

Title	ID Number	Service Area	Department	Description	Q1 Update
Voluntary Org Grant Reviews	EC008	Community Services	Community Development	To review all grants to voluntary organisations on a three-year basis with annual assessment of performance.	This objective has been completed with the core grant funding of four organisations reviewed. A committee report has been presented to Committee with recommendations and approved, with organisations receiving confirmation of a further 3 years funding and an agreed 10% uplift (one off) against the previous grant value.
Runnymede Local Initiatives Fund	EC006	Community Services	Community Development	Seek to establish a Runnymede Local Initiatives Fund to pump prime community projects and facilitate access to other sources of funding. To be completed as part of voluntary sector grant review	To achieve this objective there is a need to identify additional funding to the current budgets that will be used for generic revenue grant funding. However, aligned to the NW Surrey Alliance, funding has been received from NHS partners that will be used as seed funding to support local initiatives via the Councils forthcoming Health and Wellbeing Partnership. Therefore further information and progress against this objective is likely to be made in Q2 and Q3.
Voluntary Sector Grant Funding Review	HWB050	Community Services	Community Development	Complete a review of voluntary sector grant funding awarded by the Council and implement a new voluntary sector grant scheme for the borough, supporting local community infrastructure and activity, against the corporate priorities of the Council.	In Q1 Community Services has designed new grant processes for two one off grant schemes, plus the Englefield Green S106 monies. The forms and processes put in place for these test these elements of the review. Given there are currently a couple of grant schemes live, plus a grant scheme to come (Youth Development), it has been agreed to launch the revised RBC voluntary sector grant scheme in April 2024. As a result the work to review the grant policy will be moved to Q3/Q4.
Community Safety Strategy	HWB016	Community Services	Community Safety	Develop a Community Safety strategy for Runnymede and further develop the role of the Community Safety Partnership, locally.	Having completed the review of the priorities for the Community Safety Partnership, the focus has now moved to a local RBC Community Safety Plan. Research if and how other local authorities have taken such approach has been undertaken and the next step is to engage key internal partners to this plan, including Safer Runnymede, Housing and Environmental Health A lot of work has already been completed, working with the corporate CLT. The first stage of a review has been to consider the current maintenance contract and look to make amendments with the agreement of the contractor, that reflect the service more so than the specification for the tender, written by consultants. Part 1 of this process has been achieved with a contract change order signed, and now the focus turns to the major challenges created by the new contract, which place financial risk to the contract, due to its structure.
Safer Runnymede Development	HWB001	Community Services	Safer Runnymede	Further develop the role Safer Runnymede plays in supporting/protecting communities through the delivery of CCTV services and pursue opportunities to promote the sustainability of the service (e.g., Safer Surrey, working in partnership with other Councils).	A plan of all work strands has been set out and a business plan for Safer Runnymede is being worked through. However progress with this is sometimes slow due to Safer Runnymede also being engaged with three other local authorities regarding possible service provision, plus the day to day operations. It is understood that Safer Runnymede forms part of the corporate CLT review programme and it is hoped that this will provide additional capacity to support this priority.
CCTV CC Design	CSCD001	Community Services	Safer Runnymede	Engage CCTV control centre design consultants to consider optionality for Safer Runnymede, in order to identify works required and associated growth	Procurement advice received in Q1 suggested that such an approach ahead of any tender, was not appropriate. However further advice received will hopefully enable a development in this area in Q2/Q3.
S106 Allocation & Spend Review	HWB051	Community Services	Community Development	Review of current arrangements for the allocation and spending of capital funding through S106 grant monies, to be used in Englefield Green wards, for projects that enhance the community, its infrastructure and provide opportunities for recreation and social interaction.	Officers have reviewed the previous process and planned a way forward for spending of Englefield Green S106 monies. A committee report was presented to June Community Services Committee, which proposed a way forward, which was unanimously agreed. The delivery of this approved process is now the requirement for Community Development team members.
Community Transport Needs	HWB057	Community Services	Community Transport	Identify whether Community Transport services meet the needs of residents of the borough in providing access to services, facilities and amenities within communities that are otherwise inaccessible, to reduce isolation and remove transport as a barrier to engaging in communities.	Officers commenced the review of Community Transport in Q1, however progress has been delayed in this period due to unforeseen staff unavailability. This is a key priority and now with a full compliment of staff, more rapid progress is likely to be made in Q2.
