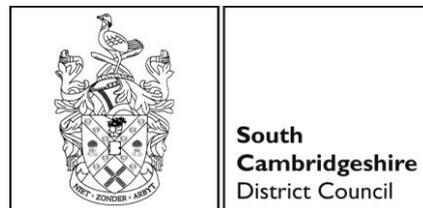


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19 November 2018

To: Chairman – Councillor Jose Hales  
Vice-Chairman – Councillor Clare Delderfield  
All Members of the Grants Advisory Committee - Councillors Dr. Claire Daunton,  
Sue Ellington and Peter McDonald

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 27 NOVEMBER 2018** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Beverly Agass**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>1.</b>	<b>Apologies for Absence</b> Apologies received from Councillor Peter McDonald.	
<b>2.</b>	<b>Declarations of Interest</b>	
<b>3.</b>	<b>Minutes of Previous Meeting</b> To authorise the Chairman to sign the Minutes of the meeting held on 28 September 2018 as a correct record.	<b>1 - 2</b>
<b>4.</b>	<b>Community Chest: Funding Applications</b>	<b>3 - 14</b>
<b>5.</b>	<b>Grants to Voluntary Sector: 6-Monthly Update Report</b>	<b>15 - 54</b>
<b>6.</b>	<b>Date of next meeting</b> The next Grants Advisory Committee will take place on Thursday 13 December 2018 at 10.00am.	

**7. Schedule of meetings 2019-2020**

The Committee is asked to decide on a preferred frequency of meetings so that a schedule of meetings can be compiled up to, and including, April 2020. As far as possible, room bookings will be made on the same day of the month and at the same time.

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

## **EXCLUSION OF PRESS AND PUBLIC**

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

### **Notes**

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

# Agenda Item 3

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Grants Advisory Committee held on  
Friday, 28 September 2018 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chairman  
Councillor Clare Delderfield – Vice-Chairman

Councillors: Dr. Claire Daunton Sue Ellington  
Peter McDonald

Officers in attendance for all or part of the meeting:  
Gemma Barron (Head of Sustainable Communities and Wellbeing), Ryan Coetsee  
(Project Officer) and Ian Senior (Democratic Services Officer)

Councillor John Williams was in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

### **2. DECLARATIONS OF INTEREST**

In relation to Minute 5:

Councillor Sue Ellington declared a non-pecuniary interest as a trustee of Swavesey Mobile Warden Scheme.

Councillor Jose Hales declared a non-pecuniary interest in Melbourn Mobile Warden Scheme because his wife is the Scheme's Manager and he himself is a trustee.

### **3. MINUTES OF PREVIOUS MEETING**

The Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 27 July 2018.

### **4. COMMUNITY ENERGY GRANT REVIEW 2018**

The Grants Advisory Committee considered a report on proposed changes to the Community Energy Grant scheme suggested by those in attendance at a recent workshop for members of the Grants Advisory Committee and Climate & Environment Advisory Committee.

Paragraph 15 of the report highlighted the main changes, and Councillor Peter McDonald sought and received clarification that applicants were required to submit up-to-date business cases alongside their applications.

The Grants Advisory Committee **recommended** that Cabinet consider the following proposed changes to the Community Energy Grants Scheme:

- To make it a requirement that a short business case be submitted alongside the application form
- To include additional examples in the list of what can be funded, namely pipe insulation, energy surveys, and replacement heating systems

- In connection with applications involving community buildings, to encourage applicants to undertake an energy survey (using a checklist) or to have such a survey undertaken professionally prior to application
- To provide additional guidance on how to quantify environmental benefits

## 5. MOBILE WARDEN SCHEME GRANTS REVIEW 2018

The Grants Advisory Committee considered a report proposing amendments to the criteria and guidance notes for Mobile and Community Warden Scheme Grants.

Those present discussed the report in general.

Councillor John Williams, Lead Cabinet Member for Finance, expressed reservations about the recommendations being made by the Committee. His main concerns related to the amounts of money received by individual schemes, Value for Money, audit, and total budget. Councillor Williams called for more communities to be encouraged to establish Mobile Warden Schemes to deliver greater coverage across South Cambridgeshire.

Councillor Peter McDonald described the Mobile Warden Scheme as a form of social care, demonstrating substantial Value for Money.

Councillor Claire Daunton asked officers to try to identify where in the District Age UK operated, and whether there was any overlap with the Schemes currently funded by the Council.

Discussion ensued on the benefits of dedicated wardens enabling users to see the same wardens each time. Also discussed was the idea of the service being provided instead by not-for-profit organisations with access to other sources of funding.

The Grants Advisory Committee **recommended** to Cabinet the changes to the Mobile and Community Warden Scheme Grant criteria and guidance notes, as set out at Appendix A to the report from the Head of Sustainable Communities and Wellbeing.

## 6. DATE OF NEXT MEETING

The next Grants Advisory Committee meeting was provisionally arranged for Thursday 13 December 2018, starting at 10.00am.

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**The Meeting ended at 10.50 a.m.**

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**Report To:** Grants Advisory Committee

27 November 2018

**Lead Officer:** Director, Health and Environmental Services

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## COMMUNITY CHEST: FUNDING APPLICATIONS

### Purpose

1. To consider applications received between 8 October and 11 November 2018 from the Community Chest grant funding scheme during 2018/19.
2. This is not a key decision, however, has been bought before the Grants Advisory Committee following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

### Recommendations

3. It is recommended that the Grants Advisory Committee:
  - (a) considers all applications for funding that are set out in Appendix A of this report and makes a recommendation to the Lead Cabinet Member regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.

