natural Greenspace sites furnished with a management plan approved by Natural England. These plans would be written in conjunction with colleagues within the Council to allow enhancements to take place on these sites and for them to be managed in perpetuity for the benefit of residents. Members are advised that this may also in turn, identify a

need to review SANG charges and possibly raise them to allow sites to be maintained in perpetuity.

Play Areas Replacement Programme

- 2.7 Within its Green Spaces and Housing areas, Runnymede Borough Council currently provides and maintains 43 play areas. The Council is committed to providing well-designed, exciting, and accessible play areas for the enjoyment of their users/residents.
- 2.8 At the meeting of the Health and Wellbeing Member Working Party on 26 September 2022, a report was presented which provided an outline of how Officers intended to deliver on the Parks and Recreational Spaces priority. Members of the Working Party were provided with information on the play areas within the Borough, both RBC owned and non-owned and were advised that Officers had identified three key issues which needed to be rectified, which are:
1. A need to ensure all facilities are compliant with health and safety, with identified defects and risks addressed.
 2. A need to implement a planned replacement schedule for playgrounds in the borough, given their age and condition.
 3. Consideration of whether the rationalisation of play spaces needed to be considered to support the replacement programme.
- 2.9 An audit was undertaken by the Borough contractor for carrying out annual safety inspections but did not meet our full requirements in relation to the matters identified.
- 2.10 Therefore, it is currently felt that officer experience to identify the priorities for the play area replacement programme would be appropriate to utilise. However, with recent changes in personnel, it may be that a return to the originally approved and budget use of consultancy is decided upon.
- 2.11 Member support for the future approach to this matter will be sought initially via the Health and Wellbeing Member Working Group, with initial priority sites identified and potential sources of funding identified. In doing so, the Housing Business Unit has engaged in discussions, given their responsibility for specific play area sites and a collaborative approach to this work priority achieved.

Installation of Heathervale Skate Park

- 2.12 Part of the capital programme for 2023/24 is the replacement of the wheeled sports facility at Heathervale park. The procurement for this is already underway and completion is expected in early 2024.

Water Play

- 2.13 In November 2022, capital funding was approved for the replacement of the four paddling pools within the Borough over three years. It was agreed that the works to the pool at Runnymede Pleasure Grounds (RPG) be sourced from the Trust's budget. The further three sites at Chertsey Recreation Ground, Heathervale Park and Victory Park are to be funded via the Council's capital programme, subject to affordability and approval of final budgets required, when all works required are identified.

- 2.14 The operational parks team (Green Spaces) within Environmental Services have, through their review of existing facilities, determined the viability of reopening three of the paddling pools. They confirmed that they are unable to do so owing to a combination of maintenance and infrastructure issues. Therefore, any replacement facility will need to focus on wholesale changes and will likely focus on splash pads rather than paddling pools.
- 2.15 Working with Assets and Regeneration, Officers have had repair works completed to the paddling pool facility at Runnymede Pleasure Grounds, which is intended to be open during the summer of 2023. However, this is a short-term solution and an alternative is also required on this site, funded by the Runnymede Pleasure Grounds Trust budget, subject to the approval of Trustees.

Biodiversity Net Gain

- 2.16 Section 98 and Schedule 14 of the Environment Act 2021 introduce schedule 7 into the Town and Country Planning Act 1990, which will require developments to deliver a 10% Biodiversity Net Gain (BNG) (anticipated) from November 2023. In the first instance this should be delivered on-site, but if this is not possible, delivery can be off-site on other land the developer owns or by contributing financially towards sites the Council owns and manages for Biodiversity Net Gain. As a last resort if on or off-site Biodiversity Net Gain cannot be provided, developers can pay into a national credits system to deliver Biodiversity Net Gain anywhere across England. It must be stressed that the latter is a last resort and Officers will endeavour to keep Biodiversity Net Gain contributions within the Borough as much as possible.
- 2.17 To ensure developers meet 10% Biodiversity Net Gain where they cannot provide this on-site and to ensure Biodiversity Net Gain is provided locally rather than to a national credits system, Runnymede Borough Council will need to identify sites from the current portfolio which have the potential to provide biodiversity improvements. This will require a survey of a site's existing biodiversity value and include costed proposals to uplift this so that developers can contribute towards the uplift. Some of this is being administered by Surrey County Council, but holding local data will be of paramount importance to comply with legislation.
- 2.18 A collaborative approach on this agenda has already been established between Open Space Development and Planning colleagues, which is already recognised as strengthening the initial conversations that are being held and in planning the future approach in Runnymede in relation to Biodiversity Net Gain.

Green and Blue Infrastructure Strategy

- 2.19 Currently, the Planning department is writing the Borough's first Green and Blue Infrastructure (GBI) Strategy. This strategy will set out the Council's priorities for Green and Blue Infrastructure (provision of parks and open spaces as well as water bodies associated with them) across the Borough and include opportunities to improve, enhance and/or maintain the Green and Blue Infrastructure network in Runnymede. For example, the provision and management of green spaces, biodiversity, climate change, recreation are all likely to feature in the strategy. Therefore, it would be expected that it would be within the Open Spaces Development objectives to feed into this strategy and support its development and implementation.

- 2.20 The Council has already adopted a Green and Blue Infrastructure Supplementary Planning Document (SPD) which sets out guidance on how the Council wishes natural elements to be incorporated into developments.

Connecting communities through green spaces - cycling routes (Member Working Group priority)

- 2.21 A priority has been identified to connect current green spaces within the Borough and this will also form part of the GBI strategy. This forms part of the Community Services Service Area Plan for 2023/24.

Committees Supported

- 2.22 As part of the above-listed objectives, the Open Spaces Development Team will support the Committees governing the Cabrera Trust Management Committee, Chertsey Meads Management Liaison Group, working with Officers from within the operational team. Englefield Green Committee will also be supported as and when required, although in the main this Committee will be attended by colleagues in Environmental Services.

Working with others

- 2.23 All of the objectives listed above require collaboration with other departments. Including the operational Green Spaces team and colleagues across Law & Governance, Finance, Planning and Assets and Regeneration. A Parks and Open Spaces Strategy Group has already been established internally, led by the Open Spaces and Community Development Manager to promote collaboration in taking forward future priorities of the Council.

3. Policy framework implications

- 3.1 The work around these priorities aligns with the Corporate Business Plan, particularly around the Health and Wellbeing Strategy, and the role this will play in providing residents with leisure and recreational spaces.
- 3.2 By utilising open spaces residents, in particular young people, will benefit from being able to lead an active lifestyle, which in turn is anticipated to result in positive health outcomes for those residents; individuals who have an active lifestyle have, on average, been shown to require fewer medical interventions throughout their lifetime than those who have not.
- 3.3 The Health and Wellbeing Strategy Objective 2 - Healthy Communities has the action “for all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally”.
- 3.4 The proposals related to SANG management, GBI Strategy and Biodiversity Net Gain have major implications for delivering the vision and objectives of the 2030 Local Plan and determination of planning applications. In doing so, such areas of work are also intended to support the Council’s priorities in relation to Climate Change.

4. Resource implications

- 4.1 At present, the following posts are within the Open Spaces Development team:
- Open Spaces and Community Development Manager

- Open Spaces Project Manager (part-time)
- Open Spaces and Community Development Administrator

4.2 Currently, the Open Spaces Project Manager post is vacant. This presents a challenge towards the priorities outlined in this report.

4.3 Given the close link between Parks and Open Spaces and the Health and Wellbeing agenda, Open Spaces Development will work very closely with the Community Development team.

4.4 Prior to going out to advertise the post we are currently reviewing the staff structure with the Planning team Corporate Leadership Team. Work is being undertaken to ensure that the skills list complements the entire team.

5. **Legal implications**

5.1 There are no legal implications in relation to this report. However, it is possible there will be legal implications for specific objectives mentioned above and where these exist, collaboration with Legal will be sought.

5.2 Any proposals in respect of Runnymede Pleasure Ground will require the approval of the Trustees; a function delegated to the Community Services Committee.

6. **Equality implications**

6.1 Whilst this report does not have any specific equality implications, it is recognised that many of the priority areas do. Therefore, as priorities are developed, equalities impact assessments will be sought specifically in relation to each priority.

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

7.1 There are several implications linked to the environment and biodiversity. These are intrinsically linked to the writing of Suitable Alternative Natural Greenspaces management plans and strategies for Green and Blue Infrastructure and Biodiversity Net Gain. The formulation of these strategies will increase the amount of focus on the environment and biodiversity through identified objectives linked to development within the Borough.

7.2 The principal intention for the Biodiversity Net Gain strategy will be to keep funds and resources within the Borough through the identification and surveys of current sites suitable for Biodiversity Net Gain projects. Without this focus, funds will have to be diverted to a nationally centred fund where they could be distributed anywhere in the Country.

7.3 The longer-term priority of developing site-specific development and management plans will incorporate environmental and biodiversity considerations as a standard area of consideration.

8. **Conclusions**

8.1 In recent months, since the appointment of the Council's new Open Spaces Development Manager, the breadth of the challenges facing the Council in the development of its Parks and Open Spaces has started to be realised. Therefore, this report highlights the priority areas that immediately face the Council as it works

towards achieving the environmental and physical infrastructure enhancements that are desired for Council owned Parks and Open Spaces.

- 8.2 Officers recognise that meeting all the ambitions for the new development function will take time, given the identified priorities, and the current situation regarding resources to work on these.
- 8.3 However, there is also opportunity, both within the immediate work and further into the future. There is opportunity to improve and enhance SANGs, improve and develop play facilities in parks and work collaboratively with colleagues from across the Council in response to the evolving requirements of the Council, particularly in relation to the work of Planning colleagues.

(For Information)

Background papers

None Stated.

Runnymede Community Safety Partnership Annual Report 2023 (Community Services, Katie Walker)

Synopsis of report:

This report provides an overview of the work undertaken by the Runnymede Community Safety Partnership (RCSP) throughout 2022/2023.

Recommendation(s):

None. This report is for information.

1. Context of report

- 1.1 Annually, a report is provided to this Committee, and the Crime and Disorder Committee, documenting actions undertaken by the Runnymede Community Safety Partnership (RCSP). The report does not cover everything undertaken by the RCSP but covers actions relating to its priorities and gives an overview of areas of joint working.

2. Report and, where applicable, options considered

- 2.1 The report is attached at Appendix 'A.'

3. Policy framework implications

- 3.1 The Partnership's actions not only relate to each agencies' 'business as usual' but are also driven by priorities set out in the partnership plan.
- 3.2 The need for a Runnymede Community Safety Partnership is a statutory duty set out in the Crime and Disorder Act 1998, as amended by the Police Reform Act 2002 and the Police and Justice Act 2006.

4. Legal implications

- 4.1 There is no legal obligation to provide an annual overview of the partnership's activities; it is a local arrangement.

5. Equality implications

- 5.1 There are no specific equality implications within the context of this report. However, any activities undertaken will where necessary, have an Equality Impact Assessment completed.

6. Environmental/Sustainability/Biodiversity implications

- 6.1 None identified.

(For information)

Background papers

None Stated.



RUNNYMEDE

Community Safety Partnership

ANNUAL REPORT 2022 – 2023

1 Introduction

- 1.1 This report provides information for The Runnymede Community Safety Partnership (RCSP) which is the statutory partnership under The Crime and Disorder Act 1998, with The Crime & Disorder Committee of Runnymede Borough Council having responsibility for the overview and scrutiny of Community Safety matters in the Borough.
- 1.2 In a Two-Tier Authority area such as Surrey, there is a requirement to have a County-level strategy group to add value and coordinate County wide activities on common themes. This role is fulfilled by the Health and Wellbeing Board (HWBB) following a merger with the Community Safety Board (CSB) in March 2020.
- 1.3 As part of the governance the HWBB are responsible for the development and delivery of a Community Safety Agreement (CSA). The Agreement's aim is to set out how the responsible authorities will work together to identify and address shared priorities in relation to reducing crime and disorder. The Agreement is flexible and will change as new policy and legislation is introduced and contributes to delivery of the Surrey Health and Wellbeing Strategy, which focuses on prevention and early intervention, and the following three priorities:
 - Helping people live healthy lives.
 - Supporting the mental health and emotional wellbeing of people.
 - Supporting people to fulfil their potential.
- 1.4 The Community Safety vision for Surrey is to ensure that we;
 - Protect our most vulnerable from exploitation.
 - Protect our communities from harm.
 - Empower our communities to feel safe.
- 1.5 The HWBB will develop an implementation plan, looking to work closely with the Community Safety Partnership to support and guide them. The Agreement is not a document to hold the local partnerships to account but reflects their local priorities. It is expected the local Community Safety Partnerships plans will echo the agreement but maintain their localism.

- 1.6 This report documents aspects of the work performed within the Runnymede Community Safety Partnership. Much of what the service deals with must remain confidential as it involves Police operations and actions by other enforcement agencies, however all partners are working together to address local problems and share information in accordance with the agreed County wide multi-agency information sharing protocol (ISP).

2 Funding

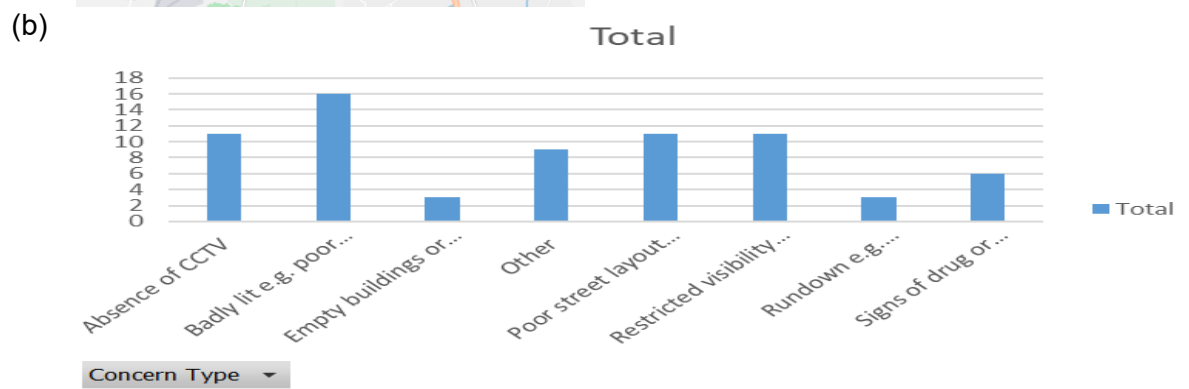
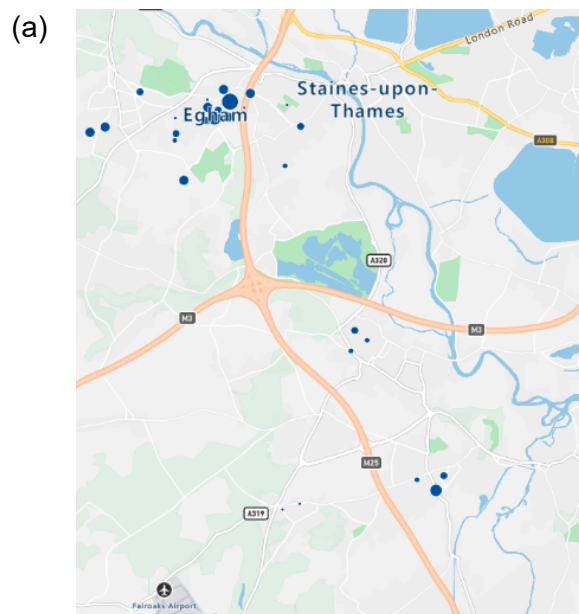
- 2.1 Runnymede Borough Council continued to contribute £2900 to the Community Safety Partnership for use of the Joint Action Group (JAG) priorities and crime prevention materials. Additionally, £5,000 was contributed to the Surrey-wide central Domestic Homicide Review (DHR) fund, and £2,909 towards Ecins which is the approved information sharing and case management platform.
- 2.2 £5,000 in contributions were received by the partnership for the purpose of providing the annual Junior Citizen event, via £2,500 from the Police and Crime Commissioner (PCC) and £2,500 from the Runnymede Community First Panel within Runnymede Borough Council.
- 2.3 The monies for Junior Citizen were used to purchase items to make up goodie bags for each attendee alongside handbooks (produced by Child Safety Media) which were sponsored by British Airways.

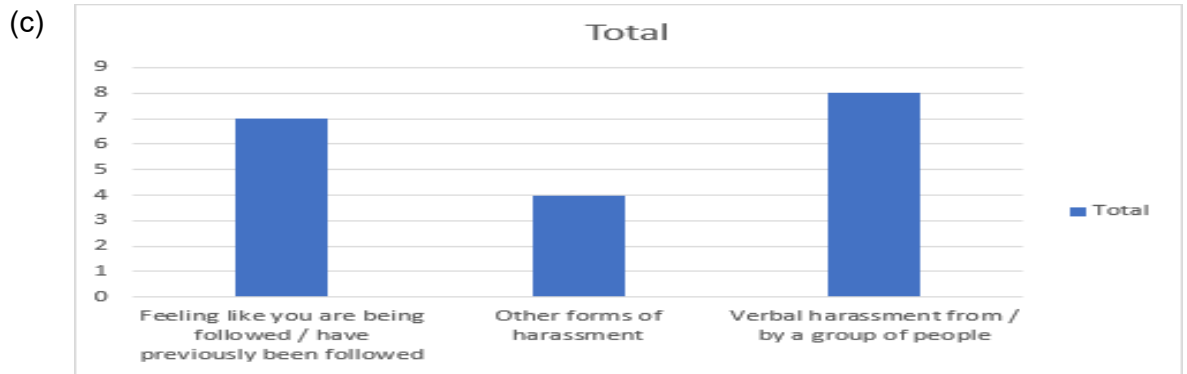
3 Community safety partnership

- 3.1 Surrey's shared community safety priorities have been incorporated into the Health and Wellbeing Strategy as follows:
- Domestic Abuse (Priority One: Helping People Live Healthy Lives)
 - Drug and Alcohol Abuse (Priority One: Helping People Live Healthy Lives)
 - Prevent (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - Serious Youth Violence (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - ASB Strategy Group (Priority Three: Supporting People in Surrey to Fulfil their Potential)
 - Tackling High Harm Crime will be delivered by the Serious and Organised Crime Partnership
- 3.2 The Runnymede Community Safety Partnership (RCSP) supports these priorities yet also sets local priorities to ensure that the issues affecting the local area are at the forefront of the partnership's delivery plan. The RCSP identified four priority areas for 2022/23;
- Violence Against Women and Girls (VAWG) - Promoting the StreetSafe reporting tool and responding to areas of concern.
 - Prevent (Counter Terrorism) – Focusing on training and awareness raising to identify those being drawn into terrorism activity early including how to make a referral for support and how to report suspicious activity.
 - Modern Slavery – Focusing on training and awareness raising on forced labour, debt bondage, exploitation (sexual and criminal) and domestic servitude including how to make a request for support and how to report suspicious activity.
 - Community Harm - Focusing on environmental antisocial behaviour including littering, fly-tipping & noise nuisances.

4 Violence Against Women and Girls (VAWG)

- 4.1 Following the national VAWG strategy being released, it was determined that VAWG would be considered one of the priorities for the RCSP. It was agreed the StreetSafe reporting tool would be the primary focus, with reports brought to the Joint Action Group (JAG) for discussion amongst partners to identify any options available to address the causes of feelings of being unsafe. Outcomes have included reducing the height of hedges to open sight lines, general tidy up of the area, and requests made for new/fixing street-lighting and CCTV
- 4.2 During 2023, 31 reports were received via the Street Safe reporting tool which detailed 89 concerns, both environmental and behavioural. Since its introduction on 01/09/2021, Runnymede has received 143 reports detailing 448 concerns.
- 4.3 Below shows a map identifying distribution of reports during 2022/23 (a), followed by a graph of specific environmental concerns (b), then behaviour concerns (c). Overall, the concerns are largely environmental with street lighting being the most common. Lack of CCTV, poor street layout and reduced visibility also feature prominently. There is likely a distinction to be made between reports determined by a specific incident (i.e., the behavioural concerns regarding harassment) and general feelings of being unsafe.





- 4.4 Whilst incidences of spiking are low within Runnymede, Runnymede Borough Council provided the student union at Royal Holloway with 100 reusable (metal) straws, each containing 5 'spikey's' so these could be provided to keep female students safe whilst enjoying a night out.

5 Domestic Abuse

- 5.1 The RCSP continued to raise awareness of Domestic Abuse and support services available to victims along with mitigating further risk of harm to victims and families.
- 5.2 The Domestic Abuse Outreach service continued to be provided by YourSanctuary, who received 676 referrals for the Runnymede area during 2022/23. 341 survivors accessed one-to-one support, 29 survivors accessed the Specialist Male Service and 13 survivors accessed Hope2Recovery.
- 5.3 The Hope2Recovery is a new programme which was introduced during quarter 3 and it is a 6-week programme for any adult that is experiencing or has experienced domestic abuse. It uses a trauma informed approach to enable participants to understand the dynamics of domestic abuse, why they have coped the way they have and how their parenting has been affected. The aims are for participants to understand the tactics that perpetrators use including coercive control, develop an understanding of the difference between healthy and unhealthy relationships, a better understanding of parenting and how it has been impacted by the abuse and then to enable future life plans based on safety for them and their children.
- 5.4 Both the Freedom Project and the Recovery Toolkit ceased running after quarter 1, so only 3 survivors attended the Freedom Project during 2022/23.
- 5.5 High risk cases are discussed at the Multi-Agency Risk Assessment Centre (MARAC) meetings held on a bi-weekly basis. MARAC meetings are where agencies share information to increase the safety of victims and agree a risk management plan. 160 cases were discussed for Runnymede residents during 2022/23 of which 96 related to new cases with the remaining being repeat cases.
- 5.6 Surrey Police issued 4 Domestic Violence Protection Notices (DVPN) in Runnymede to perpetrators of Domestic Abuse to provide instant protection to victims in the aftermath of a Domestic Abuse incident. 6 Domestic Violence Protection Orders (DVPO) were granted which prohibit the perpetrator from returning to the property and having contact with the victim for up to 28 days.

This period allows the victim the opportunity to consider their options and get the support they need.

6 Domestic Homicide Review (DHRs)

- 6.1 Domestic Homicide Reviews (DHRs) were established on a statutory basis under Section 9 of The Domestic Violence, Crime and Victims Act 2004 and are carried out by the RCSP to ensure that lessons are learnt when a person has died as a result of domestic abuse.
- 6.2 Regrettably during 2022/23, the RCSP received notification of 3 deaths in the Borough with links to domestic abuse. All 3 cases were determined to meet the threshold for a DHR to be commissioned, 1 of which was also deemed to require a Serious Adults Review (SAR) so is being progressed as a joint DHR/SAR.
- 6.3 All three case reviews are ongoing and will be published accordingly once finalised and approved by the Home Office.

7 Prevent

- 7.1 Surrey County Council act as the strategic lead on Prevent delivery within Surrey, although local authorities and their partners must still have due regard to the need to prevent people from being drawn into extremism. Channel Panel meetings are held monthly, and the Prevent Executive Group (PEG) meetings are held quarterly, with Runnymede having representation at each as required.
- 7.2 The Channel process sits within the Pre-Criminal space prior to any illegal activity taking place so is predominantly a safeguarding mechanism which supports individuals who are vulnerable to radicalisation. The multi-agency panel is arranged and chaired by Surrey County Council with relevant agencies invited to attend on an individual case by case basis. Runnymede Borough Council therefore only has representation at the Channel Panel if the panel is discussing an individual from the Borough.
- 7.3 During 2022/23 there were 13 Prevent referrals from Runnymede with 10 cases signposted to support services with 1 case progressing to Channel Panel with support provided.
- 7.4 Runnymede Borough Council refreshed their Prevent strategy which covers [2022/25](#).

8 Serious Organised Crime (SOC)

- 8.1 Surrey Police and the RCSP work in partnership to address Serious Organised Crime (SOC) within the Borough. A local SOC profile has been produced by Surrey Police with intelligence provided from agencies. SOC and Organised Crime Groups (OCG) updates are provided to partners via an intelligence product at the Serious Organised Crime Joint Action Group (SOC/JAG) meetings. These meetings take place quarterly and are an opportunity for partners to be briefed on what the Borough profile looks like, what intelligence gaps there are and for them to participate in developing intel around these gaps.

- 8.2 Surrey Police, together with other forces, supported a national anti-knife crime campaign, Operation Sceptre in November 2022 which aimed to reduce the number of people carrying a weapon. Whilst knife crime remains low in Surrey, much of what does take place is related to drugs and gang activity - some of which spills over the border from London.
- 8.3 Numerous activities were undertaken to educate people around the consequences of carrying a knife and to enforce criminal legislation. Some of these activities included:
- Walk around local parks looking in areas for any potential knives or weapons.
 - Community engagement with members of the public walking through the parks
 - Police visits to previous offenders and persons who may become offenders, based on current intelligence, to provide education and support.
 - Test purchasing completed with the support of the Police Cadets who were sent into various shops to try to buy knives and see if they were challenged.
 - Promoting an amnesty knife bin located in Staines Police Station.
 - Posters placed on noticeboards in Addlestone, Chertsey, Egham, Englefield Green, Thorpe, and Virginia Water.
 - Patrols in Addlestone, Chertsey, Egham, and Englefield Green to raise awareness.
- 8.4 County Line drug dealing is also a priority for the force, recognising the harm it causes to communities and violence that follows County Lines. Runnymede SNT work alongside colleagues within our intelligence and proactive teams to identify and disrupt County Lines throughout the year. Throughout 2022/23, only 2 County Lines were identified within the area for intelligence gathering via SOC/JAG meetings.
- 8.5 County Lines Awareness raising weeks were held during October 2022 and February 2023 with social media posts and webinars available to professionals and parents/carers. The CrimeStoppers Ad Van was also utilised for awareness raising and was situated at Addlestone Tesco (October 2022) and Royal Holloway (February 2023).
- 8.6 Catalyst continued to provide the cuckooing project. Due to limited resources, this service is only available to drug related cuckooing and supports vulnerable residents from drug dealers taking over their homes.
- 8.7 Catalyst received 4 referrals for the cuckooing project related to Runnymede residents. Of these referrals, 2 were deemed to be victims of cuckooing with all 4 engaging with support offered.
- 8.8 Due to the low number of referrals received for Runnymede residents, Catalyst attended various training events and partnership meetings to refresh officer's knowledge and awareness of the service as well as signs to look out for.

9 Child Exploitation (CE)

- 9.1 Surrey County Council's Children's Safeguarding Board are the lead agency for Child Exploitation across the District and Boroughs. The role of the RCSP is to support the weekly Risk Management Meetings (RMMs) by tackling and preventing Child Exploitation.

- 9.2 Throughout 2022/23, 23 referrals were made to RMM. Four were based on concerns around being missing from Home or care, eighteen were due to the risk of exploitation. One child was assessed as exploited, two at significant risk. Seven of those identified as being at risk have since been closed. The current number of children identified as being at risk of exploitation in Runnymede as of Feb 2023 is 10.
- 9.3 The RCSP is involved with local mapping meetings. These meetings are designed to look at how the partnership can disrupt exploitation and support children away from perpetrators. Surrey Children's Service are looking to strengthen this process, creating a 2nd tier of multi-agency meeting. This strategic Risk Management Meeting will look at how leadership can support intervention and disruption across Surrey, who are our most at risk children and who are the exploiters. We hope to have this meeting in place by the end of spring 2023. Clive Seall, the Assistant Director for Improvement, is leading.

10 Domestic Burglary

- 10.1 Domestic Burglary within the borough saw a 38.7% reduction compared to last year, with a total of 166 crimes recorded compared to 271 crimes in 2021/23.
- 10.2 Crime prevention advice on scams, distraction burglaries and general advice for securing homes and outbuildings continues to be provided through regular social media posts and 'In The Know' updates.
- 10.3 Reassurance visits were conducted to burglary victims and free Design Out Crime officer visits were offered.

11 Antisocial Behaviour (ASB)

- 11.1 In Runnymede there are various avenues available to report antisocial behaviour (ASB). Most reports received by Community Safety are made via the online reporting system accessible on the Council website. This facility is available to all residents and where reports fall under the responsibility of another department, the report is forwarded on for consideration by that team. In most cases, these reports are also automatically shared with the local neighbourhood team at Surrey Police for awareness only. Incidents must be reported directly to Police to be recorded on their system.
- 11.2 The number of reported ASB incidents to Runnymede Borough Council during 2022/23 increased by 5% (n120 reports) with the total number of reported ASB incidents concluding at 2723, compared to 2603 for 2021/22.
- 11.3 The top 3 reported types of ASB were (1) fly-tipping making up 31% (n832) of reports, (2) street cleansing at 21% (n585) and noise at 8% (n227). Of note, 8% (n222) of reports submitted as antisocial behaviour reports were recorded as 'Non-ASB' for reasons such as the report documenting a criminal incident.
- 11.4 Surrey Police saw a decrease of 31% (n562) in ASB reports for Runnymede with the total number of reported ASB incidents concluding at 1229 compared to 1791 for 2021/22.
- 11.5 The RCSP supported ASB Awareness Week in July 2022 by undertaking activities throughout the week. Each day a different department undertook joint

patrols with Surrey Police. The departments who took part in these were, Community Safety, Housing, Environmental Health, Parking and Open Space.

- 11.6 These activities included patrols of hotspot ASB locations including parks and fly tipping sites, patrols around areas covered by the Public Space Protection Orders (PSPOs), parking enforcement outside schools, multiagency professionals meeting to discuss ongoing cases of ASB, and engagement events held across Runnymede.
- 11.7 In addition, CrimeStoppers sighted their Ad Van in the car park of Tesco Addlestone, the Council and Police signed the new Government ASB Principles 'Pledge Board' and Community Trigger training was provided to the Council's customer service team with updated posted signs around the Civic Office.
- 11.8 The Support Coaching service hosted by Mediation Surrey continued to be provided to Surrey residents experiencing ASB and serious difficulties with their neighbours. The service runs free of charge for residents due to funding by the Police and Crime Commissioner. For Runnymede residents, 32 referrals for Support Coaching were received with 13 engaging, and 16 referrals for Mediation were received with 10 engaging.
- 11.9 Across the RSCP, enforcement tools from the ASB, Crime and Policing Act 2014, and additional enforcement tools, have been collated with details provided in [appendix A](#)

12 Fly-Tipping

- 12.1 Environmental ASB continues to be prevalent within the Borough with 80% (n2168) of the reports received by Runnymede Borough Council being linked to issues such as abandoned vehicles, dog fouling, fly-tipping, graffiti, litter, noise, street cleansing, uncontrolled pets, and bonfires. This was an increase of 27% (n456) on overall environmentally linked reports compared to 2021/22 which totalled 1712 reports.
- 12.2 Runnymede Borough Council's Environmental Health Team continues to support the county wide Fly-Tipping Strategy and assisted with the development of a Surrey Environmental Crime Framework in conjunction with Surrey Police. A launch event was held in September 2022 for members of the Environmental Crime Partnership.
- 12.3 Runnymede Borough Council work alongside Surrey Police, the Environmental Agency and other District and Boroughs to tackle large scale deposits of waste onto both Council owned and private land as part of investigations into serious waste related offences as often the perpetrators offend across borders.
- 12.4 The Environmental Health team continued to deploy mobile cameras and deterrent signage especially in "hot spot" areas and utilise their powers under statutory nuisances where appropriate.
- 12.5 The Environmental Health team also participate in days of action and stop and searches.