Play Space Review	CSCD002	Community Services	Community Development	Complete a full review of works required at play spaces across the borough, and receive an options appraisal and indicative costings for a replacement programme.	Initial work on the review of play spaces was complete in Q1, in particular focussing on the health and safety repair requirements, following on from the completion of annual inspections and more recent monthly inspections by third party contractors. Emergency health and safety works were completed in Q1 in response to the findings of the reports and observations of officers, who visited sites to undertake own assessments in addition.

Play Space Improvement Programme	HWB018	Community Services	Community Development	Implement a play space improvement programme, modernising our play space offer to local children across the borough	Given the work on CSCD002 in Q1, work on a play space replacement programme did not commence until Q2. A further update will be able to be provided in the next quarter.
Youth Sport, Leisure & Recreation Facilities	HWB020	Community Services	Community Development	Deliver facilities and services across the borough to enable children & young people to participate in sport, leisure, and recreation.	Work has been undertaken in Q1 to review possible opportunities to engage with children and young people, in sport, leisure and recreation. A further update on progress against this will be provided in Q2. Other projects have been furthered in this area, in Q1, and are reported separately in this report. Together with colleagues from Assets and Regeneration, a kick off meeting was held with the rugby club to discuss existing facilities, experiences of playing at Kings Lane and their plans aspirations for the future in terms of expansion into youth rugby, women's rugby etc.
Review sites for play, sports & recreation	HWB024	Community Services	Community Development	Seek and investigate most appropriate sites for play, sports and recreation facilities, e.g., skate parks Review the proposals for the installation of a bike track at Kings Lane, Englefield Green as part of wider consideration of sports and recreation facilities at the site.	Colleagues in Assets began the process of obtaining a quote for a topographical survey of the site, however, a budget will need to be found to complete this. In addition, with conflicting requests to engage on various sports hub initiatives, it is intended that Com Services and Assets will discuss this objective (and other possibilities raised subsequently) with CLT to set a clear way forward against this objective.
Heathervale All-wheeled Facility	HWB025	Community Services	Community Development	Following identification of sites potentially able to accommodate skate park facilities, deliver a new all wheeled facility at Heathervale Park	Procurement documents have been completed and the tender exercise for the skate park facility has commenced.
Addlestone Youth Provision	HWB021	Community Services	Community Services	Establish the demand and core offer for the viability of a Youth Café facility in Addlestone to provide a safe space in the Community, providing social interaction, recreation and diversionary activity, and following the undertaking of engagement activity with local children and young people.	Officers were advised that this project, utilising Safer Streets funding secured, was not viable due to a lack of building options within the environs of Garfield Road. Therefore, in Q1, CH of Community Services and CH of Housing worked with the Home Office and PCC to try and retain as much of the funding awarded as possible, diverted into alternative options. Meetings were held with Eikon (a Surrey youth charity), regarding a youth engagement project at Garfield Road estate, with the intention for it to launch in Q2.
Community Hub at EHC - Viability	HWB022	Community Services	Halls & Day Centres	Consider the viability of community Hub at Egham Hythe Centre, working in partnership with Egham Hythe GP Practice	Work between Community Services and Assets and Regeneration has taken place to take forward this objective, but has been delayed for varying reasons including the pace of discussions with NHS colleagues, internal considerations re other buildings, financial viability of the project as originally intended and also other discussions re potential use of Egham Hythe Centre. It is intended that in Q2, a reset on this objective will be agreed and that progress will be made quickly to determine if realising this objective is possible.
Community Hub at EHC - Implementation	CSCD003	Community Services	Halls & Day Centres	Move from viability stage to implementation of Community Hub project at Egham Hythe Centre, requiring capital works to be completed to the building, working with Assets and Regeneration.	The delivery of this objective is dependent on the outcome of objective HWB022. Therefore, work against this objective has not commenced.
Homelink Service	HWB012	Community Services	Home Improvement Agency	Extend the Homelink (Handyperson) service in Runnymede to: • To provide affordable paid for services to vulnerable residents, to enable vulnerable residents to access support to continue to live independently at home. • Council owned properties, creating a tenure neutral service for residents, to provide consistency of service availability across all tenures.	Early discussions have been held regarding the extension of the Homelink service in Runnymede and the creation of a tenure neutral service. However, given Homelink is delivered on behalf of the Council by WBC, their internal challenges have meant that this objective cannot be progressed until there is greater clarity in relation to the future of Homelink. Further work will hopefully be completed in Q2.