### Reasons for Recommendations

4. The Lead Cabinet Member has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
5. The Lead Cabinet Member makes all decisions regarding grant funding unless there is a conflict of interest. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
  - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.

### Background

6. The Community Chest Grant was suspended between 1 August and 7 October 2018 in order to review the criteria and aims so as to ensure alignment with the Council's priorities. Following a workshop between the Grants Advisory Committee and Officers, the revised criteria and guidance was put forward to Cabinet and agreed on 5 September 2018.
7. Two notable changes are:

- (a) Parish Councils with 160 registered electors or more are ineligible to apply.
  - (b) Projects or initiatives on Parish Council land, if successful, will only receive a 50% grant with the other half expected to be match-funded by the Parish Council.
8. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:
- Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
  - Repairs to historic buildings / monuments / memorials
  - Equipment / capital purchase
  - Materials
  - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
9. The revised guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.
10. The total amount of funding made available in the Community Chest in 2018/19 is £57,000.

### **Considerations**

11. There are twelve applications for funding to be considered at this meeting. The total funding requested equals £10,219.95. The amount of funding remaining for allocation is £20,644.26. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

### **Options**

12. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member to
- (a) award the amount of funding requested
  - (b) award an alternative amount of funding, including zero funding, or
  - (c) defer a decision if further information is required from grant applicants.

### **Implications**

13. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

### ***Risk Management***

14. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

### **Consultation responses**

15. Local members have been consulted on applications that directly affect their local area.

**Effect on Strategic Aims**

16. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

**Report Author:** Ryan Coetsee – Project Officer, Sustainable Communities and Wellbeing  
Telephone: 01954 713461

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**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 8 OCT – 11 NOV 2018/19**

	<b>Name of applicant</b>	<b>Type of organisation</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Land owned by PC</b>	<b>Status of documentation</b>
1	Papworth Everard Allotment Association	Allotment Association	Papworth	Purchase a ride on mower	Equipment/ Capital Purchase	1,999.00	1000.00	Leased to PC then to PEAA.	Pending
2	Grinnel Hill BMX Club	Sports Club	Melbourn and surrounding	Site improvement	Equipment/ Capital Purchase	974.95	974.95	Yes	Complete
3	Friends of Histon & Impington Rec	Histon & Impington Triobike	Histon & Impington	Purchase a triobike for H&I and surrounding villages	Equipment & Capital Purchase	8,300.00	1,000.00	Bike will be stored on PC land.	Complete
4	Active New Communities	Community Group	Northstowe Willingham Longstanton	Marketing, hall & coaching costs for taster sport sessions	Promote active and healthy communities	1,500.00	1,000.00		Pending
5	City of Cambs Brass Band Youth Academy & Training Band	Charity	Members reside in multiple SC villages	Production for a CD recording	Develop Skills	2,000.00	1,000.00	N/A	Complete
6	Melbourn Bowls Club	Sports Club	Melbourn and surrounding	Replacement pushers	Equipment/ Capital Purchase	724.80	725.00	Yes	Complete

**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: OCT – NOV 2018/19**

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
7	Disability Cambridgeshire	Charity	N/A	Upgrade IT	Equipment/ Capital Purchase	1,020.00	1,020.00	No	Complete
8	The Countryside Restoration Trust	Charity	Barton and Comberton	Purchase of pitchforks, hay rakes and scythes to manage hay meadows	Equipment/ Capital purchase	600.00	600.00	Unknown	Pending
9	Toft Historical Society	Community Group	Toft	Erect memorial for WW1, status as Thankful Village	Leave a legacy for the community	1,169.60	300.00	No	Complete
10	1st Bourn Scout Group	Scout Group	Bourn and surrounding	Purchase a container for storage	Equipment/ Capital Purchase	1,640.00	1,000.00	Unknown	Pending
11	Milton Colts Under 10 Navy	Sports Club	Milton	To purchase indoor training facilities and coaching	Start-up	600.00	600.00	No	Pending

**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: OCT – NOV 2018/19**

	<b>Name of applicant</b>	<b>Type of organisation</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Land owned by PC</b>	<b>Status of documentation</b>
12	1st Papworth Scout Group	Scout Group	Camping Equipment	Purchase camping equipment	Equipment/ Capital Purchase	1,224.05	1,000.00	No	Complete

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## Guidance notes for Community Chest 18/19

### What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

### Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents OR a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with less than 160 registered electors
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

If you have questions about these criteria, please contact us using the details below.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

### What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
  - Promote healthy and active communities
  - Enable inclusive communities
  - Develop skills
  - Enhance the natural environment
- Meet local need and leave a legacy for the community
- Ensure equality of access

### What can be funded?

The community activity or project should be one of the following:

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

**Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest – additional questions may need to be asked.**

### **What cannot be funded?**

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year

### **How much can be applied for?**

The maximum award is £1,000 in any financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.

If there is high demand for funding it may mean that the Council is only able to make a contribution to your project. The Council reserves the right to prioritise based on funding available, size of electorate, parish precept, indices of deprivation, number and type of applications received at any given time, priorities for the financial year and value for money. Eligibility does not guarantee grant funding.

### **When can groups apply?**

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is fully allocated for that period.