13 Public Space Protection Orders (PSPOs)

- 13.1 There are two Public Spaces Protection Orders (PSPOs) within the Borough which continued to be available for officers to enforce specific prohibitions following their renewal in 2021/22.
- 13.2 The [Addlestone order](#) has 3 prohibitions which relate to groups, riding in a malicious or dangerous manner and wearing of face coverings. Considering pupil awareness and concerns following the global pandemic, any report linked to face coverings would be reviewed to determine whether the use of the covering was integral to the incident of antisocial behaviour or not.
- 13.3 The [Englefield Green order](#) has 4 prohibition which relate to groups, ball games, music from vehicles and psychoactive substances.
- 13.4 For a second year running, no breaches were identified for either of the PSPOs and public and stakeholder consultation was commenced to determine the future of these orders.

14 Community Trigger

- 14.1 Under the Antisocial Behaviour, Crime and Policing Act 2014 residents can request a review of their ongoing ASB case known via the Community Trigger process. Following a recent update by Central Government, this will now be known as The ASB Case Review.
- 14.2 During 2022/23, 4 Community Trigger applications were received with 3 progressing to case reviews having met the agreed threshold.
- 14.3 ASB Help are a national charity who focus on victims and their rights. ASB Help and Runnymede have an established working relationship continue to be available to act as the independent panel member or chair for review meetings however this would be a chargeable service.

15 Community Harm and Risk Management Meeting (CHaRMM)

- 15.1 Individuals experiencing or causing harm through antisocial behaviour or crime can be referred to the CHaRMM for multiagency risk management and problem solving to reduce the negative impact.
- 15.2 The meeting is attended by core members across the agencies made up from the Council, Police, Registered Social Landlords, Mental Health services, Drug and Alcohol services, Youth services as well as Children's and Adults Social care. Additionally, Family Support workers, Probation, Schools, and other support services may be invited to attend on a case-by-case basis. The members consider what actions need to be taken to address the negative behaviours with supportive interventions and progress to enforcement action if necessary. In some cases, due to the high risk of harm, enforcement action will be taken without any supportive interventions being offered, however these are to be considered alongside the enforcement tools.
- 15.3 CHaRMM continues to be managed through Ecins which is a secure information sharing and case management platform which continues to evolve allowing users greater functionality. Ecins can be used to share information and case updates in a secure and timely manner for progression of multiagency cases. Each case has a designated owner who can grant or restrict

permissions to ensure that only the appropriate professionals to have access to the case.

- 15.4 There were 20 referrals made to CHaRMM throughout 2022/23 with quarterly updates provided to the RCSP. The Runnymede CHaRMM continued to follow the Countywide CHaRMM framework, which also went under review for a refresh. At the request of Surrey Police, Runnymede Borough Council took on Chairing responsibilities for the meeting with the Council now providing both chair and administrative functions.

16 Joint Action Group (JAG)

- 16.1 Areas experiencing problems or specific crime types causing concern can be referred to the JAG for multiagency risk management and problem solving to reduce the negative impact being experienced by the community.
- 16.2 Activities undertaken by the JAG are reported quarterly to the RCSP and the group holds a deployable CCTV unit. This was purchased by the RCSP in 2018 to aid in tackling ASB and crime. The unit can be attached to a streetlight and records live images which are linked into Safer Runnymede. As the unit is not static, it can be redeployed to current hotspot locations. There are however limitations in where it can be used across the Borough due to the requirement of obtaining a licence from Surrey County Council and their policy for not granting licences of this nature for any column under 8 metres' height.
- 16.3 The redeployable CCTV unit will only be placed in locations whereby the JAG members have agreed it is required or would be beneficial and in line with the agreed guidelines of use.
- 16.4 A Community Day was held at Heathervale Way in July, with residents able to bring along items to a communal skip as fly-tipping had been identified as a problem at the location, as well as a litter pick and house to house carried out to provide residents with information. This was undertaken by officers from the Council's Housing, Environmental Health and Community Safety teams, as well as Surrey Fire and Rescue.
- 16.5 An engagement event was held within the Strawberry Fields estate in October following the area being open to the JAG. The event was held to allow residents to speak with officers from Accent Housing, PA Housing, Police, Runnymede Borough Council's Community Safety and Environmental Health teams and Surrey County Council's Community Link Officer about current areas of concern.
- 16.6 The Council and Surrey Police again held a stall at the Addlestone Christmas Market to offer advice and free crime prevention goodies which included sliding door locks, property marking UV pens, personal attack alarms, high visibility and reflective bike stickers, purse bells, ice scrappers, and various items of literature such as the Vodafone digital parenting booklets and information on scams.

17 Surrey Adults Matter (SAM)

- 17.1 The [Surrey Adults Matter \(SAM\) Scheme](#) is the name given to Surrey's take on the Making Every Adult Matter (MEAM) Network which aims to improve the lives of adults with severe multiple disadvantages including homelessness (or

at risk of homelessness), mental ill health, drug and/or alcohol misuse, domestic abuse, and offending behaviour.

17.2 Within 2022/23 there have been 7 referrals for Runnymede based clients, 6 of which were accepted and 1 still pending a decision due to being held on the waiting list.

17.3 Of the 6 cases accepted, 4 remain open. 2 clients are actively engaging with SAM and the Bridge The Gap (BTG) outreach service. Unfortunately, 2 clients are currently too unwell to actively participate themselves however the professional network remains engaged for both.

18 JUNIOR CITIZEN

18.1 Runnymede Borough Council continued to provide year 6 pupils from schools around the Borough free access to the annual Junior Citizen event. The event was held over a two-week period in November, with each school invited to take part in a half-day session.

18.2 In addition to the year 6 pupils from both mainstream and SEN providers, a small number of young adults with learning difficulties were also welcomed at the event.

18.3 A total of 23 schools attended the event with 920 pupils. These schools were:

- ACS Egham
- Bishopsgate School
- Darley Dene School
- Holy Family Catholic School
- Hythe Community School
- Lyne School
- Manorcroft School
- Meath School
- New Haw Community School
- Ongar Place School
- Ottershaw C of E School
- Pycroft Grange School
- Sayes Court School
- St Anne's Catholic School
- St Ann's Health School
- St Cuthbert's Catholic School
- St Jude's C of E School
- St Pauls C of E
- Stepgates Community School
- TASIS
- The Clubhouse Project
- Thorpe C of E School
- Thorpe Lea School

18.4 Additionally, St John's Beaumont and Manor Mead were contacted and invited to attend.

- 18.5 The event was held at Thorpe Park, Chertsey who provided the venue free of charge along with refreshments. Tesco, Addlestone supported the event through lunch provisions daily for the volunteers.
- 18.6 During the event, each agency delivered a 10-15 minute 'set' to the pupils to provide them with valuable life-saving skills. The event was supported by Surrey Police, Surrey Fire and Rescue Service (SFRS), St John Ambulance, Network Rail, the Royal National Lifeboat Institution (RNLI), School Nurses and Brooklands College students.

19 Respect The Water: Water Safety

- 19.1 The annual water safety event, held as part of the Respect the Water initiative, was held in April at Virginia Water Lake by Surrey Fire and Rescue Service. Supporting the event was the Crown Estate, the Council, Police, Royal National Lifeboat Institution (RNLI), Surrey Search and Rescue (SurSAR), Addlestone Canoe Club, and Royal Berkshire Fire and Rescue Service.
- 19.2 As part of the event a bankside rescue demonstration was held demonstrating how the emergency services rescue people close to the water's edge. During this demonstration, running commentary was provided with 3 types of rescues – throwline, tethered line, and hose inflation. A talk on Cold Water Shock and 'Float to live' was given alongside live casualties demonstrating the float aspect.
- 19.3 A water rescue demonstration was also held demonstrating how emergency services undertake rescues further away from the riverbank. During this demonstration, running commentary was provided with 3 types of rescues – a single unconscious casualty by rescue sled, a single casualty by tethered swim and two casualties by throwline and reach pole.
- 19.4 In addition to the demonstrations, public 'Have-a-go' sessions were provided using the throwlines to rescue someone in the water and learn how to provide water related first aid.

APPENDIX A

Data table covering enforcement actions available to agencies within the Runnymede Community Safety Partnership.

Data requested submitted to Police, Council and Social Landlords however it is not mandatory for this information to be supplied and as such, only includes what has been shared.

		Total
1. Community Remedy	A) In total, how many Community Resolutions have been issued?	316
2. Community Trigger	A) How many Community Trigger applications received?	4
	B) How many Community Triggers met the threshold?	3
	C) How many review meetings conducted?	3
	D) How many cases resulted in recommendations?	2
	E) How many Community Triggers did not meet the threshold?	1
3. Community Protection Notice	A) How many Community Protection warnings have been issued?	6
	B) How many Community Protection Notices have been issued?	3
	C) How many CPN breaches resulted in a FPN?	0
	D) How many CPN breaches resulted in court action?	4
4. Public Space Protection Order	A) How many PSPO breaches recorded?	0
	B) How many PSPO 1st breach warning letters issued?	0
	C) How many PSPO 2nd breach warning letters issued?	0
	D) How many PSPO breaches resulted in a FPN?	0
	E) How many PSPO breaches resulted in court action?	0
5. Civil injunction	A) How many civil injunctions have been applied for?	3
	B) How many civil injunctions have been granted at court?	3
	C) How many breaches resulted in court action?	0
	D) How many breaches resulted in successful prosecution?	0
6. Criminal Behaviour Order	A) How many criminal behaviour orders have been applied for?	3
	B) How many criminal behaviour orders have been granted at court?	1
	C) How many breaches resulted in court action?	2
	D) How many breaches resulted in successful prosecution?	0
7. Dispersal Power	A) How many Dispersal orders were granted?	0
	B) How many dispersals instructions given?	0
	C) How many arrests made in relation to breach or failure to comply with instruction to leave?	0
8. Closure Power	A) How many closure orders applied for?	3
	B) How many 3-month initial closure orders granted at court?	5
	C) How many closure order extensions granted at court?	1
	D) How many breaches to closure order resulted in court action?	0
	E) How may breaches to closure order resulted in successful prosecution?	0
9. Absolute grounds for possession	A) How many absolute grounds for possession cases applied for?	4
	B) How many absolute grounds for possession cases granted a possession order at court?	2
10. Additional - Noise	A) How many noise cases related in the issuing of a noise abatement notice?	1
	B) How many noise abatement notices were adhered to?	0
	C) How many noise abatement notices were not adhered to and resulted in further action?	2
	D) How many noise abatement notices were rescinded upon appeal	0
11. Additional enforcement options	Interim injunction	2
	court undertaking	1
	Undertaking (directly to Council)	0
	Acceptable Behaviour Contracts (ABCs)	9
	ASB Warning Letters	27
12. Additional - Parking	How many Penalty Charge Notices (PCNs) were issued?	7767

Safeguarding Policy Update (Community Services, Alice Foster/Darren Williams)

Synopsis of report:

In November 2022, a report was brought to this Committee to approve the revised corporate Safeguarding Policy. Within this report, was a recommendation to appoint a Councillor as Safeguarding Champion for the Council.

This report seeks to clarify the requirement of Members in relation to Safeguarding and proposes an appropriate way forward, which it is hoped Members will support.

In addition, while working on policy implementation, consideration has been given to the training requirements of all staff in relation to Safeguarding, against individual roles undertaken. With amendments made to this section of the policy, Members are asked to review and approve the policy.

Recommendation(s) that:

- i) Community Services Committee supports the direction proposed relating to Member safeguarding and agrees to encourage all Councillors to undertake the level 1 e-learning training as set out in the corporate Safeguarding Policy; and
- ii) the proposed changes to the Corporate Safeguarding Policy, as attached at Appendix 'A', be approved

1. Context of report

- 1.1 In November 2022, this Committee was provided with a summary of work that had been undertaken in relation to the corporate Safeguarding Policy and processes, following the outcome of a S11, Children's Safeguarding Audit in 2021. Members approved the revised Corporate Safeguarding Policy.
- 1.2 Members were also asked to appoint a Councillor Safeguarding Champion as a requirement within the revised policy. Subsequently, it was discussed whether this was an absolute requirement, and if so what level of involvement from the appointed Councillor should be.
- 1.3 Given that "Safeguarding is everybody's business", Councillors asked the question whether it was appropriate to have one appointed "champion", or whether all Members should have a greater understanding of their responsibilities in relation to safeguarding.
- 1.4 This report seeks to clarify the role of Councillors in relation to Safeguarding.
- 1.5 Further consideration has also been given to the training requirements of all staff, and a re-assessment of this has been completed against roles and functions and with consideration to the capacity.

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

- 2.1 Following the Committee meeting in November 2022, clarity on the role and requirement of a Councillor Safeguarding Champion was sought from the Council's Monitoring Officer.
- 2.2 The Monitoring Officer advised that there is no legal requirement for the Council to have a Councillor Safeguarding Champion. Given this, and the previous discussion, consideration has been given to the most appropriate way to engage Councillors in understanding their responsibilities in relation to Safeguarding. This report proposes two ways that the Council intends to promote Safeguarding amongst Members.
- 2.3 Firstly, all Members will be encouraged to undertake the level one training as set out in the corporate Safeguarding Policy, covering Adult and Children Safeguarding and Domestic Abuse. Level one is the training that all members of staff are required to undertake.
- 2.4 The Monitoring Officer has advised that whilst it can be recommended that Councillors undertake this training, there is no legal obligation for them to do so.
- 2.5 Secondly, it is proposed that all Councillors receive an email with a link to the Council's Safeguarding Policy, which is on the Council's website. Therefore, information will be made available on responsibilities relating to safeguarding and on the process to undertake when reporting a safeguarding concern. It is also proposed that when the policy is reviewed annually, an update email with a link to the reviewed policy is also provided.
- 2.6 In undertaking this review and given the advice of the Monitoring Officer, it is not proposed for a Safeguarding Champion to be appointed. Instead, Councillors who are members of Community Services Committee, are asked to encourage others to undertake the minimum training required. Therefore, this Committee becomes the champion for Safeguarding with Councillors.
- 2.7 Since the policy was approved, and subsequently issued across the organisation, the focus group working on this, consisting of representatives of Community Services, Corporate Project Management Office and Human Resources, have made slight amendments to the Policy.
- 2.8 Of note, the various levels of training that were detailed in the policy were considered. As a result, the policy attached at Appendix 'A' has reduced the tiers of training from four to three, to reflect our requirements in relation to Safeguarding.
- 2.9 The intention is still to have leads within each business unit trained to a more advanced level, who will be able to provide support to colleagues who may have identified a safeguarding matter or who have concerns. Also, individual business units that are more public facing (e.g. Community Services, Housing, Environmental Services) can identify specific training relevant to the roles they undertake.

3. Policy framework implications

- 3.1 The Council's Safeguarding Policy has been reviewed and updates have been proposed in line with internal and external audits and latest best practice guidelines.
- 3.2 The proposals within the policy support the "Organisational Development Strategy" within the forthcoming Health & Wellbeing Strategy. This will focus on Runnymede

as a Council and its own development as an employer and as an anchor organisation.

4. Legal implications

- 4.1 This Safeguarding policy is underpinned by a range of legislation including, but not limited to: The Children Acts 1989 and 2004 (as amended by the Children and Social Work Act 2017), along with the statutory guidance, Working Together to Safeguard Children 2015, and 2018, which provide the legal framework for safeguarding children.
- 4.2 This legislation places an overarching responsibility on Surrey County Council, as the lead authority for children, for safeguarding and promoting the 78 welfares of all children in their area but makes clear that other agencies also have a role to play.
- 4.3 Section 11 of the Children Act 2004 places a statutory duty on various agencies, including district and borough councils, to make arrangements to ensure that their functions are discharged taking account of the need to safeguard and promote the welfare of children. This includes any services or function they contract out.
- 4.4 This Act led to the establishment of the Surrey Safeguarding Children Partnership and required Surrey County Council to secure the co-operation of partners in setting up arrangements to improve the well-being of children in Surrey.
- 4.5 Working Together to Safeguard Children 2018 replaced the Area Child Protection Committee and sets out how organisations and individuals should work together to achieve this, using the key principles: Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part. The approach must be child-centred: in order to be effective, there needs to be a clear understanding of the needs of the child.
- 4.6 The Care Act 2014 sets out the legal framework for how local authorities and other statutory agencies, including district and borough councils, should protect adults with care and support needs who are at risk of abuse or neglect. It consolidates existing law and puts similar arrangements in place to those safeguarding children. The Act required Surrey County Council, as the lead authority for adults at risk to establish a Safeguarding Adults Board to bring together the key local partners to focus on safeguarding strategy and practice. The Act also places a duty on Surrey County Council to carry out safeguarding enquiries, where it is suspected that someone is suffering or at risk of abuse or neglect, conducting Safeguarding Adults Reviews (SARs) where there is a cause for concern about a particular case, to learn lessons for the future.
- 4.7 All these initiatives are designed to ensure greater multi-agency collaboration as a means of transforming adult social care.

5. Equality implications

- 5.1 An Equalities Impact Assessment screening has been completed in respect of the Policy and was considered by the Council's Equalities Group. A copy was provided to this Committee in November 2022.

6. Environmental/Sustainability/Biodiversity implications

- 6.1 None identified.

7. **Conclusions**

- 7.1 Members are asked to support the alternative approach to the appointment of a Councillor Safeguarding Champion and that, as members of the Community Services Committee, promote the importance of safeguarding with Councillors of all parties and groups.

(To resolve)

Background papers

[\(Public Pack\)Agenda Document for Community Services Committee, 10/11/2022 19:30](#)
runnymede.gov.uk

Runnymede Borough Council

**Safeguarding Policy for Children and
Adults at Risk**

May 2023

Foreword

A life that is free from harm, abuse, and neglect is a basic right of every person. The objective of safeguarding is to prevent and reduce the risk of harm to adults and children from abuse or other types of exploitation and impairment of development, while supporting individuals to maintain control over their lives and enabling them to make informed decisions without coercion. Although safeguarding is recognised as a key responsibility of local authorities, safeguarding is still everybody's business, and as neighbours, citizens, and community members we need to be alert to neglect and abuse and be committed to reporting our concerns.

This policy sets out how the Council will meet its obligations to safeguard children and adults at risk. It applies to staff, agency workers, volunteers and contractors employed by the Council. It is also applicable to Councillors undertaking official duties on behalf of the Council. The policy complements and supports the agreed multi-agency procedures set down by the Surrey Safeguarding Children Partnership and Surrey Safeguarding Adults Board. (See Appendix 1: Surrey Safeguarding Partnerships) The policy is governed by a set of key principles and themes, designed to ensure that people who are at risk experience the process in such a way that it is sensitive to individual circumstances, is person-centred and is outcome focused. It is vital for successful safeguarding that the procedures in this policy are understood and applied consistently at an individual, managerial, and organisational level.

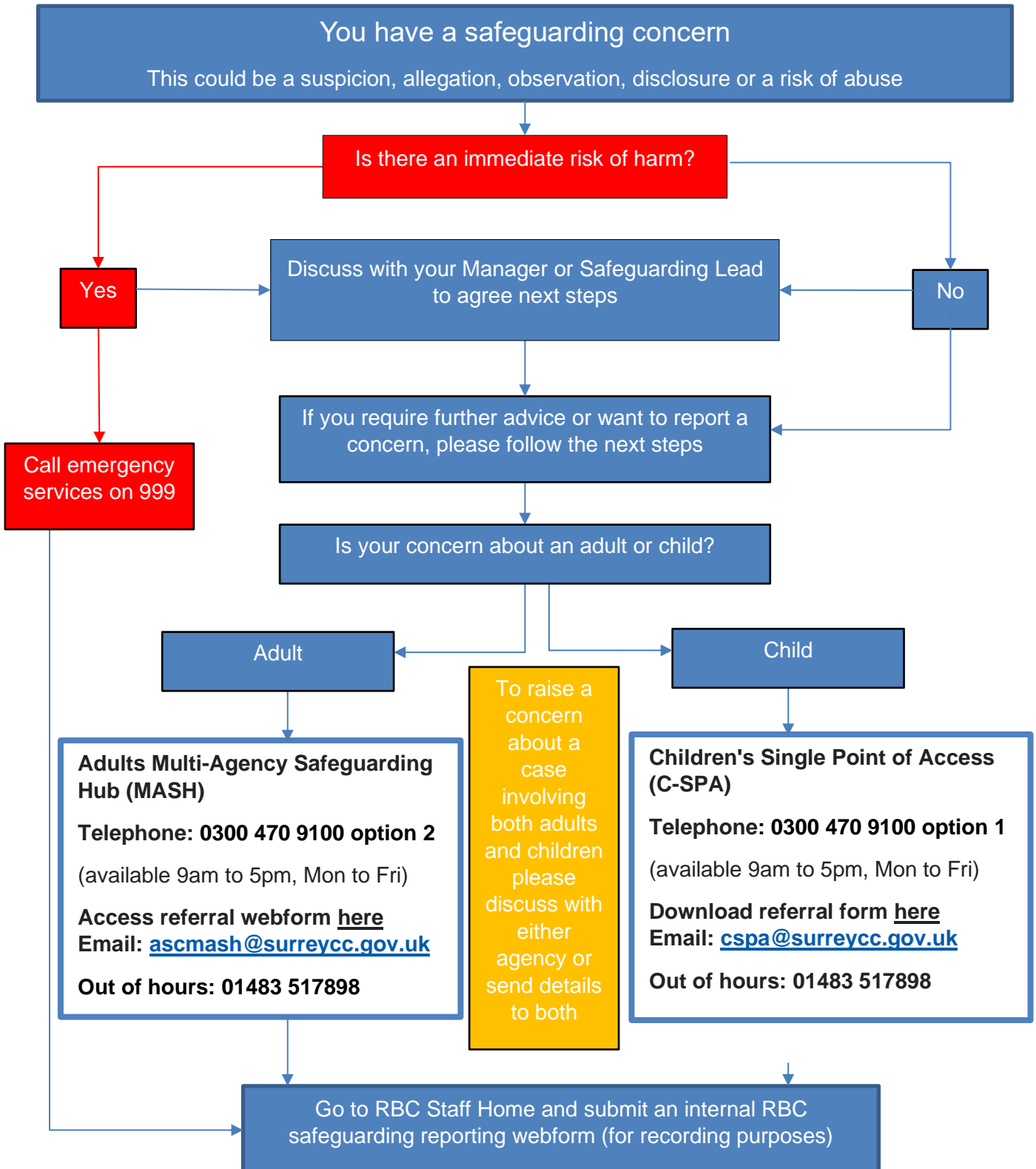
The aims of safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect
- Stop abuse or neglect
- Prevent impairment of development and enable individuals to have the best outcomes
- Safeguard individuals in such a way that supports them in making choices and having control over how they want to live
- Promote an approach that concentrates on improving life for the individual
- Raising public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide accessible information and support to help people understand what constitutes abuse and neglect, and how to respond
- Address what has caused the abuse or neglect.

Safeguarding of children and adults at risk are governed by separate Government legislation and separate Surrey County Council safeguarding boards. Therefore, the policy will consider the safeguarding of children and adults at risk independently, before addressing where there is overlap between the two safeguarding areas.

What to do if you have a safeguarding concern?

How to report a Safeguarding concern



Child Sexual Exploitation and Prevent referrals should be made to Surrey Police on **101** unless it is an emergency in which case call **999**. Concerns about **Modern Slavery**, speak to the Council's Safeguarding leads or contact MASH/Children's Single Point of Access (C-SPA).

Safeguarding children

Introduction

Runnymede Borough Council has a legal duty to work together with other statutory and voluntary agencies to safeguard and promote the welfare of children. For the purposes of this document children are considered as under 18 years of age.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Children need to be loved and valued and be supported by a network of reliable and affectionate relationships. If children are denied this, they are at an increased risk of an impoverished childhood, and at an increased risk of disadvantage and social exclusion in adulthood. Abuse and neglect pose particular problems.

When safeguarding children, Working Together to Safeguard Children (See Appendix 2 Legal framework) requires that the focus should be to promote children's wellbeing and welfare through supporting families. It recommends that safeguarding must address the needs of a child as much as the risk to a child to give children and families positive outcomes.

Runnymede Borough Council's Safeguarding Policy for Children and Adults at Risk has been developed in accordance with relevant guidance regarding:

- A clear safeguarding staff structure, roles, and responsibilities (See Appendix 3: Runnymede Borough Council staff safeguarding structure)
- The safeguarding induction and training programme (Appendix 4: Staff safeguarding training plan)
- Recruitment procedures that will safeguard children and promote welfare – for example: Safer Recruitment practice which includes Disclosure and Barring checks for specified employees and thorough selection procedures
- Communicating to all staff who the designated safeguarding leads are for the Council (See Appendix 3: Runnymede Borough Council staff safeguarding structure).
- The procedures that staff must follow if they believe a child or young person may be at risk (see "What to do if you have a safeguarding concern?", page 3 of this document)

Surrey Safeguarding Children Partnership and Effective Family Resilience

It is a statutory duty under the Children Act 2004 (See Appendix 2: Legal framework) for each lead local authority to have a Safeguarding Board. Government guidance: Working Together to Safeguard Children added further duties.

The **Surrey Safeguarding Children Partnership** is a Surrey-wide Board and is chaired by an independent chair and hosted by Surrey County Council. As part of the governance of that Board, the District and Borough Lead Safeguarding Officers group forms the **District and Borough Forum** which feeds into the partnership, along with other statutory and voluntary agencies.

Effective Family Resilience is the model of practice Surrey expects all those with safeguarding responsibilities to adhere to. The new Effective Support Windscreen sets out how the system will respond to the needs of children and families in Surrey. It is a key component of the [Effective Family Resilience Guidance](#) which provides a consistent approach across all partners, organisations and services across Surrey. **Effective Family Resilience** responds to the requirement of children and families across four levels of need, **Universal, Early Help, Targeted Help, and Specialist**. (See Appendix 5: Surrey Effective Family Resilience and Children's Single Point of Access (C-SPA))

Key principles of safeguarding children

Effective safeguarding arrangements in every local area must be underpinned by two key principles:

- **Safeguarding is everyone's responsibility:** for services to be effective each professional and organisation must play its full part, see below
- **A child-centred approach:** for services to be effective they must be based on a clear understanding of the needs and views of children, see below

Safeguarding is everyone's responsibility

'Safeguarding is everyone's responsibility' is the founding principle of safeguarding children. It asserts that everybody has a role to play in protecting children from harm and keeping them safe. If a person comes into contact with a child whom he or she has concerns about, he or she must take action to safeguard the child. It is unlikely that a single individual's insight into a child's situation will form a complete picture and by raising concerns, however small, and sharing information, it will allow for more informed decision making and decisive action to be taken.

A child centred approach

Effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of vulnerable children.

Children have clearly expressed what they want from the safeguarding process:

Attribute	Description
Vigilance	To have adults notice when things are troubling them
Understanding and action	To understand what is happening; to be heard and understood and to have that understanding acted upon
Stability	To be able to develop an on-going stable relationship of trust with those helping them
Respect	To be treated with the expectation that they are competent rather than not.
Information and engagement	To be informed about and involved in procedures, decisions, concerns and plans
Support	To be provided with support in their own right as well as a member of their family
Advocacy	To be provided with advocacy to assist them in putting forward their views

Good practice when working with children

When working with children it is important to follow the good practice outlined below:

- Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
- Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
- It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided and wherever possible 2 adults should accompany the young person. The event must always be recorded and reported to a senior manager and parents/carers. Students, who are under 18 years of age, and are on a work placement with the Council, should be accompanied by two members of staff when given lifts for outside visits.
- Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.
- Always report any accidents/incidents or situations where a child becomes distressed or angry to a senior colleague.
- Photography should not cause a problem providing reasonable steps are taken to follow safe practice guidelines. Photographs must not be taken without permission of the children and their parent if they are under 18. In no circumstances can photographs be published without prior written consent. Photographs of children with

their family, class, or club, are generally a source of pleasure and pride, which can enhance the self-esteem of children. Staff must remain sensitive to any children who appear uncomfortable or feel threatened by photography and must recognise the potential for misinterpretation. Only Council-owned phones, cameras or other recording devices are to be used. Policies should be in place to cover the safe storage of photographs.

- Staff must always be aware of E-safety and maintain professional boundaries when communicating with children and young people. Employees, Members and volunteers should not telephone, text or use social networking sites to communicate with children. The relevant Council's data protection and information governance policies must be observed.
- The good practice described above on working with children must be applied by Council employees when their colleagues and work placement students are under 18 years of age.

What to do if a child or third party makes an allegation

If a child or third party makes an allegation or discloses information which raises concern about significant harm, the initial response should be to listen carefully to what the child or third party says to:

- Clarify the concerns
- Offer reassurance about how the child will be kept safe; and
- Explain that what they say cannot be kept in confidence and will be discussed with one of the Council's safeguarding leads to consider how to manage the concern and if appropriate contact [Surrey Children's Single Point of Access](#) for advice and guidance.

It is the duty of council officers to **listen** to, **record** and **report** allegations or concerns, it is **not** their responsibility to **investigate** the matter.

If the allegation is raised by a child, the child must not be pressured for information, led or cross examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary.

If the child can understand the significance and consequences of making a referral to Surrey Children's Single Point of Access (C-SPA), he or she should be asked his or her view by the referring officer. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.

Consent from parents/care givers should generally be sought before referrals are made to the Children's Single Point of Access (C-SPA) unless you have no way of contacting the parent/care giver. There will be some circumstances where this should not be done, for example, if it could:

- Place a child at increased risk of significant harm
- Place an adult at risk of serious harm

- Prejudice the prevention or detection of a serious crime
- Lead to unjustified delay in making enquiries about allegations of Significant Harm

The officer should record in writing whether they have discussed the concern and or referral with the family. They should also record the reasons if they decide not to inform the family of these matters.

If the decision is made to make a referral, the procedure to follow is on page 3.

When to raise a concern

It is important that employees raise their concern with either their line manager or one of the Council's safeguarding leads if it is believed or suspected that:

- A child is suffering or likely to suffer significant harm (see Appendix 6: Children at risk: Indicators of abuse and forms of abuse) or
- A child's health or development may be impaired without the provision of services or
- A child would be likely to benefit from family support services, with the agreement of the person with parental responsibility

If you are making a safeguarding referral and need assistance to explain and describe the child neglect you have observed, you may find it helpful to use the [Neglect Screening Tool](#).

It is not the role of Runnymede Borough Council to decide if a child at risk is being abused or not, but it is our job to pass on any concerns.

The procedure for doing this is set out on page 3 of this document.

Escalation procedure

If you disagree with any decision made by a partner agency in relation to a safeguarding concern you have raised, you should discuss this with your manager or one of the Safeguarding Leads (detailed in Appendix 3).

Following discussion, if appropriate the matter may be escalated using the Surrey Safeguarding Children Partnership's [Inter-Agency Escalation Policy and Procedure](#) in order to resolve the issue. The purpose of this policy is to create a transparent process to set out how disagreements should be dealt with between partner agencies with regards to professional practice in relation to a child, young person, or their family.