Digitisation of telecare services - Equipment	HWB003	Community Services	Community Alarm & Telecare	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.	Research has been undertaken by the team into possible products, financing and any further digitalisation requirements in Safer Runnymede as the monitoring provider, ahead of intending to push this project forward in Q2 and Q3. Initial discussions with colleagues at SHBC have also been held regarding this objective, given that this is a requirement of both boroughs and that the service area forms part of the Community Services Partnership.

SHBC Partnership	HWB039	Community Services	Community Services	Working in partnership with Surrey Heath Borough Council, continue to deliver a Family Support service, enabling and motivating families to learn, develop and implement change to enjoy all aspects of family life.	A closer working relationship between RBC officers and the Family Support service (delivered by SHBC on the Councils behalf) has been achieved and RBC are now invited to attend partnership meetings, contract review meetings with SCC, etc. SCC announced their original intentions to go to open tender for future Family Support services, commencing in April 2024, and officers have been working alongside colleagues at SHBC to determine the way forward in relation to this, with both Councils indicating a desire to continue to work together and prepare a tender submission. Further work on this will be undertaken in Q2, once the intentions and future plans of SCC are formally received and understood.
Meals at Home Review	HWB040	Community Services	Community Services	To undertake a review of the Meals at Home service, considering options for more cost effective, environmentally friendly service delivery, without reducing service quality or availability.	A review of the service across the Community Services Partnership area was undertaken, with five different possible service delivery models considered and costed. The outcome of this was to retain the same delivery method, however after much pushing by officers, electric vehicles were secured for both Councils, on three year lease agreements, supporting the Councils climate change strategy.
Barrsbrook Farm Feasibility	HWB028	Community Services	Community Development	Act as the internal Client to work in partnership with Sir Williams Perkins School to identify opportunities and the feasibility for new sports facilities at Barrsbrook Farm, Chertsey, ensuring access for community use and benefit of residents.	Officers from Community Services have supported Assets & Regeneration in meetings with SWIPS, to discuss the potential for a sports hub at Barrsbrook Farm. The role of Community Services in these discussions is to ensure community access is secured in any development. Whilst progress has been limited, SWIPS do have a three year agreement to try and realise this vision and officers will continue to work with them as the project develops.
Hospital Discharge Model	HWB009	Community Services	Community Transport	Work with partners to further develop the Homesafe Plus hospital discharge model, in supporting timely discharge from hospital and preventing admission where possible.	Initial work has been undertaken to review the referral form and to improve the collation of monitoring data linked to Homesafe Plus. This is important as it provides evidence of the success of the project that can be used in attempting to secure funding for services that are available to support the NHS via this platform. Attempts to recruit to a project role were unsuccessful, and together with the three other NW Surrey Boroughs, a decision as to whether it is now required will be made. In the meantime the service continues to be well used with significant referral numbers into Community Services.
Safeguarding Policy	CSCD004	Community Services	Community Services	Implement safeguarding policy including all staff training and corporate governance structure	A new corporate Safeguarding policy has been written and approved by Members. The roll out of the policy, training requirements of all staff and recording processes internally will take place in Q2.
Armed Forces Covenant	HWB068	Community Services	Community Services	Promote greater understanding of the Armed Forces Covenant and the commitment of the council amongst staff to ensure appropriate support, information and advice is given to former service personnel.	Work against this objective has not commenced in Q1.
Home Improvement Agency	HWB002	Community Services	Home Improvement Agency	To deliver a more flexible and timely Home Improvement Agency and approach to spending of the Disabled Facilities Grant, in supporting residents of all ages being able to live safely and independently at home.	A development plan for the Home Improvement Agency has been written and approved by Members of Community Services Committee. New developmental elements will be completed in Q2. The team are experiencing increased referral numbers (which are to be monitored in 23/24 via service KPI's) and have already significantly reduced the application process time, from pre and immediately post pandemic. It is important to note that most likely delays in the process are at the stage Occupational Therapist support is required from SCC (due to workload), and in the undertaking of works by contractors. Both are to a degree outside the control of RBC, however work will be undertaken in Q2 as part of the plan to help address these aspects.