### **What supporting documentation is required?**

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

### **How will the grant be paid?**

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

### **What are the conditions of funding?**

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

### **For further information please go to:**

<https://www.scams.gov.uk/communitychest>

Contact Details: [duty.communities@scams.gov.uk](mailto:duty.communities@scams.gov.uk) , 01954 713070

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# Agenda Item 5

**REPORT TO:** Grants Advisory Committee

27 November 2018

**LEAD OFFICER:** Director, Health and Environmental Services

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## **Grants to Voluntary Sector: 6-Monthly Update Report**

### **Purpose**

1. To examine the delivery of grant programmes to the voluntary sector funded by the Council in quarters 1 and 2 of 2018-19.
2. This is not a key decision because it reviews expenditure within current budgets.

### **Recommendations**

3. The Grants Advisory Committee is asked to review the report and make recommendations to the Lead Cabinet Member for Finance to inform his decision-making in respect of
  - (i) Concerns, if any, for future investigation or action
  - (ii) Reallocation of £4,000 from the Cambourne Church/Cambourne Children's Centre project, which is unable to proceed as intended.

### **Reasons for Recommendations**

4. All organisations receiving grants, except Cambourne Church/Cambourne Children's Centre, are on track to deliver the agreed outputs to time and to budget, achieving the objectives of individual grant programmes. All recipients are being actively monitored.

### **Background**

5. The scope of this report covers the following grant funds:
  - (a) Supporting Parishes and Communities
    - (i) Community Chest
  - (b) Voluntary Sector – Advice and other grants
    - (i) Service Support Grants
      1. Generalist and Specialist Advice
      2. Community Transport
      3. Independent Living
      4. Support Parishes and Communities
      5. Fit to Learn
      6. Homelessness Prevention
  - (c) Housing and Independent Living
    - (i) Mortgage advice
    - (ii) Mobile Warden Scheme

- (d) Planning and Economic Development
  - (i) Farmland Museum
  - (ii) Wildlife Enhancement
- (e) Young people
  - (i) Young People's Partnership
  - (ii) Elite Athlete Award Scheme
- (f) Community Energy Fund

### **Considerations**

6. A summary report of progress during quarters one and two for all grant programmes is provided in Appendix 1. The summary also gives an officer opinion on the status against targets agreed within grant agreements.
7. Appendix 2 comprises further detailed reports from grant recipients of Service Support Grants.
8. Appendix 3 comprises a report from the Farmland Museum.
9. Following the Grants Advisory Committee on 21 June 2018, the grant to Cambourne Church/Children's Centre was withdrawn and ring-fenced pending an attempt to resolve the situation preventing delivery of the project. Cambourne Children's Centre subsequently informed the Council's Development Officer that delivery of the project would not be possible in 2018-19 as, due to the timings of the school year, it was then already too late to start the project.
10. There are a number of options that the led Cabinet Member could consider regarding the funding that was allocated to the Cambourne Church / Children's Centre (£4,000), for example, the lead Cabinet Member could reallocate the funding to another project / recipient, return the funding to the General Fund or add it to the Community Chest.. In order to continue to benefit local communities during the financial year the simplest option would be to vire the monies into the Community Chest.
11. Funding agreements for grants provided through the Service Support Grants programme are for three years, subject to satisfactory performance at annual review. This report is on the first two quarters of year 3 for funding agreements for 2016-19. Monitoring and reporting on grants takes place at six monthly intervals.

### **Options**

12. Grants Advisory Committee could:
  - (a) note the delivery of all grant programmes within the scope of this report, as currently delivered; and/or
  - (b) highlight any concerns for further investigation or action
  - (c) recommend reallocation of £4000 from the Cambourne Church/Children's Centre project for 2018/19 to the Community Chest, return the funding to the General Fund or vire the amount to another budget

## **Implications**

13. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### ***Legal***

14. Arrangements are in place with grant recipients, which should be followed, if a variation or discontinuation of funding is agreed.

## **Consultation responses**

15. None

## **Effect on Strategic Aims**

16. Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

## **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Leaders Portfolio Meeting, 1 Feb 2013

<http://moderngov/ieListDocuments.aspx?CId=883&MIId=5969&Ver=4>

Leaders Portfolio Meeting, 16 December 2016

<http://moderngov/ieListDocuments.aspx?CId=883&MIId=6680&Ver=4>

Leaders Portfolio Meeting, 28 January 2016

<http://moderngov/ieListDocuments.aspx?CId=883&MIId=6699&Ver=4>

**Report Author:** Siobhan Mellon – Development Officer  
Telephone: (01954) 713395

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## **Appendix 1 Grant programmes Q1 and Q2 2018-19**

### **(a) Supporting Parishes and Communities**

#### **(i) Community Chest**

The Community Chest provides grants of up to £1,000 to community groups and charities towards the costs of projects, equipment or work to improve the quality of life for South Cambridgeshire residents. Prior to review (see below) parish councils were included in the organisations which could be funded.

The fund was closed temporarily on 1 August 2018 for a review of funding criteria. It was re-opened on 8 October 2018 with a change being that only parish councils with fewer than 160 registered electors are eligible to apply. Voluntary and community groups remain eligible to apply in all areas of the district.

£57,000 was made available through the Community Chest for 2018-19.

In Q1 and Q2 of 2018/19, £36,355.74 was awarded to 44 organisations. A summary of allocations will be presented in the end of year grants report.