Allegations against staff, volunteers, or councillors

An investigation by an appropriate body is required if there is an allegation or concern that any person who works with children, in connection with his or her employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child

- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Whilst some behaviours may not constitute a criminal offence, consideration will need to be given as to whether they may indicate unsuitability to work with children. These include concerns relating to inappropriate relationships between members of staff and children such as:

- Having a sexual relationship with a child under 18 in a position of trust in respect of that child, even if consensual
- `Grooming' i.e. meeting a child under 16 with intent to commit a relevant offence
- Other `grooming' behaviour giving rise to concerns of a broader child protection nature - for example: inappropriate text/email messages or images, gifts, socialising etc.
- Possession of indecent photographs/pseudo-photographs of children

What to do if a concern is raised about staff, volunteers and Councillors

Any allegations or concerns about a member of staff or volunteer should be noted and signed (where appropriate) and immediately referred to Human Resources.

Human Resources will then contact Surrey County Council's Local Authority Designated Officer (LADO) immediately (same day) following it coming to their attention. The LADO is responsible for advising on and monitoring such allegations and can be contacted on 0300 123 1650 (option 3) or LADO@surreycc.gov.uk.

If the Council removes a volunteer from post or after the appropriate investigations decides to terminate the employment of a member of staff because the individual poses a risk or has allegedly harmed a child(ren), Human Resources alongside the Corporate Head or senior lead for the service area concerned will undertake a risk assessment. In all cases of removal or employment termination for safeguarding reasons Human Resources will make the relevant referral and/or submission to the Disclosure and Barring Service.

It is an offence to fail to make a referral without good reason to the Disclosure and Barring Service

Should an allegation or concern be raised regarding a councillor, the Chief Executive and Monitoring Officer must be informed.

Safeguarding adults at risk

Introduction

Runnymede Borough Council has a legal duty to work together with other statutory and voluntary agencies to safeguard and promote the welfare of adults at risk and treat them with dignity and respect. At the same time the Council will protect its staff and elected members from the risk of unfounded allegations. We will seek to ensure that any adult at risk receiving services from the Council can access council services in safety without fear of abuse.

This policy is designed to work in conjunction with Surrey Multi-Agency Adult Protection Procedures which are available on Surrey County Council's [website](#)

The Council will seek to implement its policy on the protection of adults at risk by:

- Ensuring that all staff who have regular, direct and unsupervised contact with adults at risk are carefully selected, checked and trained.
- Ensuring that all Council contractors who have regular, direct and unsupervised contact with adults at risks have effective policies and procedures in place
- Ensuring that organisations that apply for grant aid for programmes that include adults at risk (funding or premises) have effective policies and procedures in place
- Informing all organisations as well as the general public about what they can expect from the Council in relation to protecting and safeguarding adults at risk
- Ensuring that there is a clear complaints procedure in place that can be used if there are any concerns
- Sharing information about concerns with appropriate agencies and involving adults at risk and their carers as appropriate

Who is an adult at risk?

The definition of an 'adult at risk' from section 42 of the Care Act 2014 is a person over the age of 18 who:

- (a) has needs for care and support
- (b) is experiencing, or is at risk of, abuse or neglect
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It is recognised that there will have to be a judgement made to determine whether or not to treat someone as an adult at risk at any specific time.

Key principles of safeguarding adults at risk

The Care Act 2014 (See Appendix 2: Legal framework) introduced six principles of safeguarding which are listed below.

Principle	Description
Empowerment	Presumption of person-led decision making and informed consent
Prevention	Take action before harm occurs
Proportionality	Take the least intrusive response appropriate to the risk presented
Protection	Provide support and representation for those in the greatest need
Partnership	Local solutions through services working with their communities
Accountability	Ensure there is accountability and transparency in safeguarding practices

In view of the above, the following principles have been adopted by all agencies and professionals working together to protect adults at risk.

- All adults at risk have a right to be protected and their decisions respected even if that decision involves risk.
- The prime concern at all stages will be the interests and safety of the adult at risk.
- The aim will be to give a professional service to support and minimise the distress of any adult at risk.
- The importance of professionals working in partnership with the adult at risk and others involved will be recognised throughout the process.
- The responsibility to raise a concern about an adult at risk rests with the person who has the concern.
- All parties involved will be treated sensitively at all stages of an investigation.
- All agencies receiving confidential information in the context of an adult at risk investigation will make decisions about sharing this information in appropriate circumstances.
- Procedures provide a framework to ensure that agencies work together for the protection of the adult at risk. They are not a substitute for professional judgement and sensitivity.
- Adults at risk have the right to have an independent advocate if they wish, at any stage in the process.

Making Safeguarding Personal

[Making Safeguarding Personal \(MSP\)](#) is a shift in culture and practice in response to what we now know about the effectiveness of safeguarding from the perspective of the person being safeguarded.

MSP promotes conversations about how we might respond in safeguarding situations in a way that enhances involvement, choice and control of the individual as well as improving quality of life, wellbeing and safety. This means seeing people as experts in their own lives and working alongside them.

The key focus is on developing a real understanding of what adults at risk wish to achieve and agreeing, negotiating and recording their desired outcomes, working out with them (and their representatives or advocates if they lack capacity) how best those outcomes might be realised and then seeing, at the end, the extent to which desired outcomes have been realised.

The wellbeing principle

The Care Act 2014 introduces a duty to promote wellbeing when carrying out any care and support functions in respect of a person. This is sometimes referred to as The Wellbeing Principle because wellbeing is put at the heart of care and support.

The wellbeing principle applies in all cases where care and support is being carried out, or decisions are made, or safeguarding is exercised. When safeguarding adults it applies equally to adults with care and support needs and their carers.

Promoting wellbeing means actively seeking improvements at every stage in relation to the individual, and where applicable their carer. It is a shift from providing services to the concept of meeting needs. In promoting wellbeing it should be assumed that individuals are best placed to judge their own wellbeing. Their individual views, beliefs, feelings and wishes are paramount and individuals should be empowered to participate as fully as possible.

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person/ persons or organisation. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

Any act of abuse, repeated or singular, is a violation of the adult at risk's human and civil rights.

Types of abuse that those working with adults at risk should be aware of are set out at Appendix 7: Adults at risk.

Context

Abuse of adults at risk can occur in any setting or any situation and can be a complex area. Abuse may occur in:

Domestic settings: including the adult at risk's own home, or another person's

Institutional settings: including day care, residential care, nursing homes and hospitals

Public settings: including in the street, any public area or social or work environment

Abuse of adults at risk occurs in all cultures, all religions and at all levels of society.

The abuser may be anyone, including a member of the family, friend, neighbour, partner, carer, stranger, care worker, manager, volunteer, another service user or any other person who comes into contact with the adult at risk.

Good practice when working with adults at risk

To help prevent abuse occurring and false allegations arising, the following basic guidelines will help safeguard both the adult at risk and members of staff.

You must:

- Treat all service users with dignity and respect
- Provide an example of good conduct you wish others to follow
- Challenge unacceptable behaviour - e.g. bullying, and report all allegations/suspicions of abuse
- Be identifiable and always wear a name badge

You must not:

- Have unwarranted contact with an adult at risk
- Make any comments, which may have a sexual connotation.

What to do if an adult at risk or a third party raises a safeguarding concern or makes an allegation

If an adult at risk or a third party makes an allegation or discloses information which raises concern about significant harm, the initial response should be to listen carefully to what the adult or third party says to:

- Clarify the concerns,
- Offer reassurance about how to keep them safe; and
- Explain that what they say cannot be kept in confidence and will be discussed with one of the Council's safeguarding leads to consider how to manage the concern and if appropriate contact Multi Agency Safeguarding Hub (see page 3 of this document).

It is the duty of officers to **listen** to, **record** and **report** allegations or concerns, it is **not** their responsibility to **investigate** the matter.

If the allegation is raised by an adult at risk, they must not be pressured for information, led, or cross examined or given false assurances of absolute confidentiality.

When to raise a concern

It is important that employees raise their concern with either their line manager or one of the Council's Safeguarding Leads if it is believed or suspected that:

- An adult at risk is suffering or likely to suffer abuse (see Appendix 7: Adults at risk)

It is not the role of Runnymede Borough Council to decide if an adult at risk is being abused or not, but it is our job to pass on any concerns.

The procedures that staff must follow if they believe an adult may be at risk (see "*What to do if you have a safeguarding concern?*", page 3 of this document)

Escalation Process

Should you have concerns about a decision made by a professional please contact one of the Council's Safeguarding Leads to discuss.

Use relevant whistleblowing procedures if you feel that you will not be believed, taken seriously or believe that your manager or lead for safeguarding may be causing the risks of abuse to the adult or child.

The Council's roles and responsibilities in safeguarding children and adults at risk

This policy has considered children and adults at risk independently as they are the subject of different legislation. However, there are areas where safeguarding children and adults at risk overlap, and these are set out below:

The Council as an organisation

The Council is committed at senior officer and member level to safeguarding children and adults at risk. The Council recognises its responsibilities under the Care Act 2014, The Children Act 1989 and 2004, and Working Together to Safeguard Children 2015. Safeguarding is a Council priority, and this is clearly demonstrated by:

- Representation at the Surrey Safeguarding Adults Board and the completion of standard returns for this board
- Representation at the Surrey Safeguarding Children Partnership and the completion of Section 11 returns for this board
- Appointment of Safeguarding Leads across the Council to support frontline officers to manage concerns and/or make a referral if appropriate
- Sign-up to protocols, policies and relevant safeguarding forums

The Council as an employer

In its role as an employer the Council incorporates safeguarding measures in its recruitment procedure and provides mandatory safeguarding training for all employees as well as enhanced training dependant on the role. The Council also has a safeguarding responsibility as a licensing authority and for the services it commissions.

Recruitment procedures

Runnymede Borough Council is committed to safer recruitment. New employees who are taking up a position which involves working closely with children or adults at risk (in a voluntary or paid capacity) will be required to acquire an Enhanced DBS Disclosure. Enhanced DBS Disclosures provide additional detail about unspent and spent convictions, cautions, reprimands, final warnings plus any additional information held by the police.

Training

All employees will be required to undertake mandatory safeguarding training and become familiar with the Safeguarding Policy as part of their induction.

A copy of the Council's Safeguarding training plan can be found in Appendix 4.

The Council as a licensing authority

The Council is a licensing authority for services such as taxi drivers, public events, alcohol and entertainment, charity collections, gambling, animal licensing, boot fairs, Sunday and street trading and other licences such as fireworks.

The Council needs to ensure that all relevant checks are carried out prior to issuing licences and if a safeguarding concern is raised at any time during the process, the Council's safeguarding policy and procedures must be followed, including the notification of other government or national bodies.

Procurement, contracts and grant giving

When the Council commissions services it will require the contracted service provider to have in place an appropriate safeguarding policy and procedure that details their recruitment process, training arrangements, reporting procedure for incidents, regular updates, and risk assessment. The Council will ensure when commissioning services that they are compliant with safeguarding expectations.

When providing grants to organisations and for projects providing services to children or adults at risk, appropriate safeguarding arrangements will need to be demonstrated before that grant will be awarded.

Record keeping and monitoring

Good record keeping is an essential part of the accountability of organisations to those who use their services. Maintaining proper records is vital to individuals' care and safety. If records are inaccurate, future decisions may be wrong and harm may be caused to the individual.

Where an allegation of abuse is made, all agencies have a responsibility to keep clear and accurate records. It is fundamental to ensure that evidence is protected and to show what action has been taken, what decisions have been made and why.

A guide to making a record

As soon as possible on the same day, a written record should be made of what has been seen, been said and any other concerns. It is important to make sure anyone else who saw or heard anything relating to the concern also makes a written report.

- Record your concerns and how they came to light, any information given by the person, information about any witnesses, the individual's wishes, actions taken, who was present at the time, dates and times of incident(s).
- Record details of the person alleged to have caused harm.

- Do record any concerns about the person’s capacity to make any decisions (in relation to adults at risk) and the reasons for the concerns.
- Do record whether the person is aware that the concerns have been reported.
- Do record their perspective.
- Do record any previous concerns about the person.

Runnymede Borough Council has a central point for the recording and monitoring of all Safeguarding concerns raised with, or by the Council, for which a Data Protection Impact Assessment has been completed. All employees are required to provide information to populate the central record and how to do so is included in the process diagram on page 3.

Retaining information

Information sharing

Information sharing is vital to safeguarding and promoting the welfare of children and adults at risk. A key factor in many cases where children and adults have been harmed has been the failure to record information, to share it, to understand the significance of the information shared and to take appropriate action. Often it is only when information from a number of sources has been shared that it becomes clear that a child or adult at risk might be suffering harm.

Officers who have concerns for children, families and adults at risk should discuss with your manager or one of the Council’s Safeguarding Leads how to manage the concern and if appropriate share the concern with the Children’s Single Point of Access (C-SPA) or the Multi Agency Safeguarding Hub (MASH), see page 3.

All information sharing should be in line with the agreed set of principles about sharing personal or confidential information in the [Surrey Multi-Agency Information Sharing Protocol \(MAISP\)](#). The MAISP has been developed in partnership with Surrey County Council, all the borough and districts as well as the health services and Surrey Police.

Safeguarding information and records must be maintained and held by the Council business unit from which the concern was raised. This Information is not requested to be sent to the central record but must be retained by the Council business unit in case it is required for future investigations.

Safeguarding reviews

Where serious harm or death has occurred involving a relevant adult or child in the Runnymede area, the Council may be asked to participate in and will co-operate fully with all safeguarding reviews.

Equality and diversity

This Policy and Procedure will be implemented in accordance with the principles of the Council’s Equality Statement and Objectives 2017-2021 to maximise positive outcomes for all adults and children, including those with protected characteristics.

It may be necessary to consult children or adults safeguarding leads of the relevant Boards in more complex situations. It may be necessary to consult the SSCP or SSAB Procedures

Manual on procedures for specific circumstances where there is a child and or incident presenting special circumstances, for example forced marriage or young carers.

All services will be provided in a manner that respects the rights, dignity, privacy and beliefs of all the individuals concerned and does not discriminate on the basis of race, culture, religion, language, gender, disability, age or sexual orientation.

Adults and children who have been abused need the same care and sensitivity whoever the alleged abuser.

Monitoring, review and risk assessment

Runnymede Borough Council's Safeguarding Leads Committee (officers), chaired by the Council's Safeguarding Lead, is responsible for the undertaking of an annual review of this policy and its associated procedures. Following completion of the review, this will then be presented to the Council's Corporate Leadership Team for feedback and approval.

Each Business Unit Manager is responsible for risk assessments of their services. This includes assessment of safeguarding risks and ensuring that mitigations that are in place to control those risks such as appropriate training of employees.

Appendix 1

Surrey safeguarding partnerships

In Surrey, the statutory Safeguarding Children Partnership and Surrey Safeguarding Adults Board are responsible for providing local agencies with guidance and holding agencies to account for their actions.

Representation on safeguarding partnerships

The Children Act 1989 and 2004 and Care Act 2014 together with associated statutory guidance sets out which organisations are required to sit on both boards and comprises all relevant statutory and key voluntary agencies.

The 11 Surrey District and Borough Councils have a single representative nominated by the Surrey Chief Executives Group to represent them on each board. Other borough and district council officers may attend the boards or the various subgroups that deal with the operational arrangements and ensure effective practice throughout the County.

Performance and quality assurance

Organisations on the boards are responsible for ensuring that they provide any data that is required by the boards for their respective Performance and Quality Assurance Frameworks. Likewise, they are expected to complete any returns and comply with any audit requirements.

Surrey Safeguarding Children Partnership (SSCP)

The overall role of the SSCP is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together by developing interagency policies and procedures for safeguarding and promoting the welfare of children, including:

- The action to be taken where there are concerns about a child's safety or welfare
- Training of those working with children and/or families or in services affecting the safety and welfare of children
- Investigation of allegations concerning persons working with children

It is very important that local safeguarding arrangements are strongly led and promoted at a local level, specifically by:

- A strong lead from local authority members, and the commitment of chief officers in all agencies, in particular the Director of Children's Services and Lead Member for Children's Services at Surrey County Council; and
- Effective local coordination and challenge by the Local Safeguarding Children's Partnership.

District and Borough Councils have a crucial role to play in the safeguarding of children in their areas. The Surrey Safeguarding Partnership Procedures Manual specifically refers to the duty of housing authorities to share information that is relevant to safeguarding. They should promote the welfare of children and the duties of leisure services departments and leisure contractors to ensure that their leisure facilities safeguard children. All casual and temporary members of staff must be aware of safeguarding children issues and know how to report concerns.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Each Surrey Borough and District Council completes Section 11 audits to be returned to the Surrey Safeguarding Children Partnership by the Lead Safeguarding Officer.

The Surrey Safeguarding Children Partnership has five core objectives to enable it to deliver its responsibilities as set out in Working Together 2015. These are:

1. Optimise the effectiveness of arrangements to safeguard and protect children and young people
2. Ensure clear governance arrangements are in place for safeguarding children and young people
3. Oversee Serious Case Reviews (SCRs), Partnership Reviews and Child Death Overview Panels (CDOP) processes and ensure learning and actions are implemented as a result
4. Ensure a safe workforce and that single-agency and multi-agency training is effective and disseminate good practice
5. Raise awareness of the roles and responsibilities of agency and community roles and responsibilities in relation to safeguarding children and young people

In addition, the Partnership:

- Coordinates what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area
- Ensures the effectiveness of what is done by each such person or body for those purposes

The functions that support these objectives are to:

- Develop policies and procedures – The Partnership's policies and procedures can be accessed [here](#)

- Communicate and raise awareness
- Monitor and evaluate the effectiveness of partners individually and collectively
- Participate in the planning of services
- Undertake reviews of all child deaths and serious case reviews and disseminate the learning
- Commissioning and delivery of multi-agency training
- Evaluating single agency and multi-agency training

Additional priorities

In addition to the delivery of core business the SSCP has identified four targeted priorities on which to focus:

- To monitor and challenge the effectiveness of the new Effective Family Resilience Model and to ensure that the voice of children and young people is heard
- To ensure professionals and the current child protection processes effectively protect those children identified as in need of protection and who are looked after
- To ensure children and young people at risk of Child Exploitation (CE) are protected
- To monitor and challenge the effectiveness and impact of the Domestic Abuse Services in reducing the incidences of Domestic Abuse and protecting children and young people from harm.

Surrey Safeguarding Adults Board (SSAB)

The Surrey Safeguarding Adults Board (SSAB) helps and protects adults in Surrey who have care and support needs and who are experiencing, or are at risk of, abuse or neglect.

Representatives from carers' groups, disability groups and older people's groups are members of the board.

The Partnership ensures the voices of adults at risk, their families and their carers are heard and guarantees there are effective processes in place to prevent and respond to abuse and neglect. The board also raises awareness of the importance of safeguarding through publicity campaigns and has a multi-agency training programme in place to give staff the right skills to safeguard adults.

The SSAB has three core duties:

1. Publish a strategic plan that sets out how it will meet its main objective and what the members will do to achieve this
2. Publish an annual report detailing what the SSAB has done during the year to achieve its main objective and implement its strategic plan
3. Conduct any safeguarding adults reviews in accordance with the Care Act 2014

The functions that support its objectives and duties are to:

- Develop a framework of multi-agency policies, protocols and procedure
- Require member agencies to provide assurance on their safeguarding activities
- Quality assure the safeguarding of member agencies
- Implement a multi-agency competency framework and training programme
- Undertaking Safeguarding Adults Reviews and learning lessons from them
- Learn lessons from other reviews including Domestic Homicide Reviews
- Undertake activities to raise awareness of safeguarding and to support the prevention of abuse and neglect

Appendix 2

Legal framework

This Safeguarding policy is underpinned by a range of legislation including, but not limited to:

The Children Acts 1989 and 2004

The Children Act 1989 and Children Act 2004 (as amended by the Children and Social Work Act 2017) along with the statutory guidance, Working Together to Safeguard Children 2018 provide the current framework for safeguarding children.

This legislation places an overarching responsibility on Surrey County Council, as the lead authority for children, for safeguarding and promoting the welfare of all children in their area but makes clear that other agencies also have a role to play.

Section 11 of the Children Act 2004 places a statutory duty on various agencies, including district and borough councils, to make arrangements to ensure that their functions are discharged taking account of the need to safeguard and promote the welfare of children. This includes any services or function they contract out.

This Act led to the establishment of the Surrey Safeguarding Children Partnership and required Surrey County Council to secure the co-operation of partners in setting up arrangements to improve the well-being of children in Surrey.

Working Together to Safeguard Children 2018

This replaced the Area Child Protection Committee and sets out how organisations and individuals should work together to achieve this using the key principles: Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.

The approach must be child-centred: in order to be effective, there needs to be a clear understanding of the needs of the child.

Guidance: [Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children](#)

The Care Act 2014

The Care Act 2014 sets out the legal framework for how local authorities and other statutory agencies, including district and borough councils, should protect adults with care and support needs who are at risk of abuse or neglect. It consolidates existing law and puts similar arrangements in place to those safeguarding children.

The Act required Surrey County Council, as the lead authority for adults at risk to establish a Safeguarding Adults Board to bring together the key local partners to focus on safeguarding strategy and practice. The Act also places a duty on Surrey County Council to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or

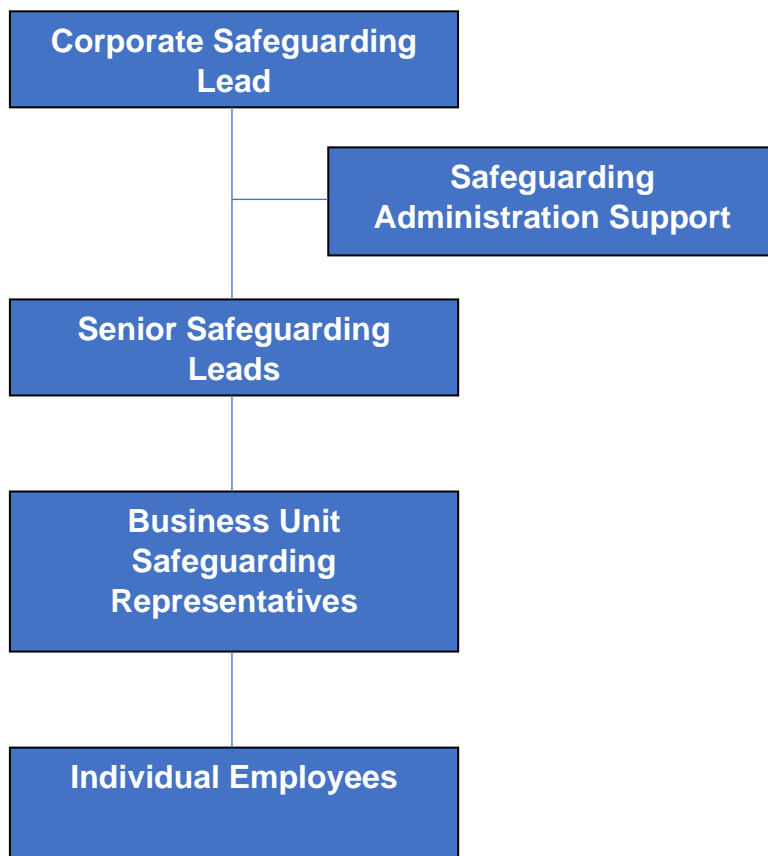
neglect conducting Safeguarding Adults Reviews (SARs) where there is a cause for concern about a particular case, to learn lessons for the future.

All these initiatives are designed to ensure greater multi-agency collaboration as a means of transforming adult social care.

This guidance is updated from time to time; therefore the most up to date guidance will apply in relation to the operation of this policy.

Appendix 3

Runnymede Borough Council staff safeguarding structure



Appendix 4

Staff safeguarding training plan

Introduction

This document sets out the required training to be undertaken across the organisation in relation to Children's and Adults Safeguarding. Safeguarding training is a mandatory requirement of all staff.

Three levels of training required have been identified, dependent on the nature of individual roles, responsibilities, and the nature of the business of the service worked in.

Level 1 – All staff

All staff are required to undertake the following E-Learning as a mandatory requirement:

- Safeguarding children and adults
- Domestic Abuse

New starters are required to complete both E-learning courses as part of their initial induction.

Level 2 – Business unit leads

Each business unit has nominated a team member who will act as their Safeguarding Champion, and who will attend the internal Safeguarding Leads meetings. These staff, in addition to the training identified in level 1 will be required to complete the following training:

- Adult Safeguarding Essentials
- Working Together to Safeguard Children
- Training on the Multi-agency safeguarding arrangements in Surrey for both children and adults

Level 3 – Senior safeguarding leads

The Council has identified four senior Safeguarding Leads, who will act as a place for support and advice for others within the Council, and who will engage in Surrey safeguarding partnerships.

As senior leads, the four officers concerned will be required to undertake the following training in addition to the training in levels 1, and 2:

- Designated Safeguarding Lead Training

Other training – Human Resources

In addition to the level 1 training requirements, staff within Human Resources are required to undertake the following training, which has a direct impact on the way their services are delivered:

- Managing Allegations Against Staff and Volunteers
- Safer Recruitment

Completion of training

All staff should complete at least the level 1 training requirements within their first month of employment, with other training to be completed at the earliest opportunity thereafter.

Refresher training

Safeguarding training is required to be refreshed every three years.

Other training

A range of other safeguarding related training courses are available to individuals or teams. Access to other training courses should be requested and agreed with their line manager and/or Corporate Head.

Training is available from a range of providers, however the links below provide access to training courses available via the Surrey safeguarding partnerships for adults and children and Surrey training partnership:

- [Surrey Safeguarding Adults Board \(surreysab.org.uk\)](http://surreysab.org.uk)
- [Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](http://surreyscp.org.uk)
- [Surrey Learn](#)

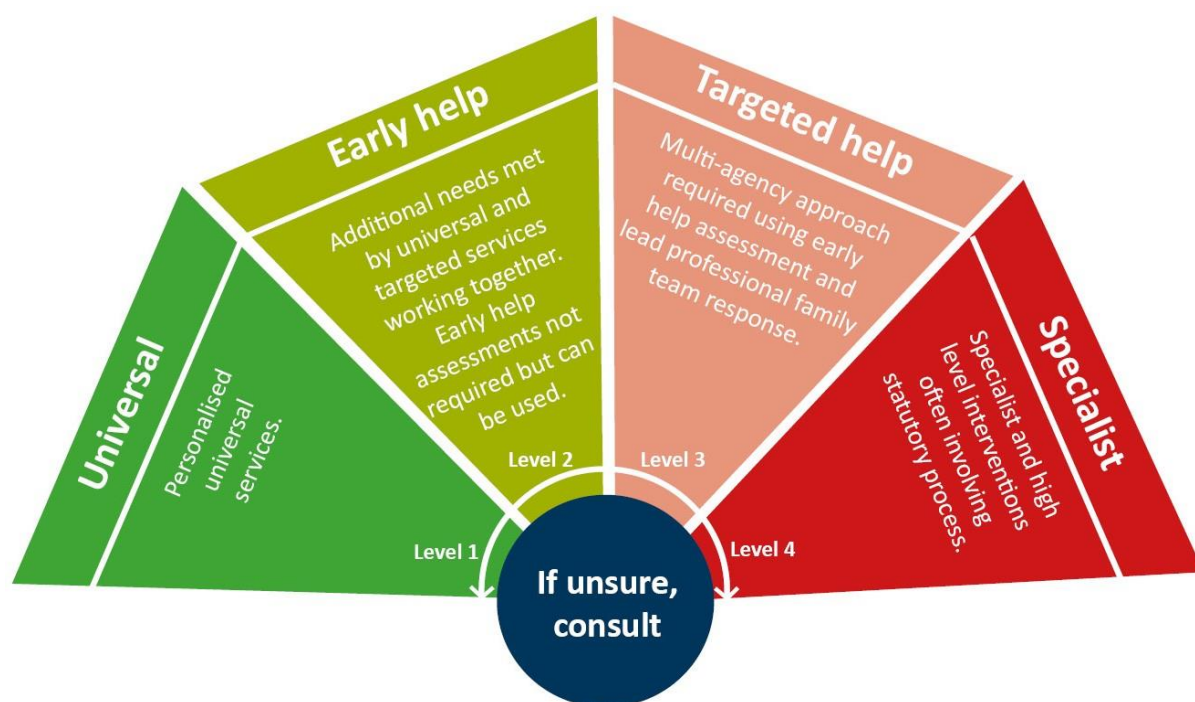
Review of this training Plan

This training plan will be reviewed annually as part of the review of the Council's Safeguarding Policy.

Appendix 5

Surrey Effective Family Resilience and Children's Single Point of Access (C-SPA)

The Surrey Effective Support Windscreen



In May 2019 Surrey Safeguarding Board launched the new Early Help approach

‘**Effective Family Resilience**’ and the Social Work practice model ‘**Family Safeguarding**’. Within this, four levels of need have been identified: **Universal, Early Help, Targeted Help, and Specialist**.

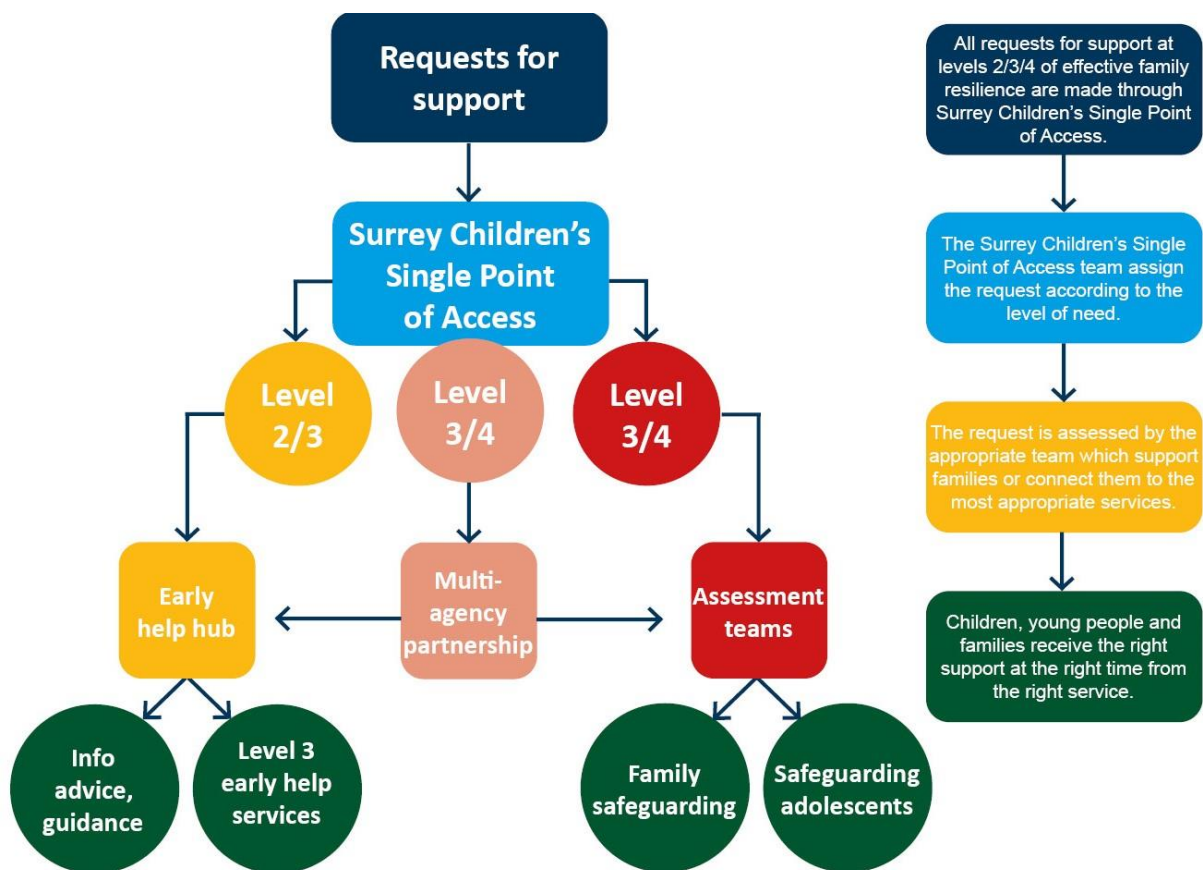
The purpose of this new model is to provide a consistent approach to safeguarding across **all organisations**; including voluntary and charitable organisations who come into contact

with and support children and their families. Focusing on the need to work together in an open way with the child and their family to gain their confidence, identify strengths and needs, to find practical and achievable solutions, and to provide the right amount of information and advice to support the family.