Full GDPR Compliance	CSCD005	Community Services	Community Services	Achieve full GDPR compliance with Surrey Heartlands and wider NHS alliance partners	Work has been completed with Surrey Heartlands, supported by the Councils Data Protection Officer, in order to meet the NHS standards required. Work has been started with colleagues in digital services around policy development whilst all staff have been asked to undertake the mandatory data protection training, a requirement of the council regardless, but also an element of the requirements with NHS. Further work on this will be completed in Q2 ahead of the November 2023 deadline to meet the standards.
Egham Hythe Centre Community Hub	HWB022	Community Services	Community Services	Support and provide input as required to the viability of community Hub at Egham Hythe Centre, working in partnership with Egham Hythe GP Practice.	

RPG Improvements	CD35	Community Services	Community Development	Council and Members want to improve Runnymede Pleasure Grounds to make it a leisure destination.	Initial work on this has been undertaken, as part of the play area review and reviewing the viability of reopening paddling pools in the borough. Maintenance works have been ordered, to enable the pool to reopen in Q2. Further work on the future of RPG will be undertaken in Q2 and brought to Community Services Committee.
Chertsey Museum Digitisation	CD01	Community Services	Community Development	To digitise museum archives and publish online	This objective has not started due to there not being the funding in place to support the digitalisation of the Museum, at present. The above situation was known ahead of setting the objective with the first element of the objective being to attempt to secure funding or find an alternative solution. Working with the corporate Bid Writer, work to try and identify possible sources of funding remains ongoing.
Customer Satisfaction Feedback Program	H018	Community Services	Community Services	Devise and implement a customer satisfaction survey and process for monitoring	This project has not commenced due to other priorities within Community Services and availability of resources.
Befriending services in Runnymede	OA15	Community Services	Community Services	Procurement of a befriending service for vulnerable adults to replace the current in-house service set-up due to the Covid-19 pandemic.	Following direction of members in Community Services Committee, partnership approach working with VSNS adopted. Agreements have been signed, funding provided and all data appropriately transferred from interim Council service to new offer. VSNS now delivering service.
DFG demonstrator wet room	P11	Community Services	Community Services	To set up a DFG demonstrator wet room facility at Manor Farm Day Centre and Windle Valley Day Centre, funded by the Disabled Facilities Grant. In doing so providing a facility for residents to access when using the centre or when awaiting major adaptations at home etc.	Project has not commenced, given the potential project relating to Egham Hythe Centre, that could include the service provision at Manor Farm Centre. The opportunity to progress this remains once the Egham Hythe objective reaches a certain stage.
Pilot Step Down Accommodation	P16	Community Services	Community Services	Work in partnership with North West Surrey Alliance, Spelthorne and Woking Borough Councils to deliver a pilot service providing step down accommodation for residents discharged from Hospital to reside at prior to returning home. Project led by SBC.	The step down pilot demonstrated benefits to the wider health system. Housing Committee approved the continued participation in the provision of step down accommodation, whilst NW Surrey Alliance have approved ongoing funding. Therefore the Council continues to participate in these scheme and forms part of new business as usual.
Lawn Tennis Association Support Project	HWB070	Community Services	Community Development	LTA proposal to improve Tennis courts in the borough.	Negotiations and planning with the LTA and appointed contractors continue, ahead of refurbishment being completed in Q2. Other elements of project to be undertaken in Q2.
Reprovision of Eileen Tozer Day Centre se	HWB071	Community Services	Community Services	Work with Addlestone Community Association in delivery of Day Centre services, or alternatively reopen the Eileen Tozer Centre.	Following the withdrawal of Addlestone Community Association from the intended partnership to reprovide service in Addlestone, further work on alternative options was undertaken in advance of a report being taken to Members at the beginning of Q2.
Procurement of Disabled Adaptation Wor	HWB072	Community Services	Community Services	Procurement of Disabled Adaptation Works Contractor.	Working with colleagues in Procurement and Housing, planning work for future procurement activity has been undertaken. This has included identifying the kinds of contractors required, considering if any existing contracts with the Council can be utilised and setting out a procurement timetable.