**STATUS: ON TRACK**

### **(b) Voluntary Sector – Advice and other grants**

#### **(i) Service Support Grants**

##### **1. General and Specialist Advice**

Funding is granted under this theme for the provision of free, independent, confidential advice and advocacy in two categories:

- i. to residents on their rights and responsibilities in the areas of debt, benefits, employment, housing, legal and relationship/family matters (General Welfare Advice)
- ii. to residents who are disabled, to carers and to families with disabled children (Specialist Advice)

Funding for the delivery of General Welfare Advice and Specialist Advice was allocated to four Citizens Advice Bureaux (CABx) as shown below:

Table 1

		2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
Cambridge and District CAB	<i>General</i>	52,000	52,000	52,000	165,750
	<i>Specialist</i>	3,250	3,250	3,250	
North Herts CAB	<i>General</i>	16,800	16,800	16,800	53,550
	<i>Specialist</i>	1,050	1,050	1,050	
Suffolk West CAB	<i>General</i>	5,600	5,600	5,600	17,850
	<i>Specialist</i>	350	350	350	
Uttlesford CAB	<i>General</i>	5,600	5,600	5,600	17,850
	<i>Specialist</i>	350	350	350	
Totals		85,000	85,000	85,000	255,000

The four CABx report jointly with Cambridge and District CAB compiling the report on behalf of the others.

Specific measures agreed with the four CABx for Year 3 of the funding agreement were as follows, to:

- Provide a free advice service to South Cambridgeshire residents, recording all client data, tracking the number of people helped, topic of advice and repeat visits.
- Log outcomes from the advice given, recording the value of income gained, problems resolved, homelessness prevented, and effect on clients
- Measure and record client satisfaction with the services provided and record customer complaints
- Report the nature and number of advice requests generated through the touchscreen kiosks and tablets forming one element of the outreach strategy
- Monitor, on a monthly basis, the quality of advice given, to ensure the advice consistently meets the criteria set out by the CiTA QAA system

All specific measures were delivered during Q1 and Q2 of 2018-19. Headline figures for services provided during this period are as follows.

3,270 clients seen (51% increase on same period last year)  
 4,596 sessions held (most clients need more than one session to get to point of resolution)  
 7,044 questions answered/issues addressed (37% increase on last year)

Added funding (not client money) levered with SCDC grant to do work in the area, eg lottery and other grants = £157,829

Income gains and money restructured for clients = £989,722

A full report including case studies is provided in Appendix 2.

## **STATUS: ON TRACK**

### **2. Community Transport**

Funding is provided for the delivery, development and promotion of Community Transport services within South Cambridgeshire and for South Cambridgeshire residents.

Funding for Community Transport services was allocated to three organisations as shown below:

*Table 2*

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
The Voluntary Network/3CT (Three Counties Transport)	3,835	3,835	3,835	11,505
Royston and District Community Transport (RDCT)	3,165	3,165	3,165	9,495
Care Network	8,000	8,000	8,000	24,000
Totals	15,000	15,000	15,000	45,000

Taking each organisation in turn,

#### **The Voluntary Network**

The Newmarket based Voluntary Network delivers community transport services for residents in the southeast of South Cambridgeshire through the operation of Three Counties Transport (3CT), formerly Haverhill Community Transport. They provide travel – mainly to and from Haverhill, comprising:

- a community car service provided by volunteer drivers using their own cars and enabling door to door transport for medical and social journeys.
- A minibus service using wheelchair accessible minibuses with paid drivers, providing door-to-door transport for groups including non profit organisations and residential homes; and also providing a Dial-a-Ride (DAR) service with journeys planned according to demand

Trip numbers with previous years for comparison were as follows:

Table 3

Service	Q1Q2 2017-8	Q1Q2 2016-17	Q1Q2 2018-19
INDIVIDUALS			
Community Car Service journeys	24	131	23
Dial-a-Ride journeys	290	259	344
<b>Totals</b>	<b>314</b>	<b>390</b>	<b>367</b>
GROUP			
Group hire journeys	Not reported. Passenger numbers reported - 396	Not reported. Passenger numbers reported - 282	33
Total			410

Specific measures agreed with the Voluntary Network for Year 3 of the funding agreement were as follows, to:

- Maintain a steady flow of new members
- Recruit new group members eg residential homes and non-profit making local groups
- Maintain a steady flow of new voluntary car drivers covering South Cambridgeshire
- Publicise actively the services of 3CT to key potential client groups
- Deliver at least one presentation to a new group to promote services and work with the Council to identify groups.
- Share good practice with other service providers and co-deliver the implementation of the South Cambridgeshire Community Transport Strategy
- Provide monitoring information by village and report on marketing activity
- Deliver services in line with the Cambridgeshire County Council guidelines for community transport services

3CT have been reshaping their services over the past six months: extending the time that the DAR minibus is operating into the afternoons, reallocating journeys from the car scheme to the DAR where appropriate to make best use of their volunteer resource, and moving the administration of services to the 3CT office in Newmarket following the retirement of their Haverhill based administrator and closure of that office. Due to the period of flux services have not been actively promoted, which is perhaps reflected in the fact that journey numbers by individuals have declined by 8% compared to the same period last year. 63 South Cambs residents are on the current register of individual service users.

Active promotion of the reshaped services is planned over the coming months. 3CT are currently producing new marketing material which they will be distributing including contacting all parish councils in the area covered to ensure they are aware of services available and contacting potential new group users such as residential homes and local groups.