Link to [Effective Family Resilience Guidance](#)

Children's Single Point of Access (C-SPA)

The Children's Single Point of Access is the umbrella term used to describe the front door to Surrey County Council services for children. Parents, carers and practitioners can phone in to access support, information and advice for families and those who work with children in Surrey.



Your contact will be answered by the Children's Request for Support Team. They may be able to answer your query directly, or when a response is required from a specific team, they will send the service request to the appropriate team to respond to you.

Requests for support up to Level 3 of Effective Family Resilience will be directed to the Early Help Hub. Families meeting the threshold for Level 4 of Effective Family Resilience will be sent straight to the Quadrant Assessment Teams (Children's Social Care).

If you are concerned about the safety of a child or young person you contact the Surrey Children's Single Point of Access (C-SPA).

Who to contact?

Telephone:

- 0300 470 9100
- 01483 517898 (out of hours hosted by the Emergency Duty Team)

E-mail: cspa@surreycc.gov.uk

Website: <https://www.surreycc.gov.uk/.../contact-childrens-services>

Appendix 6

Children at risk

Forms of abuse and indicators of abuse

Physical abuse

This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following are often regarded as indications of concern;

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Reluctance to give information or mention previous injuries.

If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out earlier in “What to do if you have a safeguarding concern?”.

Emotional abuse

Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child’s developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Staff must also be aware to raise concerns relating to a child witnessing or are a potential victim domestic abuse. In 2013, the Home Office announced changes to the definition of domestic abuse with age range extended down to 16:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality.

This can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Sexual abuse

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Staff must also be aware of **Child Sexual Exploitation (CSE)** as an emerging, high priority concern. CSE is defined as:

...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement

in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Sexual exploitation can have a serious long-term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can lead to families breaking up.

It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse.

County lines

County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or deal lines. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.

New guidance has been developed by the Home Office to support frontline staff

– particularly those who work with children, young people and potentially adults at risk – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies.

Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services.

If you believe a person is in immediate risk of harm, you should contact the police.

Guidance: [Criminal exploitation of children and vulnerable adults: county lines](#)

Neglect

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, discuss your concern with a safeguarding champion and if appropriate or make a referral immediately using the referral method on Page 3 of this Policy. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.

If you are making a safeguarding referral and need assistance to explain and describe the child neglect you have observed, you may find it helpful to use the [Neglect Screening Tool](#)

Appendix 7

Adults at risk

Forms of abuse and indicators of abuse

Physical abuse

Physical abuse includes assault, hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.

Possible indicators

- Unexplained or inappropriately explained injuries
- Exhibiting untypical self-harm
- Unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia
- Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body
- Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot water/liquid), rope burns, burns from an electrical appliance
- Unexplained or inappropriately explained fractures at various stages of healing to any part of the body
- Medical problems that go unattended
- Sudden and unexplained urinary and/or faecal incontinence. Evidence of over/under-medication
- Flinches at physical contact
- Appears frightened or subdued in the presence of particular people
- Asks not to be hurt
- May repeat what the person causing harm has said (e.g. 'Shut up or I'll hit you')
- Reluctance to undress or uncover parts of the body
- Wears clothes that cover all parts of their body or specific parts of their body
- An adult with capacity not being allowed to go out of a care home when they ask to

- An adult without capacity not being allowed to be discharged at the request of an unpaid carer/family member

Note: The NHS defines capacity as the ability to use and understand information to make a decision, and communicate any decision made. A person lacks capacity if their mind is impaired or disturbed in some way and this means the person is unable to make a decision at that time.

NHS definition: [What is capacity?](#)

Domestic abuse

Domestic abuse includes psychological, physical, sexual, financial, emotional abuse, and so called 'honour' based violence.

In 2013, the Home Office announced changes to the definition of domestic abuse:

"...Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality."

This can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." *

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Many people think that domestic abuse relates to intimate partners, but it is clear that other family members are included and that much safeguarding work that occurs at home is, in fact is connected with domestic abuse. This confirms that domestic abuse approaches can be considered safeguarding responses in appropriate cases.

Family members are defined as: mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or stepfamily.

Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party in identifying a spouse.

In a situation where there is concern that an adult with care and support needs is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

The Anti-social Behaviour, Crime and Policing Act 2014 means it is now a criminal offence to force someone to marry. In addition, the Forced Marriage (Civil Protection) Act 2007 may be used to obtain a Forced Marriage Protection Order as a civil remedy.

Honour-based violence is a crime and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Many of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help.

Safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If a safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, the matter should be referred to the police as they have the necessary expertise to manage the risk.

Female genital mutilation (FGM) involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (FGMA) was introduced in 2003 and came into effect in March 2004. The Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country. It also makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad.

Sexual abuse

Sexual abuse includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

It includes penetration of any sort, incest and situations where the person causing harm touches the abused person's body (e.g. breasts, buttocks, genital area), exposes his or her genitals (possibly encouraging the abused person to touch them) or coerces the abused person into participating in or looking at pornographic videos or photographs. Denial of a sexual life to consenting adults is also considered abusive practice.

Any sexual relationship that develops where one person is in a position of trust, power or authority in relation to the other (e.g. day centre worker/social worker/residential worker/health worker) may also constitute sexual abuse.

Possible indicators

- Urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained

- Appears unusually subdued, withdrawn or has poor concentration
- Exhibits significant changes in sexual behaviour or outlook
- Experiences pain, itching or bleeding in the genital/anal area
- Underclothing is torn, stained or bloody
- A child or a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant

Sexual exploitation

The sexual exploitation of adults with care and support needs involves exploitative situations, contexts and relationships where adults with care and support needs (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing sexual activities, and/or others performing sexual activities on them.

Sexual exploitation can occur through the use of technology without the person's immediate recognition. This can include being persuaded to post sexual images or videos on the internet or a mobile phone with no immediate payment or gain or being sent such an image by the person alleged to be causing harm. In all cases those exploiting the individual have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources.

Psychological abuse

Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks.

Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation.

It includes preventing a person from using services that would otherwise support them and enhance their lives. It also includes the intentional and/or unintentional withholding of information (e.g. information not being available in different formats/languages etc).

Possible indicators

- Untypical ambivalence, deference, passivity, resignation
- Appears anxious or withdrawn, especially in the presence of the alleged abuser
- Exhibits low self-esteem
- Untypical changes in behaviour (e.g. continence problems, sleep disturbance)
- Not allowed visitors/phone calls

- Locked in a room/in their home
- Denied access to aids or equipment (e.g. glasses, dentures, hearing aid, crutches etc.)
- Access to personal hygiene and toilet is restricted
- Movement is restricted by use of furniture or other equipment
- Bullying via social networking internet sites and persistent texting

Financial or material abuse

This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators

- Lack of heating, clothing or food
- Inability to pay bills/unexplained shortage of money
- Lack of money, especially after collecting benefits
- Inadequately explained withdrawals from accounts
- Unexplained loss/misplacement of financial documents
- The recent addition of authorised signatories on accounts or cards
- Disparity between assets/income and living conditions
- Power of attorney obtained when the adult lacks the capacity to make this decision
- Recent changes of deeds/title of house or will
- Recent acquaintances expressing sudden or disproportionate interest in the person and their money
- Service user not in control of their direct payment or individualised budget
- Miss-selling/selling by door-to-door traders/cold calling
- Illegal moneylending.

Modern slavery

Modern Slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators.

There are many different characteristics that distinguish slavery from other human rights violations – however, only one needs to be present for slavery to exist.

Contemporary slavery takes various forms and affects people of all ages, gender and races. Someone is in slavery if they are:

- Forced to work by mental or physical threat
- Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse
- Dehumanised, treated as a commodity or bought and sold as 'property' physically constrained or has restrictions placed on his/her freedom of movement

Human trafficking involves an act of recruiting, transporting, transferring, harbouring or receiving a person through a use of force, coercion or other means, for the purpose of exploiting that person.

Possible Indicators

Signs of various types of slavery and exploitation are often hidden, making it hard to recognise potential victims. Victims can be any age, gender or ethnicity or nationality.

Although by no means exhaustive, some common signs follow.

Persons may:

- Not be in possession of legal documents (passport, identification and bank account details) and they are being held by someone else
- Have old or serious untreated injuries and they are vague, reluctant or inconsistent in explaining how the injury occurred
- Look malnourished, unkempt, or appears withdrawn
- Have few personal possessions and often wear the same clothes
- What clothes they wear may not be suitable for their work
- Be withdrawn or appear frightened, unable to answer questions directed at them or speak for themselves and/or an accompanying third party speaks for them. If they do speak, they are inconsistent in the information they provide, including basic facts such as the address where they live
- Appear under the control/influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. Many victims will not be able to speak English
- Exhibit fear of the authorities
- Perceive themselves to be in debt to someone else or in a situation of dependence

Environmental indicators

- **Outside the property:** there are bars covering the windows of the property or they are permanently covered on the inside. Curtains are always drawn. Windows have reflective film or coatings applied to them. The entrance to the property has CCTV cameras installed. The letterbox is sealed to prevent use.
- There are signs the electricity may have been connected from neighbouring properties or directly from power lines.
- **Inside the property:** access to the back rooms of the property is restricted or doors are locked. The property is overcrowded and in poor repair.

Discriminatory abuse

This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment.

Hate crime can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well. It also includes not responding to dietary needs and not providing appropriate spiritual support. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse.

The government has recently published a four-year plan for tackling hate crime: Action Against Hate. Guidance: [Action against hate: the UK government's plan for tackling hate crime](#)

Antisemitism. With evidence that antisemitism is once again on the rise, The International Holocaust Remembrance Alliance (IHRA) are taking a leading role in combatting it. IHRA experts determined that in order to begin to address the problem of antisemitism, there must be clarity about what antisemitism is and have therefore agreed the following definition.

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities”.

Possible Indicators

Indicators for discriminatory abuse may not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse.

A person may reject his or her own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices, or make complaints about the service not meeting his or her needs.

Organisational abuse

Organisational abuse is the mistreatment, abuse or neglect of a person by a regime or individuals in a setting or service where the person lives or that they use.

Such abuse violates the person's dignity and represents a lack of respect for their human rights. Organisational abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affect the whole setting and deny, restrict or curtail the dignity, privacy, choice, independence or fulfilment of the individuals.

It can include neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within a person's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Organisational abuse can occur in any setting providing health or social care. A number of inquiries into care in residential settings have highlighted that organisational abuse is most likely to occur when staff:

- Receive little support from management
- Are inadequately trained
- Are poorly supervised and poorly supported in their work
- Receive inadequate guidance or where there is:
 - Unnecessary or inappropriate rules and regulations
 - Lack of stimulation or the development of individual interests
- Inappropriate staff behaviour, such as the development of factions, misuse of drugs or alcohol, failure to respond to leadership
- Restriction of external contacts or opportunities to socialise

Neglect and acts of omission

These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill treatment and gross misconduct. Neglect of this type may happen within a person's own home or in an institution. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional.

Possible indicators:

- Inadequate heating and/or lighting

- Physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing)
- Malnourished, has sudden or continuous weight loss and/or is dehydrated
- Cannot access appropriate medication or medical care
- Not afforded appropriate privacy or dignity
- Has inconsistent or reluctant contact with health and social services
- Callers/visitors are refused access to the person
- Person is exposed to unacceptable risk

Self-neglect

Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings including behaviour such as hoarding. Self-neglect is also defined as the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and sometimes to his or her community.

Possible indicators:

- Living in very unclean, sometimes verminous, circumstances
- Poor self-care leading to a decline in personal hygiene
- Poor nutrition
- Poor healing/sores
- Poorly maintained clothing
- Long toenails
- Isolation
- Failure to take medication
- Keeping large numbers of pets
- Neglecting household maintenance
- Portraying eccentric behaviour/lifestyles

NOTE: Poor environments and personal hygiene may be due to personal or lifestyle choice or other issues such as insufficient income.

Where does abuse take place?

Abuse can take place anywhere. For example:

- The person's own home, whether living alone, with relatives or others

- Day or residential centres
- Supported housing
- Work settings
- Educational establishments
- Care homes
- Clinics and hospitals
- Prisons
- Other places in the community

Who might abuse?

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the child or adult with care and support needs. A wide range of people may harm others. These include:

- A spouse/partner
- An adult with care and support needs
- Other family members
- Neighbours
- Friends
- Local residents
- People who deliberately exploit adults they perceive as vulnerable to abuse
- Paid staff or professionals
- Volunteers
- Strangers
- Gangs - small groups of people known to each other

Appendix 8:

Runnymede Borough Council

Designated Safeguarding Leads Committee

Terms of Reference

Purpose/Objectives of Meeting

The RBC Designated Safeguarding Leads Meeting will ensure an 'all age' approach to the protection of children and adults within the Borough.

These meetings will promote a culture of continuous improvement and collective learning through information sharing between the Designated RBC Safeguarding Leads to reduce and prevent the likelihood a person will experience abuse within Runnymede.

RBC will work in partnership with the safeguarding leads at SCC to ensure the organisation has its residents' safety at the forefront of its work, incorporating best practice and is compliant with Government legislation.

Following these meetings, the Designated Safeguarding Leads will be equipped with the skills and information to support and guide staff from across the organisation to ensure safeguarding concerns are reported to and actioned by the appropriate party, and in doing so, keeping the most vulnerable people in the Borough safe from all types of abuse.

Frequency

- Quarterly – Arranged in advance by RBC Head Safeguarding Lead

Method

- Preferably in person at the Civic Offices or via MS Teams

Duration of Meeting

- 60 minutes

Attendees

- RBC Head Safeguarding Lead (Chair)
- Designated RBC Safeguarding Leads (appointed by Corporate Heads of Service)
- SCC Safeguarding Leads (Runnymede Locality)
- RBC Community Safety Officer

It is expected that all regular attendees to these quarterly meetings will have completed up to Level 2 of RBC Safeguarding training, as a minimum.

Agenda Items

- Review of previous meeting's actions
- Legislative changes affecting the safeguarding of adults at risk and children
- Internal safeguarding risks, issues and lessons learned
- Opportunities to enhance and offer peer support across the organisation
- Safeguarding training including completion rates
- Information sharing and discussion of best practice
- Continual review of RBC safeguarding policy and procedures
- Discuss current on-going safeguarding cases – (cases to be anonymised)
- Audit of stored RBC safeguarding information
- Review of information and resources available to promote safeguarding in the organisation to staff and the Borough to residents

Confidentiality

No attendee shall disclose to any person or use for any purpose any confidential information discussed or receive during or relating to the meeting.

Inputs

- Previous Meeting's Minutes
- Safeguarding Action Log
- Safeguarding Central Record Spreadsheet

Outputs

- Minutes from Meeting to be shared with attendees and Corporate Heads of Service.
- Action Log
- Communications to Council staff
- Recommendations/Escalations to be taken to CLT for approval

The agenda, minutes, Action Log, and other paper associated with these meeting will be stored on the central Safeguarding X: drive. Permission to access this drive will be granted by the RBC Head Safeguarding Lead and actioned by RBC Digital Services.

Associated HR Sub-Group

On a half-yearly basis, a subgroup of Designated Safeguarding Leads will meet with HR to discuss and action plan for RBC staff-related safeguarding concerns. At these meeting the HR Safeguarding Central Record Spreadsheet.

End of Terms of Reference

For all information contained within this document contact:

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

Tel 01932 838383

email: community.services@runnymede.gov.uk

www.runnymede.gov.uk

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can be obtained via the
above contact details.



Search: Runnymede Borough Council

Review of Housing Assistance Policy and Creation of Tenure Neutral Policy (Community Services, Alice Foster)

Synopsis of report:

To provide the Committee with an update on the Home Improvement Agency service, delivered in Runnymede Borough Council. This includes gaining approval for the changes to the Home Improvement Agency Assistance Policy and moving to a tenure neutral service.

Recommendation(s) that:

the proposed Home Assistance Policy, as attached at Appendix 'A', and the move to a tenure neutral service for residents, led by the Home Improvement Agency, be approved.

1. Context of report

- 1.1 The Home Improvement Agency (HIA) provides a dedicated service for elderly and disabled residents who need extra help to undertake repairs and/or adaptations to their homes. The HIA supports residents throughout the entire grant application process and provides advice on any other assistance available. HIA is a non-profit making service and is funded by the Better Care Fund and resourced by the Council. The cost incurred by the Council is in principle reimbursed by the fees it charges for its services to residents.
- 1.2 In January 2023 a report was presented to Community Services Committee outlining the progress of the service over the previous 12 months, and the development plan for the next year.
- 1.3 This report outlines the progress made throughout the first part of 2023 so far, focusing on stage one of the development plan. This was to revise and update the Housing Assistance Policy.
- 1.4 The changes that have been made are outlined in this report and attached at Appendix 'A'. This report was also due to be considered by the Housing Committee on 7 June 2023, and any feedback will be reported verbally.

2. Report and, where applicable, options considered

Home Improvement Agency Assistance Policy – information outline and updates

- 2.1 In January 2023 the Committee report outlined that the current policy will be updated to provide more information on the wider range of grant options, following the Regulatory Reform Order (RRO).
- 2.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) provides general powers for housing authorities to provide assistance for housing renewal, including home adaptations. By publishing the Housing Assistance Policy under the RRO, housing authorities can use government funding for the Disabled Facilities Grant (DFG) more flexibly, primarily by providing support to residents via home adaptations, to help people continue to live independently in their

own home, as well as through other forms of assistance such as repairs and grant top up.

- 2.3 Under the RRO there is also the opportunity to consider potential wider use of funding, to deliver improved health outcomes for residents, provided that use is agreed with and in accordance with local Better Care Fund priorities. The Better Care Fund is managed locally by North West Surrey Alliance and Adult Social Care jointly, with officers of the Council contributing to the plans and priorities through attendance at the Local Joint Commissioning Group.
- 2.4 The Home Assistance Policy sets out the requirement to provide both mandatory and non-mandatory grants via the DFG, and how both are delivered against the legislation that sets out the requirements relating to DFG expenditure.
- 2.5 This flexibility enables the Council to support more residents, and make sure that the grants on offer are relevant to the Borough's needs and demographic. Runnymede are given approximately £874,000 annually to spend on disabled adaptations.
- 2.6 The mandatory grant available is the Disabled Facilities Grant (DFG). Residents can receive up to £30,000 towards adaptations to their home with the aim to support them to continue to live independently. This includes works such as wet rooms, stairlifts and access solutions, including ramps. For adults, this is a means-tested grant and is for residents who are disabled, elderly or vulnerable. Children are also eligible to apply for a mandatory grant and these are not means tested.
- 2.7 In addition to offering residents the mandatory DFG, Runnymede Borough Council provides a selection of discretionary grants to support vulnerable, disabled, and elderly residents. These are divided into two categories, "Minor Works and "Home from Hospital" grants. The policy explains the types of grants available in these strands, which include clearance grants, energy efficiency grants, relocation grants and a dementia living package.
- 2.8 Included within the policy is also a discretionary grant of £15,000 that can be used as a 'top-up' to the mandatory £30,000 available through the DFG. With material and labour costing considerably more now, plus the cost of living crisis impacting residents affordability in part funding works themselves, this top-up allows residents to receive all adaptations they need to live safely and independently at home.
- 2.9 Via the Home Improvement Agency team, residents are signposted to potential loan solutions where they are ineligible for a grant or where works exceed the limit of the funding available, including from Parity Trust, to support them with works to their property. Loans via Parity Trust are only available for homeowners.
- 2.10 One of the major changes to the Home Assistance Policy presented with this report, is the move to a tenure neutral offering following Ombudsman advice received by the Housing Business Unit in 2023. Taking the step to a tenure neutral process will provide consistency to residents, no matter their housing status and ensure all residents receive a fair, holistic assessment of their needs and appropriate adaptations.
- 2.11 As part of the move to a tenure neutral service, the next stage of this transition will include working in partnership with Woking Borough Council to determine the viability of extending the HomeLink Handyperson Service, in Runnymede, to incorporate support to Council tenants, with appropriate works funded either via existing Housing budgets, or where appropriate, paid for privately. The forthcoming

work in relation to the Handyperson service, is included within the Community Services Service Area Plan for 2023/2024.

- 2.12 For information, the Handyperson service is delivered by Woking Borough Council, in partnership with 3 other local authority partners.
- 2.13 In creating a tenure neutral policy, consideration has been given to appropriate levels of sign off for grant applications. The revised policy proposes the following sign off processes:
- All non-means tested grants will be approved by officers, in the case of Housing from an appointed Manager for all Council tenant applications; for all other applications, the Independent Living Manager and Deputy Head of Community Services.
 - All means tested grants, including the DFG, will be reviewed and signed off by the Corporate Head of Community Services and the Corporate Head of Housing, who will provide oversight and an independent view of applications within each other's area of responsibility. Where necessary, Adult Social Care or health system partners may be invited to join discussions relating to an application.
- 2.14 Following recent guidance on development of the management and use of Disabled Facilities Grant, the policy review now includes information on the Armed Forces Covenant (AFC) and how former service personnel can be supported. The HIA Team have attended training on this subject, and alongside the updated policy and knowledge from the team, they will be able to appropriately support applications for grant funding when required.
- 2.15 Finally, within the January 2023 report, Officers highlighted the intention to adopt a Trusted Assessor model. Foundations, the Governing Body for DFGs, recommend using a Trusted Assessor model to streamline the referral process, and ensure that OT (Occupational Therapy) resources are used most effectively, in more complex cases. The aim is to move towards a more holistic approach, to reduce waiting time for residents, better utilise OT resources, and offer a modern service.
- 2.16 It is intended to work towards the adoption of a Trusted Assessor model, that will be able to be used across all tenures, given that this approach provides an effective and timely way to progress more routine, yet urgent applications, for example a stairlift for a resident who is at risk of falls and lives alone.
- 2.17 As a result, the policy has been written with the inclusion of the use of Trusted Assessors in Runnymede, to enable this approach to be implemented later in 2023/2024.

Housing update provided by the Housing Team

- 2.18 Runnymede Borough Council's Housing Service proposed a Housing Adaptations Policy at the June 2021 Housing Committee meeting. However, following feedback from the Local Government and Social Care Ombudsman involving an individual housing case that had been escalated to them, a tenure neutral policy has now been identified as a requirement for the Council.
- 2.19 The Local Government and Social Care Ombudsman highlighted recent legislation, guidance and case law to the authority which had not been reflected within the policy.

- R (McKeown) v Islington LBC [2020] EWHC 779 (Admin); [2020] PTSR 1319
- R v Birmingham City Council ex p Mohammed [1999] 1 WLR 33, QBD
- Disabled Facilities Grant (DFG) delivery: Guidance for Local Authorities in England [2022] (DLUH&C, DH&SC).

- 2.20 External legal advice has been received from a Barrister at 4-5 Gray's Inn Square to support the development of the new and proposed policy.
- 2.21 Given the tenure neutral status of the new policy, whilst approval of the Home Assistance Policy is a responsibility of Community Services Committee, approval of the policy in relation to the Council's housing stock and tenants, will also be sought from Housing Committee.

Housing Assistance Policy next steps

- 2.22 As a requirement of adopting the RRO, public consultation will take place in Summer 2023 prior to the formal adoption of the new policy.
- 2.23 Consultation will be undertaken through the following channels:
- The Council's social media platforms
 - Consultation discussions to be held at RBC Day Centres with hard copy material available.
 - Consultation with Runnymede Access Liaison Group (RALG).
 - Promotion of the consultation via community notice boards
- 2.24 Member support with the consultation is welcomed, particularly encouraging residents in the communities they serve to engage in the process. Again, aware that some residents will not have access to technology, where required paper copies of the policy will be made available.
- 2.25 On the basis that the consultation is supportive of the policy, it will then be implemented. However, should there be any considerable changes required because of the consultation, a further report will be brought back to Committee.

3. Policy framework implications

- 3.1 The strategic focus of the Health & Wellbeing Strategy is placed under three main objectives with aim one 'Healthy Homes', linking directly and positively to the work the HIA Team carry out. The service supports residents to live safely at home, helping them to continue to live independently.

4. Resource implications

- 4.1 Moving towards a tenure neutral service is likely to have resource implications. These will firstly be on staffing. The HIA Team will be taking on a greater amount of work, with 3,000 additional social housing properties now included within the tenure neutral policy. The Team will work closely with Housing to share the workload and prevent any backlogs or delays due to resource.
- 4.2 There will also be resource implications on revenue costs for the Housing Team. This is because they expect to accept more applications for disabled adaptations due to the change in policy following the legislation.

5. Legal implications

5.1 None identified.

6. Equality implications

6.1 The HIA team supports disabled and vulnerable residents in Runnymede. It is implemented in accordance with the principles of the Council's Equality Objectives.

6.2 As part of the policy review, an Equalities Impact Assessment (Appendix 'B'), has been conducted to ensure we do not discriminate or disadvantage any residents. It also helps to promote equity within the service.

7. Environmental/Sustainability/Biodiversity implications

7.1 Environmental sustainability is achieved through the processes in delivering the service to residents (e.g. reduction in use of cars to appointments etc.), but more so through the materials and contractors that are used to complete works specified. This has been included within the work ongoing relating to the procurement of contractors to deliver works within residents' homes, following the award of grant funding. In doing so, environmental impacts and mitigation is included within procurement processes.

7.2 Equally, the potential in the future to reuse equipment that has been installed, such as stairlifts and ramps, would promote a more sustainable delivery model. Options relating to this are being considered when reviewing future procurement requirements.

8. Conclusions

8.1 This report outlines progress and changes made to the Housing Assistance Policy, including the use of the DFG and the impact of the RRO.

8.2 The policy update includes a breakdown of all grants, how to access them, and the suitability criteria. Following an update from the Housing Team, the policy describes the change to becoming a tenure neutral service.

8.3 This report also outlines the next steps for the HIA Team, including changing the Handyperson service to tenure neutral and beginning to adopt a Trusted Assessor model over the next 12 months.

8.4 The Home Improvement Agency and availability of grant funding to residents of all ages, is important in supporting residents to live independently in their own home. It is also a key component of how the Council now works within the integrated health and care system, in support of planned hospital discharges.

8.5 The work of Community Services and Housing business units to create a tenure neutral policy and associated processes, highlights their collaborative approach in the delivery of the Council's Health and Wellbeing strategy, and their commitment to providing the best possible level of service to residents.

(To Resolve)

Background papers

[\(Public Pack\)Agenda Document for Housing Committee, 07/06/2023 19:30 \(runnymede.gov.uk\)](#)

RUNNYMEDE BOROUGH COUNCIL

Home Improvement Agency Assistance Policy

Review due:

1. Introduction

1.1 The Home Improvement Agency Assistance Policy sets out the financial assistance that will be provided to private homeowners and private tenants in Runnymede Borough Council who are seeking assistance from the Home Improvement Agency Team. It also sets out the assistance available to Runnymede Residents living in Social Housing properties.

1.2 It outlines the procedures introduced in response to the adoption of the Runnymede Private Sector Reviewal Strategy 2019 – 2024.

1.3 The Council's obligations, powers and duties in relation to the provision of financial assistance for repair and adaptations are contained within the Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. Central Government provision for Disabled Facilities Grants (DFGs) and the Handyperson Service (HPS) is allocated to the Council through the Better Care Fund (BCF) via Surrey County Council (SCC) and North West Surrey Clinical Commissioning Group (NWSCCG). This policy provides flexibility to deliver an adaptations programme, according to local priorities and available resources.

1.4 The overall aims and objectives of the Home Improvement Assistance Policy are:

- To assist low income, elderly or disabled persons whose homes are in need of urgent repair, to make their homes safe to live in
- To support the adaptation of disabled people's homes to enable them to live independently and ensure their homes are suitable for their needs or support disabled people to move to an alternative home that will better meet their needs
- To assist low income elderly, disabled, families with children who are homeowners and private tenants to tackle energy efficiency and fuel poverty
- To assist residents who have been discharged from hospital back to their homes to minimise bed blocking and support recovery from illness
- To provide a subsidised home repair service through a Handyperson Service (HPS) to enable residents to maintain a safe and secure home environment
- To make best use of the Council's property assets so that the long-term benefit derived from the housing stock is preserved for future use.
- Ensure residents have a full understanding of the parameters within which decisions are made

1.5 The underlying principles of the Policy are:

- Homeowners should, in the first instance, be responsible for improving and maintaining their homes. Financial assistance from the Council is only appropriate where homeowners do not have the means to do so. Private tenants should first consult with their landlord, who is responsible for maintaining and repairing properties.
- All Social Housing tenants should follow this policy when applying for adaptations to their property
- The Council's financial assistance scheme must provide best value. The Council must use its public funds prudently and effectively. Loans will be provided in preference to grant aid where this is considered appropriate and affordable for the homeowner. As the loans are ultimately repayable, the Council will be able to assist more people and improve more homes by this method. Grant aid will only be provided where loans are not appropriate
- Any financial assistance scheme cannot assist all homeowners in need, or even address all cases of unsatisfactory housing. The financial resources available to the Council are limited and grant assistance is only available in certain circumstances that have been designed to address the priorities set out below

- Repair or adaptation of a property for the existing occupier may not always be the most reasonable and practical solution. In handling applications for assistance the Council will have to assess the appropriateness of the case and give consideration to alternatives such as re-housing or re-location.

2. Financial Assistance

Disabled Facilities Grant (DFG)

2.1 The Council has a statutory obligation under the Housing Grants, Construction and Regeneration Act 1996 to administer mandatory DFGs to provide aids and adaptations to enable disabled residents to live independently in their own homes.

2.2 The eligibility criteria, scope of the works and general requirements governing DFGs are prescribed by the Government and the Council is unable to deviate from these requirements.

2.3 To be eligible for a grant:

- The applicant must either be a home-owner or tenant, including private tenants, local authority and social housing tenants
- The applicant or beneficiary of the adaptation must be registered disabled or eligible to be registered
- A written recommendation from an Occupational Therapist or Trusted Assessor, that adaptation works are necessary and appropriate to meet the needs of the client for one or more of the following purposes:
 - i) Facilitating access to and from the dwelling or building by the disabled occupant;
 - ii) Making the dwelling or building safe for the disabled occupant;
 - iii) Access to the principal family room by the disabled occupant;
 - iv) Access to or providing a bedroom for the disabled occupant;
 - v) Access to or providing a room containing a WC for the disabled occupant or facilitating the use by the disabled occupant of such a facility;
 - vi) Access to or providing a room containing a bath or shower for the disabled occupant or facilitating the use by the disabled occupant of such a facility;
 - vii) Access to or providing a room containing a wash hand basin for the disabled occupant or facilitating the use by the disabled occupant of such a facility;
 - viii) Facilitating the preparation and cooking of food by the disabled person;
 - ix) Improving or providing a heating system for the disabled person;
 - x) Facilitating the use of or power, light or heat by the disabled person by altering same or by providing additional means of control;
 - xi) Facilitating access and movement around the dwelling to enable the disabled person to provide care for someone;
 - xii) Making the dwelling or building suitable for the accommodation, welfare or employment of the disabled person
 - xiii) Facilitating access to and from the garden by a disabled occupant, or making access to the garden safe for a disabled occupant

2.4 If an Occupational Therapist or Trusted Assessor assessment is undertaken and recommendations made, the Council may review the recommendation before a formal application is received. Consideration will be given to whether the proposals are "reasonable and practical". If a private Occupational Therapist has provided the recommendation, the Council will consult with the Social Services Authority as required under the Housing Grants, Construction and Regeneration Act 1996.

2.5 As referenced above, Trusted Assessors will be utilised for assessments where appropriate. For further information on the instances that a Trusted Assessor will be used instead of an Occupational Therapist please discuss this with a member of the Home Improvement Team at the point of referral.

2.6 Means Testing (Appendix A)

The applicant and their spouse/civil partner/common law partner shall be means tested to determine what contribution (if any) they will be obliged to make towards the costs of works. Means testing shall not be applied where the beneficiary of the adaptation is under 19 years of age.

2.7 Grant financial limits

The maximum amount of grant is set by central government and is £30,000. Where a financial contribution is required, the level of grant will be reduced by the amount of any assessed contribution towards the cost of the works.

2.8 Grant conditions

It is a condition of the grant that the applicant or a member of the applicant's family will occupy the dwelling as an only or main residence throughout the grant condition period. The grant condition period lasts for five years from the date certified by the Council that works are satisfactorily completed.

A condition regarding repayment will be attached where the grant exceeds £5,000. The repayment condition will be applied where the property is disposed of (whether by sale, assignment, transfer or otherwise) within 10 years or if there is a change of ownership within 10 years of the completion of the works. Repayment will be limited to £10,000. If subsequent loans grants are made, the total of both will be taken into account. The charge does not apply for Social Housing residents.

Where a grant is subject to repayment conditions then the Council will take the following into account when asking for repayment:

- The extent to which you would suffer financial hardship;
- Whether the sale is to enable you to take up employment, or to change location of your employment;
- Whether the sale is being made for reasons connected with your physical or mental health or well-being;
- Whether the sale is being made to enable you to live with or near a person who is disabled or infirm and in need of care which you will provide;
- Whether the sale is made to enable someone to provide care for you.

Having considered all these factors the Council must be satisfied that repayment is reasonable in the circumstances.

These conditions only apply to privately owned properties.

2.9 Additional information relating to Social Housing properties

The Council will not usually replace adaptations in a property where they have been removed by the current resident. If they are required, it will be at the Council's discretion where to reinstall, and the cost may be recharged to the resident.

For social housing tenants, where a home has been adapted for a specific resident who no longer lives there, the Council will try to identify a suitable tenant for the property. In the event that this is not possible, the property may be let with adaptations in place, and these will not usually be removed at the request of the new resident. The property will be advertised and let as such unless there is a prior agreement in writing from the Council to carry out works. Where a resident living in an adapted property is being moved because of

redevelopment or refurbishment of their home, essential adaptations will be carried out in the new home being offered. This is most likely to apply to residents of previously converted housing, older properties and Independent Retirement Living schemes which require refurbishment.

During planned works, the Council will maintain any existing adaptation or fixed equipment if it is still needed for the household. The Council may remove semi-portable equipment or minor adaptations such as a handrail, stair lift or specialist shower if no longer needed due to a permanent change in the household requirements. Fixed adaptations such as structural alterations or concrete ramps will be retained and maintained.

Pavement crossovers and hard standings will be considered if recommended by an OT. If the Council does commit to completing the work, these requests are subject to approval by the Planning Department and Surrey County Council Highways.

There is no statutory duty to grant works to communal areas. Where works are both necessary and reasonably practical, the Council will consider essential access requirements. Such proposals may require the consent of other residents and must not compromise other residents' safety and will therefore be risk assessed on a case-by-case basis. In Social Housing, the Council will consider the cost and practicality of making provision for residents' mobility scooters and whether it is appropriate to offer alternative accommodation. Requests for the provision of a mobility scooter store without any other adaptations will be considered by a Trusted Assessor at the Council regarding a Surrey County Council Occupational Therapist.

Where a tenant requests a mutual exchange or transfer from their adapted property to one that is not adapted the Council are likely to decline the request unless there is evidence that the adaptations are no longer required. The Council may not carry out further adaptations to the subsequent property unless there are extenuating circumstances. When tenants request a mutual exchange, the incoming tenant will be expected to have an OT recommendation for any installed adaptations.

Tenants wishing to carry out their own adaptations, including making provision for a mobility scooter, need permission from the Council before any work is carried out. The resident must;

- Ensure proposed work is carried out by a fully competent qualified contractor
- Conform to the appropriate regulations and legislation
- Be responsible for putting right any damage relating to the works being carried out
- Contact the Council Home Improvement Agency Team upon completion of any work so an inspection is carried out
- Provide the Council with any relevant certificates of the work upon completion
- Maintain and repair any equipment or fittings they have installed

3. Discretionary assistance

3.1 In addition to providing mandatory DFG's, the Council has the power to offer discretionary financial assistance by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. Using these powers, the Authority has agreed to offer discretionary grants for private sector residential adaptations in certain specific circumstances and where funding permits.

3.2 The policy has been revised in response to increased funding, through the Better Care Fund, and in line with recommendations made to Surrey councils through Foundations (national Home Improvement Agency charity) Adaptation and Equipment Report 2017.

3.3 Any discretionary assistance will only be considered having regard to the financial resources available at the time.

4. Minor Works Assistance

4.1 Small grants are available on a discretionary basis, within an annual budget limit, to assist low income, vulnerable homeowners and tenants to carry out small scale works of repair or improvement which address their health, safety and security needs or otherwise essential minor repairs to improve the condition of the home.

4.2 These grants are only available for works administered by our HIA and only in circumstances where there is no other funding available to carry out the works.

- Maximum grant is £5,000 plus any VAT chargeable and fees payable to the Home Improvement Agency.
- No more than £6,000 (plus VAT and/or Fees) can be payable in regard to the property within a 3 year period.
- Applicants must be over 60, disabled or otherwise vulnerable.
- Applicants must have lived in the property for a minimum of 2 years prior to the application.
- Applicants with savings of more than £23,250 will not be eligible.

4.3 Applicants must be in receipt of, or eligible for, a means tested benefit; or be proven not to be able to afford the works. If the applicant has sufficient capital, they will be expected to use their own resources and not apply for a grant. However, assistance can be provided with organising the works for a fee.

4.4 Adaptation work that the Council could carry out to an individual flat or house which otherwise meets the current household needs includes:

- Installation of grab rails in various locations throughout a property
- Installation of access steps/ramps to front and rear entrances
- Additional internal banister rails
- Additional external handrails
- Installation of lever taps
- Installation of over-bath shower facilities.

All adaptations for Social Housing properties will be subject to suitability.

5. Minor Works – Clearance

5.1 Small grants are available on a discretionary basis, within an annual budget limit, for complex social support for “extreme” cleans where there may be hoarding issues, but not filthy and verminous. The grant is aimed to support vulnerable clients in private dwellings with significant hoarding that impact on the client’s well-being and neighbouring properties.

- £1500 towards clearing a home
- Residents will be assessed to check they do not have more than £23,500 in savings
- The grant is a one-off payment, and cannot be applied for multiple times
- Payment can be made to the caseworker or cleaning company direct
- Referral must come from Environmental Health and/or Adult Social Care
- Referral must include the reason why the funding cannot come from Adult Social Care
- Resident must have a dedicated caseworker from Environmental Health (EH) and/or Adult Social Care (ASC) who will coordinate the approach
- Approach will be coordinated by the referrer (EH or ASC)

- Specialised hoarding company must be used for the de-cluttering
- On-going support should be put in place to support any relapses e.g. CBT, group therapy, peer support
- Fire service involved if needed

6. Energy efficiency grant

6.1 Small grants are available to support residents in replacing or repairing central heating boilers and heating systems.

6.2 These grants are for urgent minor repairs and energy efficiency top up grants and are only available for works administered by HIA and in circumstances where the resident has no alternative means of self-funding. Residents must check works cannot be completed by their insurance company before applying. The eligibility criteria is:

- Maximum grant is £2,000 plus any VAT chargeable and fees payable to the Home Improvement Agency.
- No more than £6,000 (plus VAT and/or Fees) can be payable in regard to the property within a 3 year period
- Applicants must be over 60, disabled or otherwise vulnerable
- Applicants must have lived in the property for a minimum of 2 years prior to the application
- Applicants with savings of more than £23,250 will not be eligible
- Applicants must be in receipt of, or eligible for, a means tested benefit; or be proven not to be able to afford the works. If the applicant has sufficient capital, they will be expected to use their own resources and not apply for a grant. However, assistance can be provided with organising the works for a fee.

For Social Housing tenants, boilers and heating repairs and installations are covered under the obligation of the Council in relation to tenancy.

7. Feasibility grant

7.1 A feasibility grant can be used:

If an Occupational Therapist assessment is undertaken and recommendations made for a DFG, and

- You qualify financially for a mandatory DFG, and
- If you need to get a structural survey done for more complex disabled adaptations , or
- To investigate other options in line with the OT's recommendation so you get the most suitable adaptation

7.2 There is a limit of £5,000 for this grant and where proposed works are feasible it will be applied to the DFG. For example if a person has a £5,000 feasibility grant then the maximum mandatory DFG would be £25,000.

7.3 A DFG means test will be undertaken for the disabled person and any partner to determine eligibility for this grant. If the disabled person is a child, the parents or legal guardian are not means tested.

8. Relocation Grant

8.1 Where it is assessed that adaptation works required to a property relating to a disabled person are uneconomical or considered unreasonable and/or impracticable having regard to

the age and condition of the dwelling or building, the Council has discretion to provide grant aid to assist in the reasonable costs associated in moving to a pre-adapted or more easily adaptable property.

8.2 These costs may include:

- Removal expenses
- Legal costs
- Valuation costs

8.3 These costs will not include those related to the purchase of a home, such as stamp duty or a deposit.

8.4 To qualify:

- The applicant must be either an owner-occupier or tenant. This includes tenants in both private and council owned properties.
- The relevant person must be a disabled person within the household, registered or eligible to be registered with Adult Social Care.

8.5 There is a limit of £10,000 for this grant per application. It will also be possible to apply for DFG for the new property, however to a maximum combined value of £30,000 if within Runnymede borough. For example if a person has a £10,000 relocation grant then the maximum DFG at that new property would be £20,000.

8.6 The Council reserves the right to place a legal charge on the property, for repayment of this grant, if the property is sold or ownership transferred within ten years of the award in line with the Regulatory Reform Order.

8.7 A DFG means test will be undertaken of the disabled person and any partner to determine eligibility for this grant. If the disabled person is a child, the parents or legal guardian are not means tested.

9. Discretionary Adaptation Assistance (DAA)

9.1 In some cases the extent of the aids and adaptation required for a disabled applicant is extensive and the total cost of the work may exceed the amount available under the DFG regime. Where the additional funding cannot be met by SCC, the housing association (where applicable) or the disabled occupant and all other sources have been exhausted, consideration will be given to providing the necessary top-up funds.

9.2 The Discretionary Adaptation Assistance (DAA) grant can be used for the following:

- Where the Disabled Facilities Grant (DFG) isn't enough to pay for the works needed
- Where the works aren't covered under a Disabled Facilities Grant (DFG), such as adapting or making a home safe to allow a hospital discharge
- For getting adaptation works done quickly for a terminally ill patient
- For repairing adaptations that are already in the property

The maximum grant available is £15,000.

9.3 To qualify for DAA the client must have, but not limited to:

- An Occupational Therapy assessment or a referral from a health professional
- Savings of less than £23,500
- Means test completed
- Surveyor specification, detailing the work required

- Contractor estimates for the works
- Owner permission received from a landlord (if applicable)
- Risk assessment from OT, determining the risks if the works do not take place

Where DAA is required, approval is subject to a panel of Head of Community Services, Head of Housing and Adult Social Care. Should there be other health partners involved with a case, they will also be invited to discuss specific applications.

9.4 Conditions of the grant

A repayment condition will be applied where the property is disposed of (whether by sale, assignment, transfer or otherwise) within 10 years or if there is a change of ownership within 10 years of the completion of the works. Repayment may be waived if there are exceptional circumstances requiring the sale or disposal and repayment would cause exceptional hardship.

This charge only applies to residents that privately own their homes.

10. Dementia Living Package

10.1 Small grant available under the Discretionary Adaption Assistance Scheme, for residents with a diagnosis of Dementia. To provide assistance for items such as improvement of lighting and colour contrasts, signage, equipment, improve internal and external access.

10.2 The qualifying conditions are the same as the Discretionary Adaption Assistance grant, but the maximum contribution is up to £3000.

10.3 This budget will be ringfenced each year and is subject to sufficient funds being available.

11. Home from Hospital Package

11.1 Small grant available under the Discretionary Adaption Assistance Scheme. This grant is for fast tracked repairs for people awaiting discharge from hospital or immediately after hospital discharge. Referrals should be by hospital staff or other health and social care professional. Referrals for assessment of need also able to be made by Social Prescribing Officer and Handyman service.

11.2 The maximum grant available is £7500. Funding only available to residents awaiting discharge from Hospital or Hospice or who have been discharged no more than 14 days previous. Funding is available for adaptations to properties including the express installation of stair lifts and ramps(whenever possible)

12. Disabled Facilities Loan

12.1 You may be able get a Disabled Facilities Loan if you:

- Own your home
- Already have a Disabled Facilities grant (DFG) or a Discretionary Adaptation Assistance (DAA) grant but need extra money to do the works

12.2 Grant financial limits

The maximum loan available is £20,000. The interest rates are 0%.

12.3 Conditions of the loan

If you sell your property, you will have to pay back any outstanding balance on the loan. The term of the loan can be between 1 and 15 years, depending on how much you can afford to pay back each month.

13. Home Trust Loan Scheme/Major Works Loan (applicable to homeowners only)

13.1 The Council offers a subsidised loan to homeowners to improve and renovate their homes. The loan sits alongside the existing discretionary grant policy and can help finance works where the applicant would be excluded by the stricter eligibility criteria for a grant.

13.2 Runnymede Borough Council is working in partnership with Parity Trust. Parity Trust is a socially responsible, not-for-profit lending organisation. By working with Parity Trust, a low-cost lending scheme, subsidised by the Council is available for home repair or maintenance.

13.3 These loans for up to £25,000 are available for elderly and disabled homeowners who would otherwise be unable to carry out the works.

- The homeowner must be in receipt of a means tested benefit or otherwise have insufficient capital or income to be able to finance the total cost of the essential works privately (this will be established by application of the means testing calculation currently used for Disabled Facilities Grants)
- The homeowner must either be disabled or be a person of 60 years or over, (if a couple, the older person being 60 years or older).
- The work needs to remedy repair or serious defects and will be inspected before approval is given.

13.4 The interest on the loan is fixed for the life of the loan at a low rate (typical APR of 5.63% as of June 2023). Parity Trust will do a full financial assessment and repayments will be set at an amount you can afford. If you do not qualify for a Home Trust Loan, Parity Trust may be able to offer advice on other options available to you including other low cost, non-subsidised, loans.

13.5 The loan will be secured against your property and applicants must be understanding that their home may be repossessed if they do not keep up repayments on a mortgage or other debts secured against it.

14. Runnymede Renewal Loan Scheme (applicable to homeowners only)

14.1 Runnymede Borough Council will provide secured loans on a discretionary basis in accordance with legislative processes to elderly and disabled owner occupiers who do not qualify for a Home Trust Loan. The property must be classified as having a Category 1 or 2 hazard (as defined by the Housing Act 2004) and be subject to an improvement notice. The Council may undertake “works by agreement” after service of a statutory notice requiring those works to be carried out.

- The homeowner must either be disabled or be a person of 60 years or over, (if a couple, the older person being 60 years or older).
- The loan can only be for the cost of works together with ancillary costs that are needed to remedy the identified hazard(s), plus any VAT chargeable and fees.
- No interest will be applied to the first £6,000 of the loan. For amounts in excess of £6,000, interest on the amount over £6,000 at 5% per annum will be added to the repayable amount each 1st April following the first anniversary of the loan being made.

- Repayment of the loan may be deferred until such time as the person named on the loan and partner (if applicable cease living at the property).
- Any partial voluntary repayments that the client may wish to make will be deducted from the loan, reducing in the interest-bearing element first. No charge or penalty will be applied to voluntary repayments.
- Clients will be sent an annual statement detailing the amount of the loan or loans, together with any interest accrued.
- The Notice will be recorded as a charge in the local land charges register. Repayment will be recovered when the property is disposed of.

15. Application Process and Grant Conditions

15.1 As part of a grant of loan, there will be general conditions attached. They are as follows:

- A minimum of two estimates are required, or where appropriate the Council's schedule of rates with specialist contractors e.g. stair lifts.
- A formal decision will be provided within 3 months for applications to Minor Works Assistance and Discretionary Adaptation Assistance funding schemes
- A formal decision on Mandatory DFG applications will be provided within no more than 6 months.
- Any grant approval will include fees and client contribution.
- The client contribution must be paid before work commences.
- The aggregate of interim or staged payments must not exceed nine-tenths of the amount of the grant.
- The assisted works must be completed within twelve months from the date of approval, or such further period as the Council may allow.
- The assisted works must be carried out in accordance with such specifications as the Council determine.
- The assisted works must be carried out by the contractors that submitted the estimates upon which the assistance was approved.
- The assisted works must be executed to the satisfaction of the Council.
- The Council must be provided with an acceptable invoice, demand or receipt for the works and any professional fees or charges.
- Advance payments will only be made with the prior approval of the Council before works commence e.g. if contractors request stage payments.
- Unforeseen works will be regarded as additional works which could not have been reasonably foreseen at the time of approval but are necessary and can only be approved with the agreement of the Council.
- Works eligible for funding through an insurance claim will not receive assistance.
- The dwelling or home must be occupied as the applicant's main residence. The applicant must also certify that they intend to remain in the property for 5 years.
- Repayment of the grant is required should the home be sold or transferred within 10 years of the date that the works are certified as being complete.
- To assist with recovery in the event of a breach a grant condition, a charge will be registered on the local land charges on houses where the grant exceeds £5000.

16. Home Improvement Agency

16.1 The Council provides a Home Improvement Agency (HIA) –to provide a dedicated service for elderly and disabled residents who need extra help to undertake repairs and/or adaptations to their homes.

16.2 The HIA will assist residents through the whole grant application process and provide advice on other assistance available. The HIA officers and surveyors visit the client in their own home to:

- Assist with completing application forms
- Undertake the financial check to establish the client's eligibility for a grant
- Meet with the Occupational Therapist (OT) to agree how the adaptation will be done in accordance with the OT assessment
- Undertake the function of Trusted Assessors in relation to minor adaptation and works
- Prepare schedules of work, detailed drawings and contract documents
- Help in finding suitable and reliable builders/ contractors and in obtaining competitive quotes
- Supervise the works
- Obtain the required Local Authority Planning and Building Regulations approvals where necessary for major schemes

16.3 The HIA service is non-profit-making. It is jointly funded by SCC, NWSCCG and the Council. It is also partly funded through the fees it charges for its services.

17. Handy Person Service

17.1 Runnymede Borough Council work in partnership with Spelthorne, Surrey Heath and Woking Borough Councils to provide a Handyperson service to residents of the borough. The service operates under the service title Homelink, with Woking Borough Council the lead partner borough, responsible for the coordination and delivery of the service.

17.2 The core objective of the service is to provide a low-cost Handyperson service. The service is for elderly, disabled and vulnerable residents to undertake minor works of home repair and home safety such as:

- Minor aids and adaptations
- Fitting of half steps and galvanised rails to access doors
- Home security work, including key safes, door chains and spy holes
- Installing smoke or carbon monoxide alarms
- Electrical jobs such as changing light pendants, installing or replacing an extractor fan
- Plumbing work such as replacing taps or washers
- Small DIY jobs including changing light bulbs, hanging curtains or blinds, putting up shelves, changing toilet seats, assembling small items of furniture and draught proofing.

17.3 This service is open to homeowners or private tenants in Runnymede who meet any of the following criteria:

- Are aged 60+
- Have a disability
- Are vulnerable in some other way, or
- For tenants, we can only help if the work would normally be your responsibility, rather than your landlord's.

18. Appeals and Approval Process

18.1 Any applicant wishing to appeal against a decision on the provision or recovery of financial assistance may appeal in writing to the Corporate Head of Community Services or Corporate Head of Housing.

18.2 Any person wishing to complain about the level or standard of service provided should follow the Runnymede Borough Council complaints scheme.

18.3 Non-means tested grants for privately owned properties, private rented and housing association properties will be approved by the management of the Home Improvement Agency. Residents residing in Social Housing will be approved by members of the Housing Management Team.

18.4 All means tested grants will be ratified by a panel made up of the Head of Community Services and Corporate Head of Housing.

19. Communication and Consultation

19.1 Throughout the process, residents from all tenures will be provided with clear and comprehensive advice and information, with the aim for a single point of contact. Prior to the adoption of this policy and any future amends, this policy will be brought to Committee for approval.

19.2 When works to all properties are approved, the council will consult with residents, explaining the scope of the work and how long it is likely to take to complete.

19.3 Where adaptations are refused or declined by the resident in favour of a move to alternative accommodation, the Council will provide support during this process.

19.4 The Council will actively promote this policy and the adaptations service through a range of media including (but not limited to) leaflets, posters, newsletters and the Council website.

20. Armed Forces Covenant

20.1 The Armed Forces Act 2021 places legal duty on specific public bodies to have due regard to the principles of the Armed Forces Covenant when exercising certain statutory function. This includes the Disabled Facilities Grant.

20.2 Runnymede Borough Council will follow the guidance set out in the Armed Forces Covenant when working with and dealing with applications for DFGs with families and individuals in the Armed Forces.

20.3 The Armed Forces Covenant details further information on the legislation and guidance that Runnymede Borough Council will follow.

21. Equality and Diversity

21.1 In producing this document an Equality Impact Assessment (EIA) has been carried out.

21.2 An EIA is a way of assessing the impact, or likely impact, that a particular policy, procedure or decision will have on particular groups. This is used to assess whether in making the decision whether the Council has complied with its public sector equality duty under S149 of the Equality Act 2010 (as amended) to; eliminate discrimination and any other conduct that is prohibited under this act and to advance equality between those who share a protected characteristic.

21.3 The EIA is available on request through the Home Improvement Agency Team.

22. Version Control

Version Number	Date Amended	Comments	Date Approved	Author	Approved By
V1	April 2023	First draft of joint policy created with by the Home Improvement Team with support from Housing		Alice Foster & Andy Vincent	

Appendix A

Resources guidance for means testing for Disabled Facilities Grants

For Disabled Facilities Grant (DFG) applications made on behalf of a child, or for adult applicants who are in receipt of a 'passporting benefit' *, the mandatory DFG grant will pay for the reasonable cost of works and fees up to a maximum of £30,000.

In all other cases, DFG applications are subject to a statutory financial means test. The assessment looks at the resources of the disabled person (the relevant person) and their spouse/ partner and their dependents. The test is used to determine how much, if anything, the relevant person is required to contribute towards the cost of the works. The applicant must pay their contribution (calculated by the means test) towards the cost of grant-eligible expenses.

Where the applicant (the owner or tenant of the property) is not the disabled person, it is the disabled person (together with their spouse/ dependents etc.) who will be means tested and who will be required to declare, and provide documentary evidence of, all income, savings and capital.

Passporting Benefits

Adult DFG applicants who are in receipt of one of the following benefits will be 'Passported' to receive the reasonable cost of the eligible works and fees, without undergoing a financial means test.

- Income Support
- Income based job seekers allowance
- Income related employment and support allowance
- Guarantee pension credit
- Working/Child tax credit – income (for tax credits) below £15,050
- Housing Benefit
- Universal Credit

Appendix B

Definitions

Definition of vulnerable households

Vulnerable household groups targeted for assistance are those who may be particularly at risk of suffering health and safety problems as a result of poor housing conditions in situations where they do not have the resources or support to undertake remedial action themselves. Married couples and partners are treated as a single person when living at the same property and both sets of finances are taken into account.

Applicants must be:

- In receipt of a means tested benefit (as set out below) which will mean no contribution to make towards the cost of works, subject to the grant maximums. In addition to the income related benefits that are 'passporting benefits' for a DFG or;
- Have the state retirement pension as their main source of income with savings of less than £15,000, or be subject to a means test which closely follows the statutory test for DFG's
- The test looks at an applicant's income and capital and their ability to meet the cost of the works from their own resources.

Eligible benefits

- Income support
- Income-based employment & support allowance (not contribution based ESA)
- Income based jobseeker's allowance (not contribution based JSA)
- Working tax credit and/or child tax credit (where your annual income is below the income threshold to attract the maximum tax credit amount)
- Housing benefit
- Guaranteed pension credit (not savings pension credit alone)
- Universal credit

Definition of "reasonable and practical"

The definition below is taken from "Disabled Facilities Grant delivery: Guidance for local authorities in England".

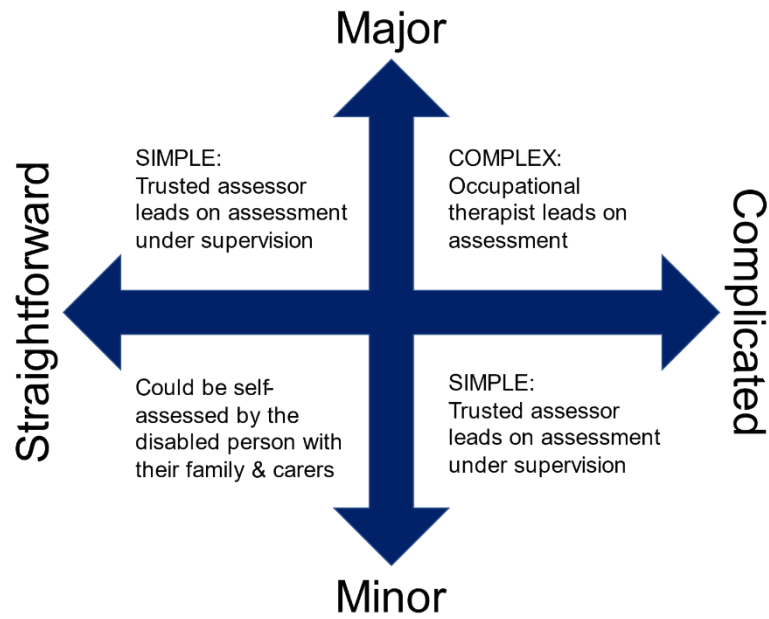
Where the relevant works have been judged to be necessary and appropriate, the housing authority then has to consider whether it is reasonable and practicable to carry out the works having "regard to the age and condition" of the property. The reason for this test is that it may not be a good use of resources to award a DFG to adapt an old, run-down building. Each application should be considered on its own merits but where a home is in serious disrepair or beyond economic repair then a housing authority may consider that the relevant works are not reasonable and practicable. In these cases, it would be good practice for local authorities to provide information and advice to the applicant on their housing options. Other issues, such as whether the property is otherwise suitable for the disabled person are not relevant considerations.

Triaging

Foundations, the National Body for DFGs and HIAs in England, and the Government DFG guidance recommends that authorities use a triage system to make an initial assessment of the complexity and urgency of the case.

All referrals will be triaged as the following:

- Urgent & simple
- Non-urgent & simple
- Urgent & complex
- Non-urgent & complex



Authorities are recommended to treat cases as urgent in the following circumstances:

- Coming out of hospital and at risk
- Living alone and at risk
- Severe cognitive dysfunction and at risk
- Living with a carer who is elderly or disabled
- Living without heating or hot water and at risk
- Limited life expectancy

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Home Improvement Assistance Policy	Alice Foster & Andy Vincent

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?

This policy will set out how disabled adaptations and grants for council owned properties and privately owned properties will be dealt with. The Council is committed to supporting tenants to live independently within their own homes where possible. The increase in demand for social housing requires a greater focus on supporting tenants to consider how their housing needs may be met in the longer term and this policy clarifies that.

This policy is aligned with the Disabled Facilities Grant process, the Council’s approved Housing Allocation Scheme and the objectives of making best use of stock, ensuring Best Value and responding to the housing needs in the area.

RBC’s stated objective it to operate a service that offers suitable, practical and cost-effective solutions that meet tenants’ assessed needs, ensuring their safety, well-being and quality of life.

Assessments are completed by Occupational Therapists (OTs) or a Trusted Assessor in line with their good practice guide and a referral is submitted to the Home Improvement Agency (HIA), outlining the work required. The Home Improvement Agency Team then follow their process to put these adaptations in place for the residents. The HIA Team work closely with the Housing Team to ensure all adaptations are suitable.

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 for 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 policy seeks to promote fairness, transparency and equality in responding to requests for adaptations for all residents in Runnymede. With one policy for all residents, we have a tenure neutral service, meaning all residents will receive the same answers and options to support them to live independently and safely in their homes.

The DFG and discretionary grants outlined in this policy are for disabled, elderly and vulnerable residents. This policy helps to support these residents and promotes independence in their homes. Creating a tenure neutral service will support RBC to not discriminate against residents based on their tenure as all residents will have access to the same level of support, where appropriate.

The increase in demand for social housing requires a greater focus on supporting tenants to

consider how their housing needs may be met in the longer term. RBC is committed to enabling tenants to remain living independently within their own home.

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 of 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 policy provides assistance to elderly and disabled people including specific financial provisions for disabled persons aged 19 and under. The purpose of the policy is to ensure that the Council's policy complies with all legislation and its approach is tenure neutral. The policy will ensure that all residents can make funding applications (subject to some means testing) irrespective of their tenure in the private or public sector thereby benefitting people with Protected Characteristics.

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

Date completed: 11th May 2023

Sign-off by senior manager: Andy Vincent

EQUALITY IMPACT ASSESSMENT

SCOPING

1. What aspects of the policy function or activity are particularly relevant to equality? Other aspects should not necessarily be excluded from the assessment, but attention should be focused on the most important areas and include which of the equality strands the policy function or activity is relevant to. Diversity within the strands should also be considered. Please consider whether any comments made in Part B of the Screening form are relevant here.

The Disabled Facilities Grant (DFG) and discretionary grants are for residents who are disabled, elderly or vulnerable.