**STATUS: ON TRACK**

**Royston and District Community Transport (RDCT)**

Royston based RDCT deliver community transport services for residents in 57 South Cambridgeshire parishes, mainly those in the southwest, through the operation of a community car service, minibus and a wheelchair accessible multi-purpose vehicle (MPV).

Specific measures agreed with RDCT for Year 3 of the funding agreement were as follows, to:

- Provide monitoring information by village of journeys undertaken in South Cambridgeshire, and relate to baseline figures for 2016/17
- Promote the uptake of RDCT services in South Cambridgeshire, through targeted publicity and presentations (at least one per quarter)
- Promote volunteering to support RDCT South Cambridgeshire services in communities to meet demand for services, through targeted publicity and presentations (at least one per six months)
- Continue to work with South Cambridgeshire District Council and others to explore opportunities to develop DRT style services

Trip numbers by South Cambs residents, with previous years for comparison, were as follows:

*Table 4*

<b>Service</b>	<b>Q1Q2 2017-8</b>	<b>Q1Q2 2016-17</b>	<b>Q1Q2 2018-19</b>
Total journeys	2448	2982	2473
Regular users (approx.)	228	235	308

There were four presentations given to promote the service during the period (Meldreth, Shepreth, Litlington and Melbourn).

A report from RDCT outlining current challenges faced by the organisation, and providing journey data by village is included in Appendix 2.

**STATUS: ON TRACK**

**Care Network**

Care Network provides help for older, isolated and vulnerable people – enabling them to remain independent and maintain social contact with friends and the community. The Council has funding agreements with Care Network to support Community Transport and also Independent Living (reported below).

Specific measures to support Community Transport agreed with Care Network for Year 3 of the funding agreement were as follows, to:

- Deliver six short Community Car training and networking events, delivered each year for South Cambs car scheme drivers and coordinators
- Provide on-going 121 support to the existing car schemes in South Cambs, recording the nature of the enquiry, the advice given and the outcome for the scheme
- Target support for car schemes identified as at risk on Care Network's Resilience measure
- Represent Community Car Schemes across the county at relevant meetings and events, share good practice with other service providers and co-deliver the implementation of the Council's community transport strategy
- Represent Community Car Schemes with strategic partners such as hospitals with a view to improve barriers raised by the schemes

Care Network are on track to deliver agreed services by the end of the year. Services provided so far this year include:

- Networking and training sessions delivered for Shelford, Fulbourn, Cottenham, Histon & Impington and Girton car schemes.
- Continuing liaison with the Access Office at Addenbrookes Hospital and with the Cambridgeshire County Council community transport officer.

A full report can be found in Appendix 2.

### **STATUS: ON TRACK**

### **3. Independent Living**

Funding is provided under this theme for the delivery of services that allow residents to maintain their independence; reduce rural isolation; tackle loneliness, depression and isolation; and offer support to carers.

Funding for the delivery of services to support independent living was allocated to four organisations as shown below:

*Table 5*

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
Arts and Minds	2,500	2,500	2,500	7,500
Care Network	6,500	6,500	6,500	18,500
Cambs Older People's Enterprise (COPE)	4,000	4,000	4,000	12,000
Disability Information Service Hunts (DISH)	3,000	3,000	3,000	9,000
Totals	16,000	16,000	16,000	48,000

## **Arts and Minds**

Arts and Minds provide therapeutic arts interventions for adults and young people experiencing depression and anxiety. Specific measures agreed with Arts & Minds for Year 2 of the funding agreement were to provide:

- Three series of Arts on Prescription in Cambridge and one series in a hub outside of Cambridge, for adults experiencing depression, stress or anxiety, to be attended by a total of at least 21 South Cambridgeshire residents, each series to be led by a professional artist and a qualified counsellor and to include at least 12 two hour sessions and a visit to a local heritage site or gallery

During Q1Q2, one series of Arts on Prescription in Cambridge and one in St Ives ran. 33 people took part in the Cambridge series, of whom 6 were from South Cambridgeshire. 20 people took part in the St Ives series, none of which were from South Cambridgeshire.

Although only 6 people from South Cambs have participated so far, Arts & Minds are confident that target numbers for the year will be reached. A publicity campaign to South Cambridgeshire GPs and their surgeries is planned for the beginning of November.

Arts and Minds provided a detailed report, which can be seen in Appendix 2.

## **STATUS: ON TRACK**

### **Care Network**

Care Network provides help for older, isolated and vulnerable people – enabling them to remain independent and maintain social contact with friends and the community.

SCDC has funding agreements with Care Network to support Independent Living and also Community Transport (reported above).

Specific measures agreed with Care Network for Year 3 of the funding agreement under the Independent Living theme were as follows, to:

- Provide general support to 22 community social groups or schemes that in turn support older and vulnerable people, through newsletters, other mailings and invitations to training and events
- Work closely to support at least six groups or schemes tackling loneliness and/or depression or supporting people with dementia or their carers. This is likely to include both working with communities to establish new groups or

schemes and supporting existing groups or schemes to sustain themselves or expand and may include one or more intergenerational projects.

- Maintain a physical base in South Cambridgeshire, with staff ready to respond to enquiries and facilities such as meeting room, photocopying etc available to local groups
- To ensure the opportunities for volunteering in South Cambridgeshire are well publicised and promoted
- To capitalise on links with other voluntary organisations and evidence joint working, the sharing of information and signposting of volunteers to other groups, to include attendance at Local Health Partnership meetings and events
- To provide one social group case study with each six month monitoring report

Care Network are on track to deliver all specific measures by the end of the year.

Services provided to date include

- 311 contacts (visits, phone calls or emails) recorded with groups (including community car schemes) in South Cambs
- 56 community groups supported
- Investing in Volunteers accreditation received
- Generation Game Plus project in development

A full report can be found in Appendix 2.

## **STATUS: ON TRACK**

### **Cambridgeshire Older People's Enterprise (COPE)**

COPE promotes the interests of people aged 50 and over, through signposting, consultation, co-ordinating and advocacy, with the aim to reduce social exclusion, challenge ageism, promote active ageing, reduce isolation and demonstrate what older people can do.

Specific measures agreed with Care Network for Year 2 of the funding agreement were as follows, to:

- Disseminate news and information of interest to older people in South Cambridgeshire
  - Produce a bi-monthly newsletter and circulate to members, libraries, GP surgeries, and other groups for older people
  - Provide representation for older people of the district
- Provide representation for older people in South Cambridgeshire
  - Provide representation on appropriate bodies including South Cambridgeshire's Local Health Partnership and relevant local

- government scrutiny committee meetings. Respond to consultations including those of the Cambridgeshire Health and Wellbeing Board
  - Provide an older people's forum meeting, (which may include the COPE AGM)
  - Run one or more campaigns to promote the interests of older people
- Provide a social programme attracting participants from South Cambridgeshire
  - Host monthly meetings encouraging social interaction, friendships and self-help, thereby reducing isolation and loneliness. Record the number of South Cambridgeshire residents attending
  - Organise monthly outings, encouraging social interaction, friendships and self-help, thereby reducing isolation and loneliness. Record the number of South Cambridgeshire residents attending

COPE are on track to deliver agreed specific measures by the end of the year.

A full report can be found in Appendix 2.

## **STATUS: ON TRACK**

### **Disability Information Service Huntingdonshire (DISH)**

DISH provides advice, information and advocacy services to people with disabilities, carers and families with disabled children in South Cambridgeshire. The organisation undertakes home visits in order to complete assessments and applications, holds office based interviews and provides over the phone advice. It prepares appeals and provides representation for clients.

Specific measures agreed with DISH for Year 2 of the funding agreement were as follows, to:

- Make at least 15 home visits to complete assessments and applications
- Provide at least 15 face to face advice at DISH offices
- Provide a telephone advice and signposting service, dealing with at least 90 enquiries
- Prepare and take to court at least 3 benefits appeals
- Monitor the effectiveness of services provided, conducting an annual client survey providing qualitative information
- Provide at least one case study with each 6 month activity report
- Record using the AIMS database the sum of benefits obtained for clients on an annual basis

DISH are on track to meet or exceed all specific requirements.

Headline figures are shown in the table below.

Table 6

Q1Q2 report for 2018 to 2019				
Subject	DISH Outcomes			SCDC requirements
	1st April to 30th September 2018	1 <sup>st</sup> October 2018 to 31 <sup>st</sup> March 2019	Total for 2018-2019	
Advice at DISH offices (face to face)	20			15 per annum
Home Visits	6			15 per annum
Telephone and signposting	25			90 per annum
Appeals supported	2			3

**STATUS: ON TRACK**

#### 4. Support for Parishes and Communities

Funding is provided under this theme for organisations providing services and support to local community groups and charitable bodies which are themselves providing services for South Cambridgeshire residents.

All funding under this theme was allocated to Cambridge Council for Voluntary Service (CCVS).

Table 7

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
CCVS	10,000	10,000	10,000	30,000

Specific measures agreed with CCVS for Year 3 of the funding agreement were as follows:

- Organisational development - improvements in the confidence and knowledge of people who run local community and voluntary activities.
  - Step by step support and advice with start-ups, growth and service development for all groups that need it to include 1-2-1 support, email and phone support and access to factsheets and information
  - Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders

- One training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested
- One attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)
- Representation – provision of a collective voice for the voluntary and community sector, offering expert and impartial representation, so that the views of the sector be taken into account as statutory policy makers make decisions
  - Representation on the South Cambs Local Health Partnership
  - Representation on the CDRP
  - Representation at other occasional and ad hoc district forums and meetings that require a VCS voice
- Networking and communications - sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions:
  - 11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information
  - Regular e-bulletins to all CCVS members giving them additional local information, news and advice
  - 11 funding bulletins to CCVS members
  - Social media updates and promotion
  - 2 newsletters to local councillors to promote CCVS and the work of the sector
  - 2 newsletters to parish clerks to promote CCVS and the work of the sector
  - Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council

CCVS is on track to deliver all agreed measures agreed. They note they have not been invited to attend SCDC led patch or district-wide events during this period and are happy to attend additional meetings as required. A full report is provided in Appendix 2.

**STATUS: ON TRACK**

## **5. Fit to Learn**

Funding is provided under this theme to support the delivery of services that help pre-school children develop strength; co-ordination; language and communication skills; and good mental health.

Funding under this theme was allocated to two organisations as shown in Table 16.