Moving towards a tenure neutral service will support RBC to ensure all residents have access to the same resources and support. As the service is means tested residents are treated with equity, and those who can contribute to their adaptations, will. Those who can't pay no contribution to the works.

The discretionary grants allow us to offer a more varied selection of support. This includes dementia grants, clearing grants for hoarders and minor works grants that are not means tested.

The policy tries to offer a large selection of support, so that every resident that may need it, can have access to financial assistance for adaptations and urgent repairs.

2. Set out the available evidence that will help you assess the impact of this policy function or activity on equality. This could include service-level monitoring data, analysis of complaints/enquiry records, existing user feedback, data obtained from external sources and information about the local community. You may find it useful to compare your service-user statistics against the [Runnymede population profile](#).

The policy is for:

- Elderly residents
- Disabled residents
- Vulnerable residents
- Residents on low income/benefits

Key Performance Indicators are taken to the Community Services Committee every quarter to measure who is accessing the service. There is also monthly reporting.

There will be narrative in this quarterly reporting around the people accessing the service.

Housing records show there are currently 637 underoccupied council properties (23% of the housing stock). 423 of these are households who are over 60 years of age.

3. What consultation and involvement has been undertaken in relation to this (or a similar) policy, function or activity and what are the results? If none have been carried out, what consultation will be needed? Data may be available from recent consultation activities on a related policy or Equality impact assessment.

Public consultation was completed in relation to the disabled adaptation policy, including with the Runnymede access liaison group.

If there are any major updates to this policy in the future public consultation will be considered at that time.

Any ideas or actions from this group will be considered and added to the policy if appropriate

4. Are there any gaps in the information established from the consultation and involvement undertaken and referred to in Part 3? If so, set out how these gaps will be filled?

N/A

Where it is not possible to fill information/data gaps in time to inform this assessment, specific action points will need to be included in the action plan section Part 10 below, with a focus on monitoring the actual impact of the policy function or activity.

ASSESSING IMPACT

It is essential to consider not just the intended consequences of the policy but also any unintended consequences and barriers that might prevent it being effective for people within any of the Protected Characteristic groups.

Please use the Grid included below to assess the impact of the Policy/function/action on each of the Protected Characteristics. When completing the assessment, please bear in mind the following questions;

- 1. What are the main findings of your consultation and involvement activities, and do they demonstrate problems that need to be addressed? For example, could the policy, function or activity outcomes differ according to people's ethnic group, disability, gender, religion/belief, sexual orientation, or age?** For instance, there might be evidence of higher or lower participation/uptake by different groups.
- 2. If there is a disproportionate impact on one group, is it appropriate and consistent with the objective?** For instance the policy may include lawful positive action or other

methods to address particular needs or may be considered to be a proportionate means of achieving a legitimate aim

Protected Characteristic	Positive		Neutral	Negative		Comments
	High	Low		High	Low	
Age	X				X	The grants are for residents who are elderly, and so can support them to live at home independently
Disability	x				X	The grants are for residents who are disabled, to support them with adaptations in their homes
Gender Reassignment			X			
Marriage / Civil Partnership			x			
Pregnancy / Maternity			X			
Race			X			

Religion / Belief			X			
Sex			X			
Sexual Orientation			X			

5. Does the policy, function or activity miss potential opportunities to promote equality or positive attitudes to (and between) different Protected Characteristics or communities?

We have updated the policy to create a tenure neutral service. The missed opportunities could come from residents not being aware of the grants available to them. To overcome this, we have set out a 12 month communication plan where we will be targeting groups to inform them of the service. This include attending day centres, libraries and GP surgeries. By promoting the service throughout Runnymede, we will be able to overcome the missed opportunity of awareness and hope that all residents who can access the grants are given the opportunity to do so.

ADDRESSING THE IMPACT: ACTION PLANNING, MONITORING AND REVIEW

6. Does the policy, function or activity require reconsideration or amendment? If not, explain the reasons for this conclusion. If an adverse impact has been identified, you will need to set out the justification for continuing the policy, function or activity or outline measures to mitigate the impact.

No, the policy aims to support disabled, vulnerable and elderly residents to live independently in their homes. The changes that we have outlined in the policy will have a positive impact on these individuals.

7. What actions have you identified as a result of this equality impact assessment? These might include improving data collection in order to give a clearer picture of your service-users, physical adjustments to a building, arranging for information to be sent out to individuals in alternative formats or languages, or consulting with a wider group of people to understand the impact of the policy.

As part of the equality impact assessment we need to improve our data collect to give a clearer picture of service-users

8. Action Plan (where applicable): Who will be responsible for completing these actions and in what timescale? How will you review the actual impact of this policy function or activity?

Provide details of timescale and actions for review, and details of how the actions will be evaluated to measure if expected outcomes are achieved in practice. You may have identified 'triggers' that would indicate a problem with the policy, function or activity and suggest a revision is be needed.

Service Manager will be responsible for completing these actions over the next 12 months

We are reporting on KPIs every quarter to show the impact of the work, and we will include narrative around the residents accessing the service.

This assessment will need to be referred to the Equality Group for challenge.

Date completed: 11th May 2023

Sign-off by an authorised Officer/Manager: Andy Vincent

Englefield Green Section 106 Funding (Community Services, Darren Williams)

Synopsis of report:

To provide contextual background information on the S106 funding received by the Council relating to the Runnymede Campus development, at Coopers Hill Lane, Englefield Green

To provide an overview of the two areas of focus of this report from within the S106 monies, those being the small grants funding and the major projects fund

To set out a proposed way forward for the identification of projects to potentially be funded from S106, and the engagement/decision making processes that will be followed

Recommendation(s):

- i) Members approve the proposed delivery of the revised small grant scheme for Englefield Green for grants of up to £7,000 in value utilising the S106 allocation set aside for Minor Projects, as set out in sections 3.9 – 3.12 of the report; and**
- ii) Members approve the process outlined for the identification of projects and decision-making process on funding, related to the major projects fund, as set out in sections 4.7 – 4.9 of the report.**

1. Context of report

1.1 In 2018, a planning application was approved by the Council, relating to the development of the Runnymede Campus, at Coopers Hill Lane, Englefield Green (planning ref – RU.17/1649).

1.2 As part of the planning conditions, requirements in relation to Section 106 payments were stipulated and cover expenditure incurred by both Runnymede and Surrey County Council and are summarised as follows:

Scheme	Value
Community Support Facilities	£400,000
Minor Projects Contribution	£85,253
Cycle Lane Link	£100,000
Real Time Bus Information	£15,000
Yellow Bus Scheme	£79,905
Monitoring Fee	£10,000
Travel Plan Audit	£6,125
Travel Vouchers	£100 (for each open market unit or affordable housing unit)

1.3 From the above information, the focus of this report, is on the use of the sums relating to Community Support Facilities and the Minor Projects Contribution.

- 1.4 In relation to the Community Support Facilities, whilst small amounts of money have already been spent, there is a lack of clear process for identifying need and potential projects and opportunities within Englefield Green. As a result this report looks to provide a way forward, to ensure the allocation is committed before the expiry date for use of the funding (date to be advised).
- 1.5 The Minor Projects Contribution has previously been established by the former Community Development Business Unit as a minor project grant scheme, providing opportunity for community organisations to apply for funding for capital costs relating to new or the development of existing projects and services delivered. Whilst the principle of delivery is intended to remain the same, the process for applying and approval of grants is proposed to be revised to ensure a clear process can be advertised to voluntary and community organisations either based in, or delivering services in, Englefield Green.

2. **Report and recommendations**

- 2.1 This report focusses on two areas of the agreed S106 contributions, linked to the development of the Runnymede Campus at Coopers Hill Road, Englefield Green. These are the Community Support Facilities scheme and the Minor Projects Contribution
- 2.2 The report focuses on establishing a way forward to ensure S106 contributions are spent appropriately to meet the requirements of Englefield Green and can be justified. In doing so, it is intended to create processes that are clear, able to be promoted and that residents and voluntary, community and faith sector organisations can engage in.
- 2.3 The report also seeks to clarify the decision-making processes relating to the award of any funding to any internal council project or to any partner organisation seeking funding. In doing so, it is intended that this S106 funding scheme will follow broadly the Developer Contributions Governance Arrangements, approved by Corporate Management Committee in January 2023.
- 2.4 However, whilst the report details changes to the process for approval of funding through the already approved above policy, it is recognised that previously arrangements involved ward Councillors having a significant level of input into allocation of funding. Not wanting to lose the spirit of ward Councillor participation, this report also sets out how ward Councillors will be included within future processes.
- 2.5 To ensure clarity, the report is split into two sections, to focus on each of the identified S106 funding schemes.

3. **Minor Projects Contribution**

- 3.1 The definition of the Minor Projects Contribution within the planning conditions is set as “towards worthy small projects or causes in the local area of Englefield Green which benefit both new or existing residents as identified by the Borough Council in consultation with local residents”.
- 3.2 Since the existing Minor Projects grant scheme was launched a total of 5 applications have been approved, totalling £17,402. A summary of which is set out below:

Applying Organisation	Summary of Application	Amount Awarded £
St Jude's C of E School	Swimming pool liner	5,000
Englefield Green Cricket Club	Cricket strip	3,402
EGVRA	Items for annual village fair	3,000
Draughtbusters	Draught excluding items	1,000
The Egham Band	Purchase of instruments	5,000

Given the above grant awards, the remaining balance against the Minor Projects contribution is £67,851. It is proposed that a grant scheme approach is continued for the remaining sum of money.

- 3.3 The above funding has generally been awarded following the identification of a project by an Englefield Green ward Councillor (prior to this municipal year), followed by an application form being submitted to officers of the Council. Once a screening of the document has been completed and a decision on its eligibility against that set for the grant scheme, ward Councillors would be contacted with a copy of the application, and each would be asked to respond as to whether they supported the application or not. A decision on funding would then be made based on the majority decision.
- 3.4 Going forward, it is intended that the grant scheme would be publicised as such, to ensure that all resident groups, voluntary and community organisations, both based in or serving residents of Englefield Green, have an awareness of the grant funding opportunity.
- 3.5 It is intended that the scheme will be promoted with a clear application process, including a start date and closing date for applications, with guidance on suitable projects being made available. A copy of the intended scheme guidance will be made available. The grant scheme will be promoted via social media, the Council's website, Community Noticeboards, in paper formats at existing community buildings in Englefield Green and through word of mouth, particularly via ward Councillors and the Englefield Green Community Action Group, facilitated by the Community Development team within the Council.
- 3.6 The grant scheme will be available for capital funding only, although small amounts of associated revenue funding are also able to be included within applications. Given the purpose is primarily to fund capital projects, it is proposed that the maximum application value is amended from the £5,000 currently set to £7,000.
- 3.7 Completion of an application form will be required, which will be made available via the Council's website. However, to ensure the scheme can be accessed by all, this will also be converted into a paper format and made available upon request.
- 3.8 The approval process will link to the Developer Contribution Governance arrangements, whilst retaining local involvement from ward Councillors. Therefore, the following process is proposed:
1. Applications submitted will be received by Officers in Community Development and reviewed to ensure that all aspects of the form are completed and that the project meets both the criteria set and the capital funding requirement.

2. Applications that meet all requirements will be provided to ward Councilors, together with a template feedback form. Councilors will be invited to comment on some or all the applications, indicating support or otherwise for each.
 3. All applications will then be provided to the Developer Contributions Advisory Group, together with the comment sheets from Councillors, where consideration and final recommendations for approval of projects will be made.
- 3.9 The recommended applications will be presented to this Committee with recommendations for approval made to Corporate Management Committee for a final decision, to ensure compliance with Community Infrastructure Levy (CIL) Policy.
- 3.10 Any remaining funding at the end of the process will be rolled forward into a second funding round, unless the remaining value is such that an alternative way of allocating funding would be more appropriate.
- 3.11 One application has been submitted to the Council by Englefield Green Village Residents Association, and it is proposed that to ensure this application is treated consistently with the process against which it was submitted, this application will be circulated and considered for possible approval, by ward Councillors.
- 3.12 It is intended that the new scheme will be launched in August 2023.

4. Community Support Facilities

- 4.1 The purpose of the Community Support Facilities funding, as outlined in the planning conditions is “towards the costs and maintenance of community social and physical infrastructure projects in Englefield Green that benefit new and existing residents”.
- 4.2 Since the funding was received a total of £67,763 has been allocated. A summary of which is set out below:

Recipient Organisation/Project Title	Summary of Project	Amount Awarded
The Village Centre	Kitchen Café refurbishment	£50,712
Kings Lane Bike Ramp	Kings Lane Bike Ramp	£17,051
	Total	£67,763

- 4.3 As a result, a remaining balance of £332,237 is available to spend.
- 4.4 Currently, there is no set process for spending the remaining funding. Therefore, to ensure that suitable projects are identified, and available monies spent, this report sets out a process for this strand of S106 monies.
- 4.5. Whereas the Minor Projects fund has been set up as a grant scheme, this funding has the potential to be spent directly by the Council to identified infrastructure projects, or for infrastructure projects to be delivered in partnership with local voluntary, community, and faith sector organisations.
- 4.6 However, working to the themes of the Council’s Corporate Business Plan, in particular Empowering Communities, and its associated strategy, it is recognised that

in determining how the funding should be spent, there is a need to ensure residents and community organisations in Englefield Green are engaged.

- 4.7 Therefore, the following process is proposed to identify potential infrastructure projects for Englefield Green and for the approval of projects and commitment of funding.
1. Possible infrastructure projects will be identified by Officers of the Council
 2. Meeting(s) between Officers and ward Councillors, together with the Chairman of Community Services Committee, will be held to discuss potential infrastructure projects and identified needs across the two Englefield Green wards
 3. Engagement with residents and local organisations will be undertaken to identify potential projects and needs of the community itself. This process will be led by the Community Development team, facilitated via the established Englefield Green Community Action Group
- 4.8 Once project ideas are identified, Officers will provide the Developer Contributions Advisory Group with a summary of all projects, for a shortlist of preferred projects to be compiled. Where a shortlisted project is proposed to be delivered by a community organisation in partnership with the Council, they will be asked to submit an application form/business case. This will also apply to projects to be delivered by the Council.
- 4.9 When application forms/business cases are submitted, these will be submitted to this Committee for consideration with recommendations for approval to Corporate Management Committee.
- 4.10 It is intended that this process will commence from July 2023. However, Members are advised that three existing enquiries/applications have been received for funding, at levels likely to be above the Minor Projects threshold of £7,000. Therefore, in order to ensure these organisations have the opportunity to access funding, each of the organisations will be invited to submit an application/business case, for consideration by Corporate Management Committee.

This means they are passported beyond the shortlisting stage. However, this does not guarantee funding being confirmed. The organisations/projects that will be passported to the committee approval stage are as follows:

Organisation	Project Overview
Vivian Bairstow (org TBC)	Commemorative Clock
Englefield Green Scout Group	Demolish and replace wooden storage shed
St Jude's Church	Cleaning of clock, replacement downpipes, uplighting

5. Financial Implications

- 5.1 The funding that will be allocated through both schemes has been received as part of the Section 106 contributions relating to the Runnymede Campus development. No additional funding, either one-off or ongoing, will be added to the process by the Council.

- 5.2 All Minor Project grant applications and infrastructure projects proposed to be delivered by community organisations, will be required to outline how the project will be sustained beyond the grant funding award, as further funding from the Council to continue projects will not be available.
- 5.3 Where an infrastructure project is identified that will be delivered by the Council, or where support with maintenance etc. is required from the Council, any ongoing revenue costs will need to be identified. Where ongoing revenue costs cannot be funded within existing budgets, the project will be subject to approval of an associated supplementary budget. Given the financial position of the Council, where additional ongoing budget provision is required, Members are advised that viability and therefore approval of such projects will be significantly reduced.
- 5.4 Community Support Facilities and Minor Projects spend to date:

	Community Support Facilities £	Minor Projects £
Monies Received		
Moved to Capital Reserve	17,051	-
Spend 21/22	50,712	8,402
Spend 22/23		9,000
Allocated to Date	67,763	17,402
Remaining Balance	332,237	67,851

6. Legal implications

- 6.1 Section 106 funding being specific to location and type of funding, the monies provided by the developer and held by the planning department needs to be spent and allocated as per the agreed requirements, hence the limitations provided in this report. Any amounts un-allocated within the relevant period will be reimbursed to the payer, providing the deadlines (to be advised).
- 6.2 Specific Legal requirements will be provided within the reports relating to each project.

5. Policy Implications

- 5.1 The delivery of both schemes in relation to the developer contributions for Englefield Green, look to engage residents, communities and local voluntary, community, and faith sector organisations in the shaping of community projects and infrastructure enhancements in Englefield Green. This supports the Council's corporate business plan against the theme of Empowering Communities.
- 5.2 Applications to both schemes will require projects to be linked to objectives within the Council's Health and Wellbeing strategy and Climate Change strategy.

6. Equality implications

6.1 An Equalities Impact screening document has been written to ensure that all within the Englefield Green community are both able to apply for funding or contribute to the engagement process, identifying possible infrastructure spend for the area. This is with the Equalities Group for review.

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

7.1 It is intended that within the grant application process, applicants will be asked to identify how they will promote environmental sustainability through the delivery of their service or project.

7.2 Project applications will be accepted for environmental projects which meet the objectives of the Council's Climate Change strategy, further promoting environmental sustainability.

8. **Conclusions**

8.1 With the Council having received funding specifically to enhance the Englefield Green area, the priority is to ensure that the funding is spent on appropriate projects in a timely manner.

8.2 In doing so, there is a need to ensure that residents and voluntary, community and faith sector organisations are engaged and that there is an equality of opportunity to apply for funding and to contribute ideas around potential infrastructure projects.

8.3 This report provides the process which Officers will work to, with appropriate Member engagement at ward level and decision-making processes in accordance with the Developer Contribution Governance arrangements, previously approved by Corporate Management Committee.

8.4 It is hoped that this opportunity is one that will be embraced by the community, together with the Council in making enhancements to the wards of Englefield Green East and Englefield Green West.

(To Resolve)

Background papers

[\(Public Pack\)Agenda Document for Corporate Management Committee, 19/01/2023 19:30](#)
runnymede.gov.uk

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Englefield Green Section 106 Funding	Darren Williams/ 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?

The S106 funding received by the Council relates to the Runnymede Campus development, at Coopers Hill Lane, Englefield Green. There are two areas of focus within the relevant s106 money. One of those is the small grants funding whereby the intention is to provide small grants that support the criteria as detailed in the s106 agreement, in the area of Englefield Green.

It is intended that the scheme will be promoted with a clear application process, including a start date and closing date for applications, with guidance on suitable projects being made available.

The second area of focus is the major projects fund, whereby the intention to identify possible infrastructure projects. Once a project is proposed, Officers will meet with Ward Councillors, together with the chair of the Community Services Committee and subsequently consult with the residents of Englefield Green on said proposed project, after which the proposed project will be taken to an internal officer panel with a recommendation being made to Corporate Management Committee.

As a point of note, three applications which have been received prior to this process being defined are intended to be taken straight to Corporate Management Committee for decision.

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 criteria for what the projects the s106 monies will support is bound by the details of the agreement with the developer.

Going forward, it is intended that the grant scheme would be publicised as such, to ensure that all resident groups, voluntary and community organisations, both based in or serving residents of Englefield Green, have an awareness of the grant funding opportunity.

An application form will be required to be completed which will be made available via the Council's website. To ensure the scheme can be accessed by all, this will also be converted into a paper format and made available upon request.

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.

The criteria for what the projects the s106 monies will support is bound by the details of the agreement with the developer. However, applications will be welcomed from organisations who work in or support residents of Englefield Green. Multiple organisations delivering services within Englefield Green exist to support those residents in need and it is likely that those from disadvantaged groups would access the services. Thus, it can be inferred, that the awarding of grants to local organisations has a potentially positive impact on equalities in the borough and this is likely to be reinforced once applications are submitted.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off. Please submit this form to Emmanuel Alozie and Clare Pinnock via email.

Date completed: 30/05/23

Sign-off by senior manager:

Voluntary Sector COVID Recovery/Capacity Building Grant Scheme (Community Services, Darren Williams)

Synopsis of report:

To provide a summary of the Contain Outbreak Management Funding (COMF) received by the Council, to provide support during and following the Covid pandemic

To provide a summary of one of the projects previously approved by Corporate Management Committee and set out the intended process for delivery of the Voluntary Sector Capacity Building grant scheme

Recommendation(s):

Members approve the delivery of the Voluntary Sector Capacity Building grant scheme (total funding in the sum of £50,000 to be funded from the Contain Outbreak Management Fund (COMF) grant), available to community and voluntary organisations to assist with their post pandemic recovery and capacity building.

1. Context of report

- 1.1 Contain Outbreak Management Funding (COMF) was received by the Council from central government, to enable financial support and investment against specific criteria, in response to, and following, the Covid pandemic.
- 1.2 The Council received a total of £800,650. Approval of how this funding was to be allocated, was given via reports presented previously to Corporate Management Committee.
- 1.3 COMF funding was able to be utilised where it met the following criteria/objectives as set by central government:
 - a) Targeted testing for hard-to-reach groups out of scope of other testing programmes.
 - b) Additional contact tracing.
 - c) Enhanced communication and marketing, for example towards hard-to-reach groups and other localised messaging.
 - d) Delivery of essentials for those in self-isolation.
 - e) Targeted interventions for specific sections of the local community and workplaces.
 - f) Harnessing capacity within local sectors (voluntary, academic, commercial).
 - g) Extension/introduction of specialist support (behavioural science, bespoke communications).
 - h) Additional resource for compliance with, and enforcement of, restrictions and guidance.
 - i) Measures to support the continued functioning of commercial areas and their compliance with public health guidance.
 - j) Funding Military Aid to the Civil Authorities (marginal costs only).
 - k) Targeted support for school/university outbreaks.

- l) Community-based support for those disproportionately impacted such as the BAME population.
 - m) Support for engagement and analysis of regional areas to assess and learn from local initiatives.
 - n) Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3/lockdown guidance.
 - o) Support for rough sleepers
- 1.4 Against the criteria above, the recovery of communities and return to daily lives in general has meant that there are more limited ways in which any remaining funding can be spent.
- 1.5 Of the remaining funding, approved within the report to CMC was a small grant scheme for voluntary and community organisations, to assist with their post pandemic recovery and capacity building. The total agreed by CMC for this purpose is £50,000.
- 1.6 This report sets out how the grant scheme is intended to be delivered, led by the Community Development team, from the promotion of its availability through to the decision-making process on grant awards.

2. **Report and recommendations**

- 2.1 A sum of £50,000 has been allocated from COMF, for the delivery of a post pandemic capacity building grant scheme, available to voluntary and community sector organisations. The sum of £50,000 is fixed, although should there be any other remaining monies within the wider COMF budget, this may be re-allocated to this scheme, therefore increasing the budget available.
- 2.2 It is proposed a small grant scheme will be delivered, with maximum grants of up to £5,000 being available to voluntary, community and faith sector organisations, based in, or operating within, Runnymede borough, and delivering services directly to residents.
- 2.3 The criteria and focus of the grant scheme will be broad, but with a focus on how the funding application will contribute to the health and wellbeing of residents and development of communities, following the priority strands of the corporate Health and Wellbeing strategy and Empowering Communities strategy.
- 2.4 In order to ensure that the COMF funding is being appropriately assigned, within the application process, organisations will be asked to outline the impact the pandemic has had, or continues to have on their activity or service, and the steps taken to recover said activity or service over the last two years.
- 2.5 Organisations will also be asked to outline how the grant award will be used to further strengthen organisations as part of their ongoing recovery, or how the grant funding will be used to build capacity in respect of the following:
- To increase participation and/or access to services as part of their continued recovery post pandemic
 - To establish or further develop/promote the sustainability of services that were key during/post pandemic including but not limited to:
 - Support with access to food/meals
 - Mental health support
 - Reducing loneliness and isolation

- Providing information and advice
 - Providing neighbourhood/community support
 - Providing continued support to specific populations, disproportionately impacted (e.g. BAME population or women)
- 2.6 All bidders will also be asked to confirm how their project or service development will be sustainable in the future, given this is a one-off grant scheme/source of funding.
- 2.7 The proposed process for submission of funding applications and the awarding of grants is as follows:
1. Submissions will be received and reviewed initially by Officers, led by Community Development
 2. A review of applications, provided with officer recommendations, will be undertaken with a panel consisting of the Leader of the Council, Community Services Chairman and Vice Chairman, supported by the Corporate Head of Community Services
 3. A report will be submitted to the next scheduled meeting of this Committee in September 2023 with recommendations for approval of shortlisted applications
- 2.8 It is intended that this will be a single round grant scheme, with all funding hopefully awarded within this process. However, should there be any remaining funding, either a second grant giving round will be organised or consideration given to how this funding may be utilised differently.
- 2.9 Whilst a large amount of work has already been undertaken on grant giving, there is some work which needs to be undertaken prior to its launch, including forming a plan and obtaining materials to promote the scheme. Therefore, the intention would be to launch the grant scheme by no later than September 2023, with an update to this Committee in November 2023.

3. Financial Implications

- 3.1 The funding identified for this grant scheme is non-recurrent funding received from central government via the Contain Outbreak Management Fund, received in relation to the Covid pandemic.
- 3.2 Therefore, whilst funding is identified to deliver the grant scheme, it is important to recognise that this is a scheme that will not be repeated. Therefore, all applicants will need to be aware of this fact and demonstrate in their application, the sustainability of any project, without further funding from the Council.

4. Legal implications

- 4.1 This report does not raise legal implications at this stage, although grants will need to fulfil and demonstrate they do fulfil the funding requirements. This should be considered on a case-by-case basis.

5. Policy Implications

- 5.1 Delivery of this grant scheme will support the themes of the Council's Corporate Business Plan, specifically Empowering Communities and Health and Wellbeing, and their associated strategies.

6. Equality implications

- 6.1 An Equalities screening document has been completed in relation to this grant scheme (Appendix 'A'). The potential for funding to support those disproportionately affected by covid, against protected characteristics has been identified. This is with the Equalities Group for review.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 It is intended that within the grant application process, applicants will be asked to identify how they will promote environmental sustainability through the delivery of their service or project.

8. Conclusions

- 8.1 Whilst the world has returned to business as usual, the impact of covid on individuals and communities is still felt, with voluntary and community sector organisations and activities still recovering from its effects.
- 8.2 Therefore, in this final year of being able to utilise the Contain Outbreak Management Fund, the opportunity to provide support to organisations that continue to recover, need to add capacity, or need to continue to find a sustainable way forward, having been heavily relied upon during the pandemic, is an opportunity for the Council to again recognise the work of organisations within the borough.

(To Resolve)

Background papers

None.

EQUALITY SCREENING

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

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Voluntary Sector Capacity Building Grant Scheme (funded by Contain Outbreak Management Fund)	Darren Williams/ 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?

A grant scheme is to be delivered by the Council, targeted at the capacity building of voluntary organisations as part of their continued recovery post pandemic, and the sustainability of projects and services that were relied upon during the pandemic. In doing so the intention is to provide small grants that support continued activity by voluntary, community and faith sector organisations in Runnymede.

The function is an opportunity for the VCF Sector in Runnymede, whilst the funding will support services and projects that will be accessible to some, or all, residents of the borough, dependent on the nature of the activity.

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 Contain Outbreak Management funding provided detail of how funding could be used, and in doing so highlighted the inequality around impact of Covid on specific population groups, such as the BAME community. On the basis that this funding could be used to support ongoing inequality in relation to covid, the function would be relevant to equality relating to race, and potentially other protected characteristics.

As a result, it is intended to specifically include within the grant criteria, opportunities for funding to provide continued support to specific groups who have been disproportionately affected by Covid, so that such an opportunity is highlighted as being available.

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.

N/A

This screening assessment will need to be referred to the Equality Group for challenge before sign-off. Please submit this form to Emmanuel Alozie and Clare Pinnock via email.

Date completed: 17th May 2023

Sign-off by senior manager: Darren Williams

2023/2024 Youth Development Budget (Community Services, Darren Williams)

Synopsis of report:

To introduce the budget held by Community Services, as an annual revenue provision

To provide an overview of proposed expenditure in 2023/2024 for Members consideration

To outline how the budget will be incorporated into service area business planning in 2024/2025

Recommendation(s):

the proposed expenditure plan, as set out in paragraph 2.2 of the report, for the Youth Development budget in 2023/2024, be approved

1. Context and background of report

- 1.1 The Youth Development budget is a new annual budget held by Community Services from 2023/2024, with a total budget of £215,000 available for 2023/2024.
- 1.2 The 2023/2024 Service Area Plan for Community Services, previously approved by this Committee does not outline intended expenditure of this budget. Therefore, given that expenditure relating to this budget line is required to be approved by this Committee, this report sets out how the budget is proposed to be allocated this financial year.

2. Report and recommendations

- 2.1 The Council's Community Development team, with input from the Corporate Head of service, have identified several project ideas for 2023/2024 that include:
 - Delivery of new projects/functions, led by the Council, working in partnership where appropriate.
 - Providing support to voluntary, community and faith sector organisations working with young people in the borough across a range of areas and providing numerous different opportunities
 - Opportunities to provide family focused recreational activities that would be free to users at the point of access and promote residents engaging with the Council's parks and open spaces.
- 2.2 The table below provides a summary of the proposed projects, which Members are asked to consider against the recommendation contained within this report. This table outlines the indicative budget required, the officer/team likely to lead the project and the partners who the Council would intend to work with.

Project	Summary	Budget	Council lead and partners identified
Subsidised school holiday provision working with established local providers	Working with partners to provide subsidised spaces or increased capacity within school holiday activity sessions to encourage participation by children and young people.	£5,000	Community Development Examples of potential partners include Addlestone Canoe Club, Core Judo, Bushcraft etc.)
Treasure map trails	Provide free at the point of access, treasure map trails to encourage families to use parks and open spaces across the borough, providing an opportunity to learn about local history and heritage	£8,000 (4 x treasure map trails)	Community Development Chertsey Museum
Self-Defence Classes	Provide free self-defence classes, delivered either in partnership with schools or via open access venues within the Community. Potential to focus on some girls only sessions as part of the project, linking to community safety etc.	£2,000 (10 x sessions)	Community Development Community Safety Local Jiu Jitsu Club
Xplorer Orienteering Activity in Council Parks and Open Spaces	Free activity for children/families within Council parks and open spaces through the creation of 4 x orienteering maps and associated tokens to find.	£2,000 (subscription & 4 x orienteering maps)	Community Development British Orienteering
Friday Night Project	Diversionary activities, linked to ASB reduction, for young people aged 11-18 years through sport and enrichment activities. Sessions last for 2 hours on a specified evening and include activities such as gym swimming, football, basketball. Proposed to run sessions at Egham Orbit and potentially at venues in Chertsey/Addlestone	£29,000 (If successful in year one, this project may require annual budget provision from Youth Development Budget)	Community Development

Sportability Extension	To deliver an extended Sportability offer in the borough, with activity in both the North and South of the borough over two days. This project has been discussed previously with Members in Community Services Committee	£6,000 (If successful in year one, this project may require annual budget provision from Youth Development Budget)	Community Development Numerous local sports clubs
Family Support – Access to Activity Funding	Provide support for children, young people and families engaged in the Family Support Programme to access leisure and recreation activity to strengthen family relationships, support families in financial hardship etc.	£2,000	Family Support (Delivered by SHBC in partnership with RBC)
Junior Citizen	Development of revised Junior Citizen programme in Runnymede, following intended withdrawal of funding by SCC	£5,000 (Committed annually for 3 years as previously approved by Committee)	Community Safety
Youth Arts Projects	Engagement of young people in arts projects including but not limited to drama projects, graffiti projects etc. Intention is to consider initiatives successfully delivered elsewhere in Surrey which previously have not been delivered in Runnymede	£6,000	Community Development Arts Partnership Surrey
Youth Development Grant Scheme	Provision of access to funding for voluntary and community sector organisations delivering youth activities and services in the borough. Intended focus is to promote capacity building and creation of new projects and initiatives to benefit Children and Young People in Runnymede	£40,000	Community Development

Sport and Physical Activity Capacity Building	Working with local organisations to increase engagement and participation in sport and physical activity. Delivered in response to data relating to childhood obesity and physical inactivity amongst children and young people in Runnymede and more recently, low engagement levels from young people with Surrey Youth Games training	£30,000	Community Development
Replacement Play Areas	Contribution to forthcoming programme of play area replacement across the Borough, following undertaking of all site survey and identification of health and safety related works required	£60,000	Open Space Development
Contingency Budget		£20,000	
	Total:	£215,000	

- 2.3 Consideration has been given to capacity to deliver/commence these projects within the 2023/2024 financial year, against both 'business as usual' activity and new areas of work already committed to within the Community Services Service Area Plan.
- 2.4 As a result, the table details a blend of projects, with some led by the Council and others intended to be delivered through partnerships locally or via activity providers and/or facilitators.
- 2.5 It is intended that for the 2024/2025 financial year, allocation of funding and delivery of projects through the Youth Development Budget will be incorporated into the Community Services Service Area Plan.
- 2.6 It is intended that a report be submitted to the meeting of Community Services Committee in March 2024, outlining the achievements and developments against each of the projects identified.