Table 8

	Year 1 (£)	Year 2 (£)	Year 3 (£)	Total (£)
Cambourne Church	4,000	4,000	4,000	12,000
Home Start Royston & South Cambs	4,000	4,000	4,000	12,000
Total	8,000	8,000	8,000	24,000

### **Cambourne Church / Children’s Centre**

The Cambourne Church project was a collaboration with the Bassingbourn-Melbourn-Cambourne Children Centres Group to deliver a ‘Ready Steady Go’ school readiness programme to children identified as most in need of the intervention. Cambourne Children’s Centre were unable to progress their Fit to Learn project after 2016/17 due to staffing issues and funding was returned to the Council.

**STATUS: NOT DELIVERED**

### **Home Start Royston and South Cambridgeshire**

Home-Start Royston & South Cambridgeshire provide support to families in crisis or under stress. They have been funded to roll out the Big Hopes Big Future school readiness programme to ten families in South Cambridgeshire.

Specific measures agreed with Home Start for Year 3 of the funding agreement were as follows, to:

- Deliver a volunteer training event
- Hold briefing sessions for Health Visitors on the aims of the programme and the referral process
- Match a volunteer to each family identified, who will provide them with weekly support sessions (for between four and six months)
- Provide 6 weekly volunteer supervision (undertaken by the scheme coordinator) for the duration of the support
- Monitor the effectiveness of the services provided; the coordinator will conduct a review visit with each family supported every three months and at the end of support record the feedback from the family through a review questionnaire, in a final meeting between the family and the coordinator

HomeStart are on track to deliver all measures, with the exception of the briefing sessions for health visitors. Due to changes in the Health Visiting service, this is no longer the best way of getting referrals and instead, Homestart have visited local

preschools and family support workers. Seven families have engaged with the project during the period. A volunteer training event is scheduled for January. A full report is provided in Appendix 2.

**STATUS: ON TRACK**

**6. Homelessness Prevention**

Funding is provided under this theme to support the prevention of homelessness in the district.

Funding under this theme for 2017/18 was allocated to three organisations as indicated below:

*Table 9*

	2016/17 (£)	2017/18 (£)	2018/19 (£)
Cambridge Cyrenians	1,712	1,717	1,763
Cambridge Re-Use (formerly SOFA)	1,471	1,515	1,556
Cambridge Women's Aid	7,528	8,181	8,402
Total	10,711	11,413	11,7201

**Cambridge Cyrenians**

Cambridge Cyrenians provides a range of accommodation, support and specialist services for homeless men and women in an environment which encourages individuals to take responsibility for their own lives.

During the period 1st April 2018- 30th September 2018 the Cyrenians were able to accommodate 5 new residents with a local connection to South Cambridgeshire, all of whom were ex-offenders. In addition, the majority of new residents had medium-high support needs.

The grant from South Cambridgeshire is contributing to the maintenance and upgrade of computers & IT support provided to service users. Cyrenians provides a PC and internet access for residents in each of its properties. The ability to access the internet is becoming increasingly important, not just for bidding on Home-Link, but because most residents are job hunting on-line as the expectations of the DWP are increasing.

**Cambridge Re-Use**

Cambridge Re-Use provides low cost household goods to low income families in Cambridge and South Cambridgeshire. Cambridge Re-Use continue to put the grant

funding towards the cost of running a furniture van which is used both for collecting donations of household goods and for delivering purchases to customers' homes. During the period 1st April 2018- 30th September 2018 a total of 83 households living in the SCDC area accessed the service.

### **Cambridge Women's Aid's (CWA)**

Cambridge Women's Aid has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years. Currently, CWA does this through the provision of refuge for eleven women and their children and by offering tailored specialist support to survivors living in Cambridge city, South Cambridgeshire and East Cambridgeshire and through an Outreach support service. This service offers a free and confidential service based in the community to support those affected by domestic abuse, either directly or by supporting those who know them or work with them.

The Outreach Project provided specialist support to 87 people from the South Cambridgeshire area during the period 1st April 2018- 30th September 2018. In addition, the police were contacted by a further 23 residents with a connection to South Cambridgeshire but who later chose not to engage with the service.

CWA also provide an emergency out of hours service 24 hours a day, 365 days a year to ensure that refuge and outreach service users could access advice and support in a crisis.

**STATUS: ON TRACK**

## **(c) Housing and Independent Living**

### **(i) Mortgage Advice (Homelessness prevention)**

Funding of £8,250 per annum is provided for specific money advice to prevent homelessness.

This funding has been allocated to Cambridge and District CAB to deliver a weekly advice session at South Cambridgeshire Hall. Reporting of this has been combined with the report from Cambridge and District CAB on Service Support Fund grant aided activity.

**STATUS: ON TRACK**

### **(ii) Mobile Warden Scheme**

£19,250 of funding is available to support mobile warden schemes in 2018/19. The application process is due to open shortly.

## **(d) Planning and Economic Development**

### **(i) Farmland Museum**

Funding of £8,500 per annum is given to support this heritage resource for the benefit of residents, as well as further afield for education, recreation and relaxation. Funding helps ensure that the museum is as accessible to as many people as possible and keeps costs to visitors affordable.

A full report is provided in Appendix 2.

**STATUS: ON TRACK**

### **(ii) Wildlife Enhancement**

The Wildlife Enhancement Scheme (WES) provides grants to parish councils, conservation bodies, community groups to support special activities that conserve, enhance, restore or create habitats or features that sustain biodiversity. Grant allocation is decided by the Consultancy Unit Team Leader in consultation with the Ecology Officer.