3. Financial Implications

- 3.1 The proposed projects are to be delivered within the allocated budget for Youth Development, totaling £215,000. This budget falls under the budget management responsibility of Community Services.
- 3.2 A contingency budget has been included to reduce the risk of any budget overspend relating to the proposed projects. Officers are required to meet regularly with the service area accountant to ensure prudent financial management of budgets.

3.3 Following further engagement with potential partners and providers, should any of the listed projects be unviable within this financial year, it is proposed that the allocated sum be reallocated to the replacement play area budget, given its requirements and the likely short timescales to consider and deliver other project opportunities.

3.4 Members are asked to note that if these proposals prove successful, there will be pressure to continue the schemes in future years. If this is the case, this money will need to come out of the £215,000 on a permanent basis, reducing the amount available for new initiatives in future years.

4. Legal implications

4.1 There are no legal implications relating directly to this report. However, legal implications will be considered individually as part of the development and delivery of each of the projects.

5. Policy Implications

5.1 The proposed projects commit to the empowering communities and health and wellbeing themes of the Council's Corporate Business Plan.

6. Equality implications

6.1 An Equality screening document has not been completed for this report as there will be a requirement for an equalities screening document to be written for each of the proposed projects. As funding is targeted at young people with particular projects for both genders this will have a positive impact on the protected characteristics of age and sex.

7. Environmental/Sustainability/Biodiversity implications

7.1 All projects will be required to consider environmental implications as part of their planning.

8. Conclusions

8.1 The Youth Development Budget is a new annual budget available to Community Services, and as a result several initiatives, that are delivered elsewhere in Surrey, now have the potential to be realised within Runnymede.

8.2 The opportunity to engage children and young people in their community, to work with voluntary sector partners to build capacity in the delivery of services for children and young people and the opportunity to extend some of the current work strands within the Community Services Business Unit, specifically within Community Development, is welcomed. It is hoped that Members will support the proposed direction for 2023/2024.

(To Resolve)

Background papers

None.

Safer Streets – Update (Housing, Andy Vincent and Community Services, Darren Williams)

Synopsis of report:

The purpose of this report is to update the Community Services and Housing Committees on work achieved to implement the commitments made in the Safer Streets Funding bid which was submitted to the Home Office in conjunction with Surrey Police in autumn 2022:

- Target hardening work intended to design out crime has been completed on the Garfield Road estate.
- A youth service designed to engage with young people on the estate and divert them away from anti-social activity commenced in May 2023. This is being delivered by Eikon, a local charity based in New Haw.
- Runnymede Borough Council has secured £67,000 in match funding via the Safer Streets programme in 2022/2023 – this funding is being utilised to deliver the diversionary activities led by Eikon.

Recommendation(s) that:

Members note the progress made to implement the commitments made by Runnymede Borough Council in the Safer Streets bid.

1. Context of report

1.1 In September 2022, Runnymede Borough Council was asked to join a Surrey Police led funding bid, with representatives from Community Services (including Community Safety and Safer Runnymede) and Housing, supported by the Corporate Grant Bid Writer, to compile an application for Safer Streets Funding round 4.

1.2 The Safer Streets Funding is available to: -

“police forces, local authorities, British Transport Police and eligible community groups across England and Wales to prevent violence against women and girls in public, neighbourhood crime and anti-social behaviour.

These projects will be able to roll out extra CCTV and streetlighting in their communities and expand work to change attitudes and behaviours and prevent these crimes happening in the first place.”

1.3 The purpose of the bid was to address issues of anti-social behaviour on the Garfield Road Estate in Addlestone (described as the Safer Streets bid in the remainder of the report).

1.4 Working with Police Officers and their Designing Out Crime Officer (DOCO), the initial consideration for the bid focused on the physical Garfield Road housing estate area. Following a walk around by Officers, where options to reduce anti-social behaviour and criminality were considered, several components were included as part of the application. These were:

- The installation of gates into stairwells
- Installation of CCTV cameras, linked to Safer Runnymede
- Installation of additional lighting
- Reconfiguration of gardens to remove secluded pathways

1.5 The Safer Streets bid also proposed to provide support alongside physical diversionary activities, designed to prevent people from, and to move people away from, anti-social activity. This was initially intended to be delivered in the form of a Youth Café, however due to reasons reported to committee in March 2023, such an opportunity was not able to be realised.

1.6 Therefore, Officers have worked with the Police and Crime Commissioner's Office and with Home Office representatives, to identify potential alternative projects that could be delivered at the Garfield Road estate, focussed on young people, in order to preserve as much of the grant funding originally awarded as possible for the benefit of the prescribed area, its residents and the wider Addlestone community.

1.7 This report, which is also due to be considered by the Housing Committee on 7 June 2023, sets out the work already completed in relation to the Safer Streets funding bid and the Youth intervention work that is to be delivered at the Garfield Road Estate, working in partnership with Eikon, a local youth charity.

2. **Delivering the proposals within the Safer Streets bid**

2.1 The physical work proposed within the bid for the estate has been completed:

- Additional CCTV cameras have been installed.
- Two stairgates have been installed (other gates may be installed following detailed consultation with the residents affected).
- Additional lighting is in place at Hampshire and Middlesex Court.
- The pathway behind the bungalows has been removed and blocked off.

2.2 A security firm is also undertaking regular sweeps of the estate to tackle and prevent anti-social behaviour.

2.3 Support and work to divert young people and young residents engaged in anti-social behaviour, away from further nuisance is being delivered by The Eikon Charity. This arrangement commenced in May 2023 and has been specified to provide the following interventions: -

1. Children and young people 8-18 years in Runnymede (including those out of school) are identified, assessed, and supported with relevant, and direct early interventions to improve their wellbeing and mental health either in a community or school setting;
 - a) Intensive 1 to 1 support with the child (and with a parent or sibling in some cases) to help overcome anxieties and early level concerns;
 - b) Targeted group work to address key topics such as healthy relationships (including boys' groups with a focus on healthy boundaries with girls/ women and challenging domestic violence social norms), anger management, friendship circles;
 - c) Preventative work with larger cohorts of children to address key topics such as anti-bullying, online safety, and school transition support;

2. Parents and carers in the community are supported by building their knowledge, confidence, and skills to support their young person's wellbeing and mental health longer term;
 - a) 1 to 1 support with their young person in community settings;
 - b) Parent webinars on topics such as 'Supporting your Child's Mental Health and Wellbeing,' 'Supporting your Child's Self-esteem and Confidence,' 'Supporting your Child through Year 10 & 11' (and bespoke events can be arranged). These are funded elsewhere, but parents in the programme will be signposted.

3. Policy framework implications

3.1 The Safer Streets work supports objectives 1& 2 within the Council's Corporate Health and Wellbeing Strategy

1. Healthy Homes: Ensure residents of all ages can live in safe, secure, good quality homes and are supported when necessary, to be able to continue to live independently.
2. Healthy Communities: For all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally.

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

4.1 In 2022/23 the following has been spent – in line with the original funding application on activities on the Garfield Road Estate.

Item	Year 1 Spend
	£
Gates	3,700
Cameras	12,692
Lights	300
Metal Fences	
Wooden Fences	6,507
Turf	-
CCTV Monitoring/Maintenance	22,560
Project Management	4,999
Ongoing Maintenance	4,000
Patrols on Surrey Towers Estate	12,000
Total:	66,758

- 4.2 Expenditure by Runnymede Borough Council is match funded through Safer Streets – and therefore this money is available to support the diversionary activities delivered by Eikon.
- 4.3 It is intended for other agreed works, delivered via existing budgets within Housing, to be completed, in order to provide the opportunity to realise £95,000 of further match funding from the Safer Streets project in 2023/2024, that will enable Eikon to deliver the project outlined for a period of two years.
- 5. Legal implications**
- 5.1 There are no legal implications raised directly from this report.
- 5.2 However, any goods or services purchased as part of this project will need to follow the Council's procurement processes (unless exempt) and fulfil the requirements attached to the funding. This will need to be assessed and taken into account on a case by case basis.
- 5.3 Reducing ASB at source will reduce the need for ASB legal action (prosecutions, possession or injunctions), which will in turn save money whilst increasing the wellbeing of the perpetrators as well as the residents in general.
- 6. Equality implications**
- 6.1 An Equalities Impact Assessment has been completed for the target hardening, diversionary activities, and floating support service. A copy of which has been requested by the Equalities Group for review.
- 6.2 No equalities issues have been identified; although it is essential that the floating support service reaches all parts of the community. This will be monitored through regular contract meetings.
- 7. Environmental/Sustainability/Biodiversity implications**
- 7.1 None identified.
- 8. Other implications (where applicable)**
- 8.1 Consultation; Engagement with residents is essential in this project. A meeting was held with residents in July and October 2021.
- 8.2 Regular updates have been provided on improvement measures to the Garfield Road estate via newsletters.
- 8.3 Engagement on diversionary activities and the floating support service is planned for 30th May 2023.
- 9. Timetable for Implementation**
- 9.1 The target hardening interventions highlighted within the Safer Streets bid have been completed.
- 9.2 The support service – delivered by The Eikon Charity commenced in May 2023. A progress update on delivery will be received in June with a contract management meeting taking place in July 2023.

10. **Conclusions**

- 10.1 Significant progress is being made in implementing the commitments made within the Safer Streets Bid.
- 10.2 It is anticipated that further diversionary work will be undertaken on the estate in 2023/24. This will enable match funding to be drawn down from the Safer Streets fund to support the provision of the Eikon service.

(To Resolve)

Background papers

[\(Public Pack\)Agenda Document for Community Services Committee, 05/01/2023 19:30 \(runnymede.gov.uk\)](#)

[\(Public Pack\)Agenda Document for Housing Committee, 11/01/2023 19:30 \(runnymede.gov.uk\)](#)

Community Services Committee Appointments 2023/2024 (Law and Governance, Clare Pinnock)

THE COMMITTEE IS ASKED to consider the following appointments to the Community Services Sub-Groups and other related bodies for the remainder of the Municipal Year 2023/2024:-

- 1. Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting in 2023 to the end of the said same meeting in 2024. The Group meets twice a year here at the Civic Offices (the next scheduled dates are 13 July 2022 and 4 January 2024) and the retiring Officer appointees are the **Assistant Chief Executive** and the **Corporate Head of Community Services**. It is proposed that the current **Corporate Head of Financial Services** (Paul French) and the **Open Spaces and Community Development Manager** (Chris Swatridge) fill these roles for 2023/2024.
- 2. Two Members** to serve on the **Chertsey Meads Management Liaison Group**. The Constitution of the Group provides that the meetings of the Liaison Group shall be chaired by a Member of the Council representing the Community Services Committee, and the other Member need not be a member of this Committee. In the past, Members have agreed that it was appropriate to appoint a Member representing one of the Chertsey or Addlestone wards, hence Councillor Nuti's continued appointment. The Group meets twice a year (scheduled dates are 5 September 2023 and 27 February 2024). The retiring Members are former **Councillor D Cotty** and current Member **Councillor M Nuti** who have indicated their willingness to continue. As Mr Cotty wishes to remain on the Group, the Group will be asked to appoint an additional residents' representative to accommodate him. This year, Councillor J Mavi is on Community Services Committee and is a local Chertsey Riverside ward Member. Therefore, it is proposed that **Councillors M Nuti** and **J Mavi** be appointed for 2023/2024.
- 3.** The appointment of an **Older Persons Champion**. Members are asked to note that when this was considered in November 2009 by the former Housing and Community Services Committee it was agreed that the duties associated with the post should be tailored, where possible, to accommodate the availability of the appointee. The retiring Member is the former Mayor, **Councillor M Harnden**, who is happy to continue. Therefore, it is proposed that Councillor M Harnden be re-appointed for 2023/2024.
- 4. Three Members** to serve on the Community Services Partnership Board with Surrey Heath. The Board also consists of three elected Members from Surrey Heath Borough Council, the Corporate Head of Community Services and other relevant Officers. The retiring Members are the Leader of the Council, **Councillor T Gracey**, the Chairman of this Committee, **Councillor C Howorth** and the former **Vice-Chairman, S Walsh**. It is proposed that **Councillors T Gracey, C Howorth** and **S Lewis** are appointed for 2023/2024.

(To resolve)

Background Papers

None.

Agenda Item 15

Attached at Appendix 'A' are the Minutes of the meeting of the Chertsey Meads Management Liaison Group held on 28 February 2023.

(For information)

Runnymede Borough Council

Chertsey Meads Management Liaison Group

Tuesday, 28 February 2023 at 7.30 pm

Members of the Committee present: Councillor D Cotty (Chairman),
J Alexander, V Baldwin, R Deacock, G Drake, K Drury, S Hall, J Hearne,
N Johnson, C Longman, M Nichols, C Noakes, B Phillips, M Ray,
T A Stevens and D Turner

J Harper, P Joyce and C Swatridge (non-voting advisory members)

Members of the Committee absent: Councillor M Nuti,
T Athersuch, P Bickford, J Denton, I Girvan, A Goddard, F Harmer,
G James, H Lane, D Mead and J O'Gorman.

In attendance: PCSO R Sutton.

Other Officers attending: S Barnes, H Clark, M Godfrey, B Miller and
D Williams

1 Minutes

The Minutes of the meeting held on 6 September 2022 were confirmed and signed as a correct record.

2 Apologies for Absence

Apologies for absence were received from Councillor M Nuti, T Athersuch, Mr P Bickford, J Denton, F Harmer, I Girvan, A Goddard, and Mr J O'Gorman.

3 Membership of the Management Liaison Group

The Group approved the updated Constitution to reflect two new advisory members; these were Mr Chris Swatridge, Open Spaces and Community Development Manager and the currently vacant post of Assistant Head of Green Spaces.

Members also approved an additional section to clarify budgetary matters and the split of responsibility between Environmental Services and Community Services.

[At the close of the meeting, Mr Turner advised that Mr Mead was no longer one of the Chertsey Agricultural Show representatives and that he would advise who the new Member would be in due course.]

4 Site Security

The Group discussed site security as it related to management and maintenance of the Meads.

The condition of the Meads had been adversely affected by what both residents and Officers thought to be the activity of people tracking and poaching deer. Officers had discovered vehicular tracks, damage to sleepers and similar all of which if repaired would have to come from the operational management budget.

An informal meeting with the PCSO for Rural Crime, the Chairman, a resident from Hamm

Court and Officers took place on site to discuss possible solutions to deter future incursions.

PCSO Rich Sutton confirmed it was crucial that anyone witnessing the activity described reported it as 'crime happening now' via 999. The importance of building up an evidence base and patterns of behaviour would assist how the matter could be taken forward. It was also stressed that people witnessing these activities should not put themselves in danger by confronting individuals or groups.

There were a number of options which could address the problem, all of which would need specialist input from stakeholders such as Surrey Wildlife Trust, Surrey Botanical Society and the Council's Tree Officer. Options discussed included trenches, additional hedge planting, hedge layering, re-coppicing Hazel, more robust bollards and gates. Another option was to simply block the access points to Hamm Court Farm on the Meads side and/or on the other side when the identity of the new land owner had been established. None of these measures had been budgeted for and all would need careful research and discussion.

The legal status of the site was important. Any deterrent would need to complement the Meads Management Plan as well as have the permission of Fields In Trust as Chertsey Meads was the subject of a legally binding agreement which sought to protect the site from development.

The SANG status of the site was also relevant. Members were advised that the newly appointed Open Space and Development Manager, Mr Swatridge would be looking at how SANG funding could be used to benefit the Meads and other open spaces in the borough.

The Group understood the need for consideration of ecological issues but were equally concerned about site security and protection of residents as well as the site which had suffered in recent months owing to the Esso pipeline works.

This led to another discussion about general management and maintenance issues such as the condition of the sleepers, gaps in hedgerows and whether Esso could assist with replacing the sleepers with more robust bollards for example. The Group was advised that a sum of money had been received from Esso for environmental protection works; the list was quite specific and had been negotiated with Esso by the previous Assistant Head of Green Space. It was noted that this list of works formed a legal agreement with Esso; the Council's Legal department had been closely involved with this and what the money could be used for was subject to a number of restrictions. To vary this would be very difficult.

Officers confirmed that the 'Esso list' included some hedge laying, shaping and planting up gaps plus re-coppicing Hazel. The ideal time to do this would be over the winter months between October and February. It was acknowledged that this was not an instant 'fix' and the hedgerows would take time to mature but would ultimately be very beneficial for biodiversity.

The Group agreed that a smaller group be convened (reference 5.2 of the Group's Constitution) to take this forward with Dr Steward and interested parties.

5 **Update on Actions from the Last Meeting**

Moorings

There had been no progress with moving on the two over stay moorers from the second picnic area where they had been for some years.

Members were concerned that the condition of the Meads was suffering if raw sewerage was being emptied into The Thames, plus BBQs in the summer and potential anti-social

behaviour, all of which contravened the byelaws.

Neither vessel was registered with the Environment Agency. PCSO Sutton considered that if certain criteria were met a Community Protection Warning could be issued. However, neither occupant of the vessels were currently in evidence. Details of the vessels would be supplied to the Head of Green Spaces to follow up.

UK Power Networks (UKPN) Proposal

It was reported that this proposal had halted at the point where a risk assessment was required to lay the cables in the same trench as the Esso pipeline. It was confirmed that the matter did not rest with the Council who had done all it could to facilitate, but with Esso and UK Power Networks. Mrs Hearne said that she would make some checks with her contact and Officers would re-check with Legal.

[After the meeting it was confirmed that the draft wayleave was with UKPN and the Council awaited comments from them]

Bridge Repairs

The Group was advised that Officers were in contact with Surrey County Council to discuss repairs to the bridge; progress with which had stopped some months ago when the ownership of Hamm Court Farm had changed. It was suggested that re-instating the gate/barrier across Footpath 9 would be beneficial and or blocking off access to the smaller crossing point from the Meads side.

The accident in January which resulted in a dog losing its life was very sad and had highlighted the risks of exercising dogs around water when the water levels were high and fast flowing. Warning signs had been put up.

It was noted that the area around the informal path between the bridges was generally overgrown with hogweed and other vegetation. However, as a local Nature Reserve, the Group was advised that the Council did not want to over clear the area to encourage more biodiversity. Immediate safety concerns such as barbed wire could be prioritised subject to funding being available.

It was agreed to also approach Surrey Fire and Rescue for advice around water safety and a health and safety inspection would be advisable around suitable warning signage and vegetation clearance around the Bourne.

6 Management and Maintenance

The group discussed various management and maintenance issues as set out below:

Height Barrier

Officers confirmed that the process for arranging repairs had been protracted whilst colleagues resolved some insurance and procurement issues. Esso had accepted liability for damaging the barrier and were going to pay for it to be repaired. As the barrier was bespoke, owing to some integral safety features, the lead in period was 6 to 7 weeks from the point of order.

Some of the Group asked whether it was possible to have a lower gate like the one in car park 2 or an additional gate that could be locked overnight, which would effectively block access to the Meads for everyone except residents. There was some concern about access for emergency vehicles, which was acknowledged. However, some residents still wished this to be considered and thought that emergency vehicles would find a way through if necessary.

SANG Projects

Progress with various SANG funded projects was noted including the completion of works in car park 2, and re-painting picnic benches. It was reported that the existing passing places required some maintenance to make them more user friendly, such as cutting back some vegetation. Tarmacking the passing place on the approach to car park 2 was noted along with the additional bee bumps. The request for an additional passing place along the main roadway was noted. More robust signage to warn visitors that BBQs, bonfires and camping were prohibited had arrived and would be installed shortly; it was agreed on the main road to existing posts but to be mindful of maintaining the character of the Open Space.

Tree Works

Officers confirmed that funding had been secured to replace the damaged whips planted last year. Works had also been carried out near a residential property to thin the shrubbery around the first picnic area to deter anti-social behaviour.

Esso Pipeline

It was acknowledged that works had taken longer than desired and Esso would be issuing communications to residents with an updated timescale and would update the signs on site with the revised dates. They had recently re-commenced work on site. When complete, Esso would re-instate the site in consultation with the Council as landowner, in accordance with the terms of the land agreement.

Neospora

The Group was advised that Officers would be submitting a report to the Council's Environment and Sustainability Committee regarding a new policy to remove dog waste bins from parks and open spaces, including Chertsey Meads because dog waste could be put in normal bins. There was some concern that people would not bother using the bins at all so this would have to be monitored. Officers confirmed that damaged bins were not being replaced. Funding for additional bins would need to be agreed in discussions between Environmental Services and Community Services.

Any measures to limit the number of dogs people could bring onto the Meads was under consideration, particularly in light of the incident elsewhere in Surrey which had resulted in the death of a dog walker. Enforcement was also an issue.

Bat Hibernaculum.

The Group noted that the bat hibernaculum was currently unused and in a state of disrepair and that it would be an option to re-secure it in consultation with the Surrey Bat Group. A survey from 2021 had recorded six bat species on site, no roosts had been identified although it was thought they were nearby. Vegetation management would need to take account of having the least impact on bats.

Hay Cut

An option to combine the hay cut and reed bed cutting was noted. The Group was concerned that the reed bed was increasing in size and coverage because it had not been cut in accordance with the management plan. It was suggested that one side was kept long for the birds and deer and the other side cut in alternate years. Officers would liaise with Mr Phillips further, noting that the best time to cut the reed bed was in October/November. Cutting any earlier would only be possible subject to a survey by Surrey Wildlife Trust to ensure there were no ground nesting birds.

The results of the National Vegetation Classification survey carried out by Surrey Wildlife Trust in 2021 were noted. Chertsey Meads was not species poor and supported a good range of rare and unusual plant species. The site's importance in terms of encouraging wildlife had to be balanced to maintain the sympathetic meadow management regime currently in place.

Stewardship Arrangement for Chertsey Meads

Members were asked to note that the current Countryside Stewardship Arrangement for Chertsey Meads expired at the end of 2023. Renewal of the arrangement fell to Officers in the Green Spaces team in Environmental Services.

7 **Fire Breaks**

The Group discussed the merits of introducing fire breaks to the Meads in response to Climate Change and the increasing number of wildfires. Advice had been sought from Surrey Fire and Rescue Service about producing a Fire Plan for the Meads and including it in the general Management Plan subject to consultation with stakeholders.

An indicative plan of potential fire breaks was noted and Officers thanked for the preparatory research undertaken so far. It was agreed that there was a balance to be struck between making the Meads safe for everyone, especially during the summer months when the grassland was at its highest and maintaining the site in accordance with the Management Plan.

Different options were discussed including how wide breaks should or could be, where located and how maintained and funded, given there was no budget currently to introduce fire breaks. It was asked whether this type of work would be SANG funded or met from the general parks and open spaces budget. It was confirmed that SANG monies could be used to enhance the site but that it could also be classed as maintenance. Officers were currently working on a SANG strategy but any proposals would have to be properly costed.

Further thought was needed before making a decision but generally members agreed that a more frequent 'cut and collect' was desirable and that using the existing paths would be a good idea and to look at wider paths but not as wide as 5m which it was agreed would not benefit the overall look and feel of the site. There was an option to have variable widths depending on the location. Officers would share the mowing plan with Surrey Wildlife Trust and other key experts on the Group to discuss further to include obtaining further professional advice.

Recommend that –

Officers to take forward the idea of fire breaks and/or an enhanced mowing plan in consultation with key stakeholders to include detailed costed plans, and subject to sufficient funding being identified, and further professional advice being secured.

8 **Annual Work Programme**

The Group noted that the annual work programme was last updated in February 2022. A new Management Plan would need to be prepared with assistance from key stakeholders including Surrey Wildlife Trust. The Management Plan was due to expire in 2026. A lack of resources had meant that the annual work programme had not been updated but it was hoped to address this.

9 **Events**

Chertsey Show

Mr Turner advised that the 2023 Chertsey Show plans were well under way and the show was due to take place on 12 – 13 August 2023.

Members discussed the 2022 show, which despite the very hot weather had been a success.

It was confirmed that the one-way traffic arrangements could only be in force for the duration of the show itself for security reasons.

The new bin policy which was due to be considered by the Environment and Sustainability Committee would affect the show arrangements. Mr Turner agreed to discuss this separately with the Corporate Head of Environmental Services who confirmed there would be a budget to support community events.

The Chertsey Show would be discussed by the Council's Safety Advisory Group, to which Esso would also be invited.

Annual Site Visit

The Group did not set a date for an annual site visit.

Litter Pick

A Litter pick date had been set for Sunday 16 April 2023. However, staffing resources and availability of a trained first aider to attend the event meant that it could not take place as a Council led event this year. Volunteers could meet informally but this would be at their own risk and it was unlikely the Group would have the usual access to litter pickers and sacks. This would need further discussion.

10 **Any other Business**

The Group wanted to discuss the recent events at the Meads concerning a private property adjacent to Council owned land and other related incidents elsewhere. This was essentially a community safety concern but which touched on issues that might impinge on management and maintenance and the condition of the Meads.

Local residents had been alarmed by an attempt to gain entry to private properties but thanked Esso's security people for their assistance and the donation of some Heras fencing to deter further attempts. Options to address this were discussed.

The Council had acted swiftly in liaison with Esso but like the Police were limited in action they could take in what was essentially a civil matter.

Residents were grateful for the support given but remained concerned. They were urged to continue reporting incidents to the Police and remain vigilant.

Ms Harper asked the Group whether there would be support for events to mark the Great British Green Week from 10-18 June, or if they had an ideas of events that could take place to raise the profile of the Meads such as holding an open water safety event. Mrs Hearne agreed to discuss with Mr Bickford and report back. Any suggestions would be welcome.

The dates of future meetings noted as Tuesday 5 September 2023 and Tuesday 27 February 2024. To be held at the Civic Centre in Addlestone at 7.30pm.

Urgent Action – Standing Order 42

A copy of proformas 1018, 1019, 1020, and 1021 detailing action taken after consultation with the Chairman and Vice-Chairman of the Committee are attached.

1018 – Runnymede Pleasure Ground Paddling Pool

1019 – Runnymede Pleasure Ground Car Park Improvements

1020 – Safer Streets Funding Release

1021 – Grant Funding for Women’s Support Centre, Surrey

(For information)

Background Papers

None stated.

Standing Order 42

Consultation with Appropriate Chairman and Vice-Chairman for Urgent Action to be Taken Under Standing Order 42

To (Chair & Vice Chair):	Cllr Tom Gracey, Chairman of Corporate Management Committee & Cllr Chris Howorth, and Cllr Stephen Walsh, Chair and Vice-Chair of Community Services Committee
Relevant Committee:	
Date:	13.04.2023
Report Author:	Chris Swatridge
Report Title:	<u>Runnymede Pleasure Grounds Paddling Pool</u>
SO42 Proforma Number:	1108 1018

1. Synopsis of report

Runnymede Pleasure Ground comprises a land holding held in trust by the Council for the benefit of the public. The Community Services Committee exercise the Council's powers as Trustee of this land in the interests of social welfare with the object of improving the conditions of life for the surrounding residents.

A recent report (updated in March 2023) highlighted that the paddling pool surface and pool plant equipment at Runnymede Pleasure Grounds (RPG) is in need of urgent upgrading. This has been raised previously with Members when discussing capital funding bids for the replacement of water play facilities across the borough.

- Specifically at Runnymede Pleasure Grounds, there is a requirement to undertake the following actions in order for the facility to be reopened:
- A repair to the current surfacing by applying a resin overlay and then supplying and installing a new wet pour overlay
- Maintenance/repair and part replacement of existing plant equipment
- Completion of Pool Plant Operators training with the provision of pool safety operating procedures that are to be included in the renewed lease with the coffee shop owner on site

The reopening of this water play facility, albeit identified as being a temporary resolution until such time as a replacement facility is procured and implemented, is seen as beneficial to the borough and its residents, at a time when at least one other Water Play facility operated by the Council will not be reopened in 2023.

This proposed way forward has been considered, working with the Councils Corporate Assets team, who as part of the opening of the paddling pool have negotiated the renewal of the lease of the Coffee Shop/Café at Runnymede Pleasure Grounds. Heads of Terms are attached and Members are asked to approve these so that the legal documentation can be implemented and the tenant will undertake the day to day operation of the paddling pool. Discussions with the tenant to date have highlighted concerns regarding the water play not being open and this has resulted in a negative impact on the business. Therefore, for the best interests of the tenant and for landlord it is important that the lease is put in situ.

The proposed lease arrangements will include the Café taking the day-to-day operational responsibility for the paddling pool subject to RBC officers being content with the appropriate legislative regime for managing paddling pools and having the necessary insurances in situ. It should be further noted that this is a risk and needs to be addressed and mitigated subject to appropriate risk assessments being in place once documentation is received. Assets and Community Services have agreed with the tenant that such an arrangement could continue as an interim measure until such time an appropriate improvement is found for the paddling pool subject to monies being available (e.g. splash pad), providing that appropriate training is completed, and that the café are able to comply with the pool safety operating procedures that are proposed to be written by a third-party contractor. These procedures will be included as an appendix within the new lease agreement.

Given the above, it is important to note that should the Café not be willing to agree to the new requirements, this may jeopardise its reopening given the need to consider other operational arrangements which could result in a sizeable revenue cost to the Council.

The training can be carried out at the earliest in May 2023 which does not leave much time before opening the paddling pool for the June target date. Therefore, it is imperative that the pool control room equipment upgrade, and new pool surface are procured immediately to get the pool open as soon as its practically possible. As a result, a SO42 is presented for consideration.

Finally, it is proposed that we engage a company who are expert in pool maintenance to undertake weekly visits, whilst the pool is open. Whilst arrangements will be put in place with the Café owner via the newly agreed lease, weekly visits will provide assurance that processes etc. are being followed and that plant equipment etc. is working as required. Whilst costed for 20 weekly visits per annum for the next two years, this may be reduced to monthly at an appropriate time when there is a level of confidence that all processes are being followed. The cost of this is £7000. In addition to this the plant servicing the paddling pool will need to have regular maintenance and comply with legislation and there will need to be an increase in the budget for this to allow the paddling pool to remain open during the summer. The current budget provision held by Assets and Regeneration for maintenance for the whole of the pleasure ground is insufficient at £1200 for maintenance and this sum is held for the whole of the Runnymede Pleasure Ground not just the paddling pool along with the water consumption which will increase significantly. At present the budget proposed is in the region of £7500 but with a regime of draining the paddling

pool on a regular basis this could have a significant impact on this cost and the estimated cost has been increased to £10,000. Legionella regime will also need to increase to comply with legislation during the period of opening.

If approved, the above work will cost an estimated £45,500 plus VAT this would be funded via the ringfenced budget relating to the Runnymede Pleasure Grounds Trust.

2. Reasons why this matter cannot wait for a Committee Decision.
(Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)

Delaying the decision until the next meeting of Community Services Committee (next meeting June 23), where members of the committee sit as trustees for the Runnymede Pleasure Grounds Trust and associated budget, could result in the training and purchase of the new equipment not being undertaken/installed in a timely manner for reopening of the paddling pool in June 2023. Equally, a further delay could jeopardise the renewal of the lease with the existing tenant of the café which would not allow the paddling pool to re-open in a timely manner.

Aware of this situation, following the March 2023 Community Services Committee meeting, an informal briefing of Members of Community Services Committee was undertaken, to advise them of this workstream and the potential requirement for completion of an SO42.

In the event of approval being given by Chair/Vice Chair, it would be intended to communicate with members of the Committee to inform them of next steps and to provide a copy of this SO42 for information.

3. Recommendation(s)

That the approval is given to undertake the works required at the cost of £45,500 plus VAT to deliver necessary training and pay for the creation of pool operating procedures for Runnymede Pleasure Grounds, working in partnership with Assets and Regeneration and Environmental Services.

That a waiver from the requirements of Contract Standing Orders be sought to enable the placement of the necessary orders to secure the works and services required to enable the paddling pool to be opened.

4. Context of report

- Please see synopsis section

5. **Report and, where applicable, options considered**

Three options are proposed:

1. **Give approval for immediate purchase orders to be created for the pool equipment, training and surfacing.**

This option is seen as the most viable way of having a water play facility reopened at Runnymede Pleasure Grounds in 2023. Whilst this is subject to the agreement of a new lease with the café owner, it is felt that if achievable places the Council in a much stronger position relating to the management of the facility.

In agreeing to this preferred option, approval is sought for a waiver of contract standing orders for the items detailed within the finance section of this document.

2. **That approval for immediate procurement is not given or a requirement to attend Committee with a report is mandated.**

This would result in there being no water play facility at Runnymede Pleasure Grounds in 2023, and potentially give reason as to why the lease with the café owner is not extended.

In the event of being required to present to committee in order to obtain approval, a request within the report would be made for a waiver of contract standing orders for the items detailed within the finance section of this document.

3. **Do Nothing**

As opposed to option 2, where committee approval is required, the option of doing nothing effectively closes this as a work piece, with an acceptance that the Paddling Pool will not be repaired nor reopened. This could potentially impact the agreement of a lease with the café owner and is likely to cause reputational harm to the Council. Given that all works will be funded by the RPG budget and not require financial growth from the General Fund, the cost of works required this option has been discounted.

6. **Policy framework implications**

The Community Services Service Plan gives the objective to implement a play space improvement programme, modernising our play space offer to local children across the borough. The modernising of the paddling pool at RPG contributes towards this objective.

The Health and Wellbeing Strategy Objective 2 - Healthy Communities has the action "for all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally". Therefore, having a safe, attractive and well-used paddling pool at a flagship site such as RPG will go a long way to realising this objective.

7. Financial and Resource implications (where practicable)

Resource implications of suggested course of action:-

Item	Cost
Resurfacing work of Paddling Pool	£6,000
Maintenance/Repair/Upgrade of Plant Equipment	£10,000
Increased Water and Energy cost (estimated only)	£20,000
Pool Training Course	£2,500
Weekly inspection and water testing visits (20 weeks per year for up to 2 years)	£7,000
Total:	£45,500
Total (inc VAT)	£54,600

The refurbishment and reopening of the paddling pool, has the potential to retain and realise additional income for the Runnymede Pleasure Grounds Trust via potential increased income through car parking fees.

This will only be achievable via the signing of a new lease as per the Heads of Terms attached to this document and via additional attendance at the pleasure grounds.

Monitoring of these additional costs will be undertaken during the summer and an updated budget monitoring report will be presented to a future meeting of the Community Service Committee after the peak summer season has ended.

8. Legal implications

Ensuring that the paddling pool is repaired to an appropriate standard and that the required training and instruction is provided to the Café, who will oversee the paddling pool on a day-to-day basis will address the majority of the health and safety risks (there are always risks associated with children and water play). Taking such an approach will therefore reduce the likelihood of civil claims being brought against the council for injury etc.

By having a contractor in addition overseeing the quality of water etc. through monthly testing, will reduce risk and potential legal implications as a result.

The new lease to the café operator will ensure continuity and efficient running of the leisure facilities at the Pleasure Ground.

9. Equality implications

There are no equality implications associated with this decision.

10. Other implications (Environmental/Biodiversity/Sustainability must be addressed)

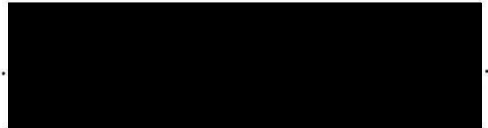
Whilst it is recognised that water play facilities across the borough need to be enhanced to provide better recreational facilities, doing so is necessary to also improve the environmental impact of facilities. However, when considering the four sites currently in the borough, the paddling pool at Runnymede Pleasure Grounds is the least impactful on the environment by virtue of the fact it does not require daily filling and emptying.

11. Background papers

None

12. **Chief Officer(s) Decision**

Signature of authorised officer



I have been consulted and am in agreement with the above

Signature(s) and position(s) of
other relevant Chief Officer, Corporate Heads or authorised representatives

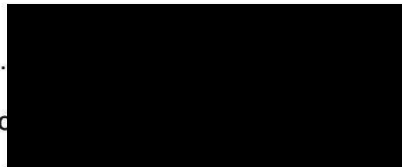


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NB: this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**

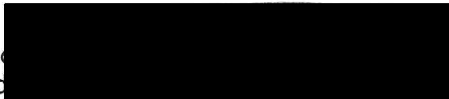
Signature of Chief Executive



I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision



Signed

Date

19/04/23

Signed



Date

20/04/23

I have the following further comments:

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Democratic Services) who will send a copy to the Chief Officer and report to the relevant Committee for information.

Standing Order 42

Consultation with Appropriate Chairman and Vice-Chairman for Urgent Action to be Taken Under Standing Order 42

To (Chair & Vice Chair):	Cllr Chris Howorth & Cllr Stephen Walsh
Relevant Committee:	Community Services
Date:	18.04.23
Report Author:	Linda Norman
Report Title:	Runnymede Pleasure Grounds Car Park Improvements
SO42 Proforma Number:	1019

1. Synopsis of report

To approve the expenditure:

- To provide the canoe club with its own parking portal to meet their seasonal parking requirements in a more efficient manner whilst protecting the parking income at the Pleasure Grounds
- To provide a better experience for disabled users who visit the grounds
- To improve signage within the car park for both disabled and regular users to ensure income is maximised and improve the visitor experience
- To repair and maintain the existing hard core parking spaces where parking bays have become faded and instal additional parking spaces for disabled users

2. Reasons why this matter cannot wait for a Committee Decision.

(Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)

Due to the seasonal nature of visitors to the car park, the majority of this work needs to be implemented prior to the start of both the canoe club training season and when an increase in visitors is expected.

There will be a lead in time where the software improvements will need to be installed and tested as well as the installation of new signs and minor repairs to the car park surface which should be carried out with minimal interference for the public.

3. Recommendation(s)

To approve the expenditure of up to £7.5k to improve the car park operating systems, signage and maintenance of the car park to maximise the income generated at that location.

4. Context of report

Runnymede Pleasure Ground (RPG) comprises a land holding held in trust by the Council for the benefit of the public. The Community Services Committee exercise the Council's powers as Trustee of this land in the interests of social welfare with the object of improving the conditions of life for the surrounding residents.

The Canoe Club lease premises at RPG which includes a club house and a car park with spaces for about 40 cars. Access to the Canoe club can only be gained via the car park at RPG and with the introduction of a barrier system, this has created an issue where canoe club members cannot easily gain exit from the main car park as the system thinks they have not paid for their parking.

In addition, disabled badge holders are entitled to free parking in all of Runnymede's car park but with a barriered system, disabled people are expected to register on the Council's Parking portal to use this car park for free.

Whilst it was intended that this would assist disabled people in that they would only have to register their car and then the ANPR system would recognise their details and allow easy passage from the car park, for those disabled people who do not have access to the internet or who use multiple vehicles, they are unable to register on the portal and face difficulties when leaving the car park as their blue badge is not recognised.

Furthermore, of the 352 parking spaces only 3 are set aside for disabled users which is insufficient for the size of the car park. In 2022, 377 disabled people registered on the RPG portal which indicates this is a popular location and as such, the Council should ensure there are adequate spaces for disabled users and simplify the system to ensure ease of entry and exit to the car park.

For a car park of this size, the British Parking Association recommends a minimum of 4 spaces plus 3% of total number of spaces. However, as much of the car park is on grass, some of these spaces will be unsuitable to convert into disabled parking but a further 2 spaces should be set aside for disabled users at that location.

Notices at the car park are outdated and confusing and there has been no regular maintenance of the car park itself with no budgetary provision to allow for minor surface repairs, maintenance of parking bays and repairs to the barrier. This is a popular location and the car park needs to be maintained to a decent standard, with clear signage to protect income and support disabled users. The income from the car park fees is invested back into the Pleasure Grounds to provide a high calibre tourist attraction to be enjoyed by residents and visitors alike. However if the car park is not maintained, this could result in claims against the Trust and loss of income if the barrier is not maintained on a regular basis.

5. Report and, where applicable, options considered

When the Automated Number Plate Recognition (ANPR) system was introduced at Runnymede Pleasure Grounds (RPG), the Treasurer of the Canoe Club (Ms O'Neill) was given access to the system to enable her to add her club members to the 'White-list' to obtain free parking at the Pleasure Grounds, including access to raise the barrier manually and also provided with the secure access code on days where events were held to allow visitors and spectators free parking within the main car park.

Whilst this was done with the best of intentions by the Open Spaces team, a member of the public should never have been given access, even in a limited capacity, to a Council owned system where personal data may be held.

Unfortunately, Ms O'Neill was not properly trained in using the system nor has she maintained proper membership records and she has been allowed to add over 400 cars onto the 'white-list' giving many cars unlimited access to both the RPG car park and Waitrose in Egham, which is linked to the same system. She has confirmed that there are only 60 members of the canoe club so the number of cars on the 'white-list' is disproportionate to club membership. Her access to the system has now been removed and all 400 car registrations have been set to expire on 30 June 2023. She has advised that not all members turn up every week and as such, their car park should be sufficient to support their users. However, the Council do need to consider a more effective way to manage the canoe club members parking to ensure they have easy access to their car park whilst not impacting on the RPG main car park.

Officers considered various options including installing a second camera at the Canoe club premises and moving the existing barrier which was considered cost prohibitive at £19k.

The most cost-effective solution will be to set up a parking portal similar to that used by the disabled badge holders where members can register up to 2 cars providing copy of their membership and ownership details. They will be expected to renew every 3 months as the canoe club have seasonal members and new members who are given trial periods who then do not sign up for the whole year. An email notification will be sent to the members for them to renew every quarter and if they do not renew, they will automatically be removed from the 'white-list'. The Council will allow 50 sessions of free parking a day which should ensure that the majority of canoe club members are able to park in their car park with a minimal number who may have to park in the RPG car park who will then need to pay for their parking.

For event days, the Council will issue the canoe club with a bar code to give to members and competitors to allow free parking on those days. However, spectators will be expected to pay for parking if they are using RPG car park.

The cost of this solution will be approximately £1200pa which will be recovered through proper administration of canoe events. The Council lost in excess of £600 parking income for their event in May 22 where Ms O'Neill was given access to the barrier code which she gave to all visitors. The barrier access code will no longer be given to event organisers and the canoe club membership will be properly managed and coordinated through the portal by RBC Parking staff.

For disabled badge holders, it is proposed to install a bar code scanner at the barrier kiosk that will be able to read and verify the Blue Badge bar code. This will enable those disabled visitors who are not able to register on the portal, to scan their badge on exit to ensure they continue to receive free parking. Whilst the portal is still the most efficient way for disabled visitors to use the car park as the system will automatically recognise their car registration so will allow immediate access, the bar code reader will enable an alternative method should they not be able to use the portal for whatever reason.

The cost of the scanner and bar code reader will be £1500 installation and £500pa for support and maintenance.

The signage is all old and confusing advising visitors that ANPR will be installed and other notices are unclear around payment and disabled bay usage. It is proposed to replace the signage with more up to date notices that are clear around payment and usage of the car park. It is anticipated that the cost of replacing these notices will be in the region of £500 - £1000.

The number of disabled bays need to be increased to meet best practice and to support disabled people using the car park as well as remarking out bays and filling minor potholes. It is anticipated that a budget of £3000pa is required to facilitate these minor works and ensure future repairs are budgeted for.

6. Policy framework implications

RPG is held in Trust by the Council and as such there are no Policy implications. However, as Trustee of this land, **by improving the parking facilities for both canoe club members and disabled visitors** this meets the Trusts objectives of enhancing the interests of social welfare by improving the conditions of life for the surrounding residents whilst also **underpinning the Council's Corporate Strategies of:**

- **Health & Wellbeing**
- **Empowering the Community**

7. Financial and Resource implications (where practicable)

The cost of the improvements are as follows:

- Canoe club improvements £1,200 pa
- Installation Bar code scanner and reader £1,500 (one off)
- Support and maintenance of barcode scanner £500 pa
- Replacement signs £1,000 (one off)
- Maintenance of car park surface £3,000 pa

Total revenue cost will be £4,700 pa annum with a further one off cost of £2,500 for immediate improvement works. It is anticipated that these costs will be recouped through increased revenue as visitors are able to clearly understand how to pay and will support disabled visitors with an improved experience.

8. Legal implications

There are none. The improvements are operational and will improve the visitor experience whilst protecting income for the Trust.

9. Equality implications

By implementing a bar code reader at the exit point to provide an alternative method for disabled users to improve their experience as well as increasing the number of disabled bays proportionate to the size of the car park will have a positive impact on disabled visitors

Installing clear signage around disabled bays and payment options will ensure disabled bays are only used by those who are entitled to use it.

Regular maintenance will ensure that the car park is fit for use and improves the customer experience for all.

10. Other implications (Environmental/Biodiversity/Sustainability must be addressed)

There are none

11. Background papers

There are none

12. **Chief Officer(s) Decision**

Signature of authorised officer ...

[Redacted Signature]

I have been consulted and am in agreement with the above

Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads or authorised representatives

[Redacted Signature]

NB: this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**

Signature of Chief Executive ...

[Redacted Signature]

I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision

[Redacted Signature]

Signed

Date

19/04/23

Signed

[Redacted Signature]

Date

20/04/23

I have the following further comments:

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Democratic Services) who will send a copy to the Chief Officer and report to the relevant Committee for information.

RUNNYMEDE BOROUGH COUNCIL**CONSULTATION WITH APPROPRIATE CHAIRMAN AND VICE- CHAIRMAN FOR URGENT ACTION
TO BE TAKEN UNDER STANDING ORDER 42**

**To: Cllr C Howorth & Cllr S Walsh
Chairman and Vice-Chairman of the Community Services Committee**

**Cllr J Gracey & Cllr J Hulley
Chairman and Vice-Chairman of the Housing Committee**

Date: 14 April 2023

Report Author: Andy Vincent/Darren Williams

Report Title: Safer Streets Funding Release

SO42 Proforma number: 1020

1. Synopsis of Report.

In September 2022 Surrey Police supported by Runnymede Borough Council (described as the Safer Streets bid in the remainder of the report) submitted a funding application for Safer Streets Funding round 4 to address issues of anti-social behaviour on the Garfield Road Estate Addlestone.

The aim of the Safer Streets Funding is to make funding available to: -

police forces, local authorities, British Transport Police and eligible community groups across England and Wales to prevent violence against women and girls in public, neighbourhood crime and anti-social behaviour.

These projects will be able to fund the roll out extra CCTV and streetlighting in their communities and expand work to change attitudes and behaviours and prevent these crimes happening in the first place.

The Safer Streets bid focused on physical improvement to the Garfield Road Estate to design out crime and anti-social behaviour and provide support and physical diversionary activities designed to prevent people from and to move people away from anti-social activity.

Physical improvements to the estate include: -

- Additional CCTV cameras
- Blocking off a secluded walkway
- Gating off 'rat runs' on the estate
- Additional lighting

These have been completed.

The other element of the Safer Streets bid submitted was revenue grant funding for the delivery of a Youth Café in close proximity to Garfield Road, with part of the match funding coming from the already planned capital budget for a Youth Café facility.

As a result of the unavailability of suitable/affordable premises locally to deliver the youth café, officers have worked to preserve as much of the grant funding as possible, and to deliver a service working with young people in the Garfield Road area and possibly neighbouring parts of Addlestone. As a result of this work, it is proposed for the support service will be provided by a Young Person Focused charity Eikon – who are located in Addlestone and well established in the Surrey area.

It is intended that the match funding for this function will be provided via the money spent against the other elements of the bid, and improvement to the Garfield Road estate, by revamping the play area behind Middlesex Court and a refreshed basketball court behind Hampshire Court, at a cost of approximately £90,000.

2. Reasons why this matter cannot wait for a Committee Decision.

This document is requesting for approval to work with Eikon as an alternative to the original Safer Streets funding intention. A decision is required in order to implement the alternative arrangements to ensure that the grant funding required in 23/24 is secured. Due to the need to make definite commitments relating to this, a decision is not possible to wait until the June committee cycle.

3. Recommendations.

- i. Approval is provided for the Council to enter a grant funding arrangement with Eikon, to deliver youth engagement services at Garfield Road Estate/in Addlestone, for a period of two years, funded by £160,000 of funding from the Safer Streets funding stream.

4. Context of report.

The launch of Safer Street 4 grant funding by the Home Office, prompted Surrey Police to consider opportunities for projects across the County. Locally, the Runnymede Neighbourhood Team, focused on the Surrey Towers and Middlesex Court area of Addlestone (the Garfield Road Estate), given the levels and variety of criminality and anti-social behaviour in the area.

The Council was asked to join the Police led funding bid, with representatives from Community Services (including Community Safety and Safer Runnymede) and Housing participating, supported by the Corporate Grant Bid Writer, joining the Police in a partnership bid which allowed consideration of a broader set of opportunities, some of which have been the Council's long held ambitions.

Working with Police Officers and their Designing Out Crime Officer (DOCO), the initial consideration for the bid focused on the physical Garfield Road housing estate area. Following a walk around by Officers, where options to reduce ASB and criminality were considered, several components were included as part of the application. These were:

- The installation of gates into stairwells
- Installation of CCTV cameras, linked to Safer Runnymede
- Installation of additional lighting
- Reconfiguration of gardens to remove secluded pathways

The second element of the bid is focused on work to reduce anti-social behaviour on the Garfield Road Estate through diversionary and educational activities.

Initially, the proposal and focus of the grant funding awarded, was to deliver years 1 and 2 of a Youth Café, at a venue not far from the Garfield Road Estate. This element secured funding of £321,000 over a two-year period. Match funding for this grant would in part be secured using the previously approved capital budget of £160,000 for such a project.

However, due to the unavailability/affordability of a suitable facility within the immediate area surrounding Garfield Road, the Youth Café element has been unable to be delivered. As a result, of the £160k of grant funding in year 1, only £67k is able to be realised due to the Council not having delivered an intervention.

Officers have worked to try and preserve as much of the grant originally awarded as possible, by considering an alternative service function, working with young people in the Garfield Road Estate area and neighbouring area. Having identified an existing project which has the potential to be extended into this area, it is proposed that the Council work in partnership with Eikon, a young people focused charity.

Their proposal is to provide the following interventions: -

1. Children and young people 8-18 years in Runnymede (including those out of school) are identified, assessed, and supported with relevant, and direct early interventions to improve their wellbeing and mental health either in a community or school setting;
 - a) Intensive 121 support with the child (and with a parent or sibling in some cases) to help overcome anxieties and early level concerns;
 - b) Targeted group work addresses key topics such as healthy relationships (including boys' groups with a focus on healthy boundaries with girls/ women and challenging domestic violence social norms), anger management, friendship circles;
 - c) Preventative work with larger cohorts of children addresses key topics such as anti-bullying, online safety, and school transition support;
2. Parents and carers in the community are supported by building their knowledge, confidence, and skills to support their young person's wellbeing and mental health longer term;
 - a) 121 support with the young person in community settings;
 - b) Parent webinars on topics such as 'Supporting your Child's Mental Health and Wellbeing,' 'Supporting your Child's Self-esteem and Confidence,' 'Supporting your

Child through Year 10 & 11' (and bespoke events can be arranged). These are funded elsewhere, but parents in the programme will be signposted.

The partnership with Eikon would be for a two-year period, costing £160,000 in total. This would be funded by the Safer Streets grant received.

In order to realise this grant, the Council would need to ensure it delivers its own commitments, as agreed with the Home Office, in Garfield Road. Given that £67k of funding has been received in 2022/2023, these commitments in 2023/2024 would need to total a minimum of £97,000. Using existing budgets within Housing, set for the purpose of estate enhancements, it is proposed that improvements will be made to playgrounds and basketball courts.

Whilst the above does not deliver the Youth Café initially intended, it does provide a solution to accessing as much of the remaining grant funding, as possible, and to placing youth intervention services in the Addlestone area. The Corporate Heads of Housing and Community Services have spent a significant amount of time, rescuing the original funding submission and it is felt that if this approach is either not approved by Members, or by the Home Office (in principle it has), then the only other option would be to withdraw from any partnership with Eikon and confirm that we will not be drawing down any of the remaining 23/24 grant funding available.

6. Policy framework implications

The Safer Streets funding bid supports the objectives of the Council's Health and Wellbeing Strategy, given the impact community safety has on the wider determinants of health. Specifically, this project meets the themes of Healthy Homes and Healthy Communities within the strategy.

7. Financial and Resource implications

In 2022/23 the following has been spent – in line with the original funding application on activities on the Garfield Road Estate.

Item	Year 1 Spend
	£
Gates	3,700
Cameras	12,692
Lights	300
Metal Fences	
Wooden Fences	6,507
Turf	-
CCTV Monitoring/Maint	22,560
Project Management	4,999
Ongoing Maintenance	4,000
Patrols on Surrey Towers Estate	12,000
Total:	66,758

Expenditure by Runnymede Borough Council is match funded through Safer Streets – and therefore this money is available to support diversionary activities.

8. Legal implications

It is possible for the Council to apply, either on its own or in partnership with another organisation, for grant funding from Government schemes. Any such grant funding will normally be subject to certain conditions e.g. to be spent on specific projects or to have match funding provided by applicant organisations. In the present case the Council is required to provide match funding for certain elements of the projects for which funding has been granted.

The securing of an external organisation to deliver elements of the projects for which funding has been secured is permissible subject to appropriate controls being put in place i.e. auditing of expenditure.

9. Equality implications

An Equalities Impact Assessment has been completed for the target hardening, diversionary activities, and floating support service.

No equalities issues have been identified – although it is essential that the floating support service reaches all parts of the community.

This will be monitored through regular contract meetings.

10. Other implications

Engagement with residents is essential in this project. A meeting was held with residents in July and October 2021.

Regular updates have been provided on improvement measures to the Garfield Road estate via newsletters.

Engagement on diversionary activities and the floating support service is planned for the early summer 2023.

11. Background papers

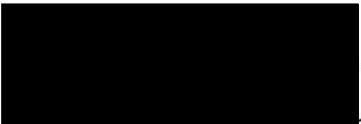
[Safer Streets Funding final.pdf \(runnymede.gov.uk\)](#)

12. Chief Officer(s) Decision

Signature of authorised officer 

I have been consulted and am in agreement with the above

Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads, or authorised representatives



NB. this must include the Assistant Chief Executive or their authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. Chief Executive's Decision

Signature of Chief Executive 

I have been consulted and am in agreement with the above

14. Chairman and Vice-Chairman Comments

Community Services

I concur in the Chief Officer's decision.

Howarth
Walsh

Signed

[Redacted Signature]

Date

April 27th 2023

Signed

[Redacted Signature]

Date

April 27 2023

I have the following further comments:

Further information may be obtained from Andy Vincent – Corporate Head of Housing or Darren Williams – Corporate Head of Community Services

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Mario Leo) who will send a copy to the Chief Officer and report to the relevant Committee for information.

14. Chairman and Vice-Chairman Comments

Housing

J Gracey
Hollis

I concur in the Chief Officer's decision.

Signed _____

Date _____

Signed _____

Date _____

I have the following further comments:

Further information may be obtained from Andy Vincent – Corporate Head of Housing or Darren Williams – Corporate Head of Community Services

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Mario Leo) who will send a copy to the Chief Officer and report to the relevant Committee for information.

Standing Order 42

Consultation with Appropriate Chairman and Vice-Chairman for Urgent Action to be Taken Under Standing Order 42

To (Chair & Vice Chair):	Cllr Tom Gracey, Leader of the Council & Cllr Chris Howorth, Chair of Community Services Committee Cllr Stephen Walsh, Vice Chair of Community Services Committee
Relevant Committee:	
Date:	28/04/2023
Report Author:	Darren Williams
Report Title:	<u>Grant Funding for Women's Support Centre, Surrey (WSC)</u>
SO42 Proforma Number:	1021

1. Synopsis of report

On 9th February 2023, a letter was written to the Chief Executive, from NHS England, outlining the risk of closure facing Surrey Women's Centre. Women's Support Centre, Surrey (WSC) provides a county-wide prevention service for some of the most vulnerable women in Surrey. Included within the Trauma-informed provision is a Recovery Service, Domestic Abuse Service, Generic Service, Counselling Service, Checkpoint Plus (out of court diversion scheme) working with Surrey Police and the Office of the Police and Crime Commissioner (OPCC), as well as a varied group offer.

The letter, sent to all District and Borough Councils, outlined the funding gap faced by the organisation in 2023/2024, as it transfers its operations from Woking Borough Council to Catalyst and requested that District and Borough Councils support the transitional period, by agreeing to provide £15,000 of grant funding from each Council partner.

Following an exchange of emails with the Corporate Head of Community Services, a further letter was received, dated 4th April 2023, providing an update on the financial position of the service and providing details of the numbers of women supported by the service each year, from 2019/2020 to 2021/2022. The breakdown of this in relation to women from Runnymede is as follows:

Year	Number Supported
2019/2020	31
2020/2021 (covid)	23
2021/2022	15
Total	69

County wide, the data provided showed that in the same period 1,237 women and families were supported, highlighting the critical importance of the service within the County.

At the request of the Chief Executive, the Corporate Head of Community Services has been asked to consider the request for funding and this SO42 provides a recommendation in relation to this.

2. Reasons why this matter cannot wait for a Committee Decision.

(Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)

The pressing need of Women's Support Centre Surrey to understand their financial position for 2023/2024, means that deciding whether to commit financial support cannot wait until the next meeting of Community Services Committee, scheduled for June 2023.

<p>3. Recommendation(s)</p> <p>Officers recommend that grant funding of £15,000 is awarded to Women's Support Centre Surrey, paid to Catalyst who will be delivering the facility and services in 2023/2024.</p>
<p>4. Context of report</p> <ul style="list-style-type: none"> Please see synopsis section
<p>5. Report and, where applicable, options considered In relation to this matter, there are two options available for consideration:</p> <p>1. Provide Financial Support via Grant Funding Requested</p> <p>This option is to support the work of Women's Centre Surrey, and to support women and families in Runnymede and across Surrey, who are facing domestic violence and abuse. This is the recommended option to Members, given the importance of this work.</p> <p>2. Do not Provide Financial Support</p> <p>There is the alternative option of not providing the financial support requested. However, given the importance of the service and the fact that funding has been identified, this has been discounted as an option.</p>
<p>6. Policy framework implications</p> <p>Within the Council's Health and Wellbeing strategy, the priority of Healthy Homes outlines the Council's commitment to "ensuring residents of all ages can live in safe, secure, good quality homes". In the context of this SO42, the word safe includes the safety of residents within their homes, including those facing or at risk of domestic violence and abuse.</p> <p>The delivery of the Health and Wellbeing Strategy is supported by the Service Area Plan for Community Services in 2023/2024, which requires a Community Safety Strategy for the borough. This will strongly link to the work and priorities of the Community Safety Partnership, where Domestic Abuse featured within the Runnymede Community Safety Partnership (RCSP) plan during 2022/23 under the heading of Violence Against Women and Girls (VAWG) after National Government released the Domestic Abuse Act and Tackling violence against women and girls' strategy in 2021. Whilst the partnership plan for 2023/24 has not been finalised, it is expected that VAWG will remain a priority for the partnership moving forward.</p> <p>The Surrey Health and Wellbeing Strategy also highlights Domestic Abuse as an area of focus under Priority 3 – "Supporting people to reach their potential by addressing the wider determinants of health". Within the intended outcomes for this priority, is "people are safe and feel safe (community safety including domestic abuse, safeguarding)". This element of the strategy links to the Surrey Against Domestic Abuse Strategy.</p>
<p>7. Financial and Resource implications (where practicable)</p> <p>A sum of £15,000 sum required to provide the financial requested to Women's Support Centre, Surrey, would be funded by a grant received by Community Services in late 2022/2023, with the balance ringfenced for appropriate use in 2023/2024.</p>
<p>8. Legal implications</p> <p>None relating to the recommendations of this report.</p>
<p>9. Equality implications</p> <p>None relating to the recommendations of this report.</p>
<p>10. Other implications (Environmental/Biodiversity/Sustainability must be addressed)</p> <p>None relating to the recommendations of this report.</p>
<p>11. Background papers</p> <p>None.</p>

12. **Chief Officer(s) Decision**

Signature of authorised officer



I have been consulted and am in agreement with the above

Signature(s) and position(s) of
other relevant Chief Officer, Corporate Heads or authorised representatives

.....

NB: this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. **Chief Executive's Decision**



Signature of Chief Executive

I have been consulted and am in agreement with the above

14. **Chairman and Vice-Chairman Comments**

I concur in the Chief Officer's decision.

Signed electronically signed by C Howorth and S Walsh 02/05/2023
email trail to confirm consent obtained

Date _____

Signed _____

Date _____

I have the following further comments:

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Democratic Services) who will send a copy to the Chief Officer and report to the relevant Committee for information.