One project has been funded to date through this scheme in 2018/9. Cam Valley Forum have received £2880 for a project to eradicate the invasive weed Floating Pennywort from the upper Cam. An application for £2496 has been received, and is being processed, from the Friends of the Roman Road and Fleam Dyke for work to conserve chalk grassland flora.

**STATUS: ON TRACK**

## **(e) Young People**

### **(i) Young People's Partnership**

In previous years funds have been allocated to the Children & Young People's Area Partnership to support the delivery of SCDC children, young people and families' priorities. No funds were requested by the Partnership for 2018/19 because existing reserves were adequate for its purposes during the year.

### **(ii) Elite Athlete Award scheme**

The Elite Athlete Award Scheme is currently under review.

## **(f) Community Energy Fund**

£55,000 was made available through the Community Energy fund for 2018-19. A Community Energy grant scheme was open for applications from 1 March 2018 to 31 May 2018 and provided grants of up to £3,000 to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives. £18,771.40 was awarded to 8 organisations through this scheme.

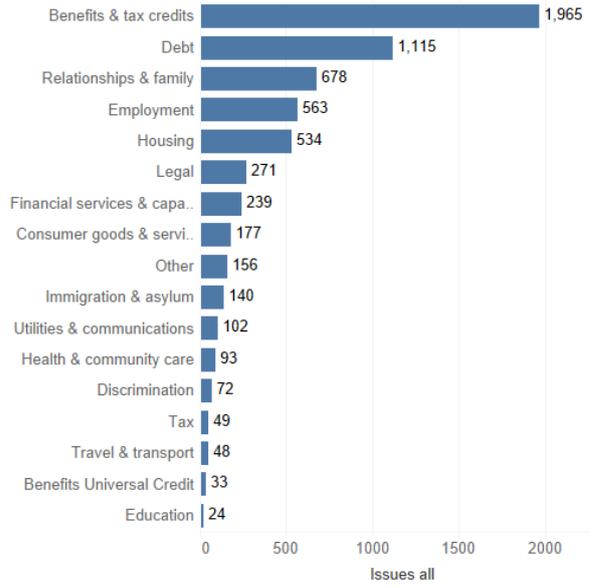
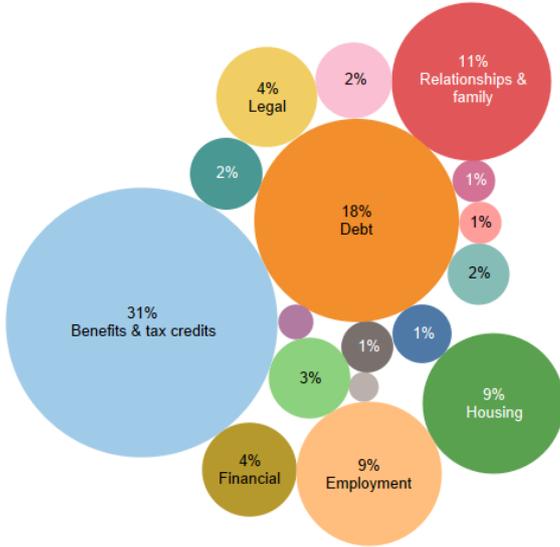
The scheme was closed in its original format following review. Options are being explored for more effective expenditure of remaining funds.

## **Appendix 2 Additional information provided by organisations funded by Service Support grants 2018-19**

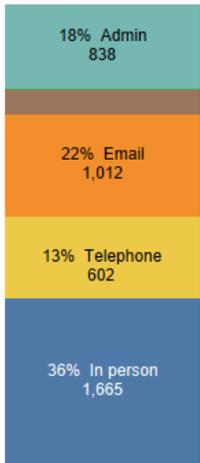
- 1. Citizens Advice Bureaux (CABx)**
- 2. Care Network**
- 3. Royston & District Community Transport (RDCT)**
- 4. Arts & Minds**
- 5. Cambridgeshire Older Persons Enterprise (COPE)**
- 6. Disability Information Service Huntingdonshire (DISH)**
- 7. Cambridge Council for Voluntary Service (CCVS)**
- 8. Homestart Royston & South Cambridgeshire**

# 1. Citizens Advice Bureaux (CAB)

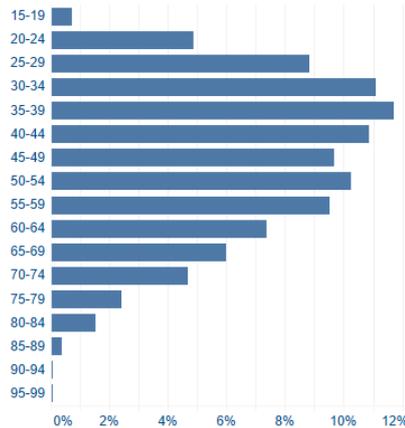
## Part 1 issues %



## Channel



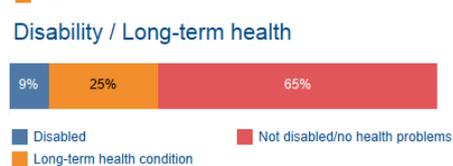
## Age



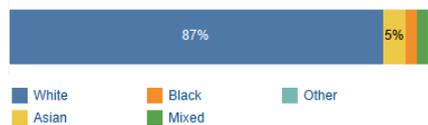
## Gender



## Disability / Long-term health



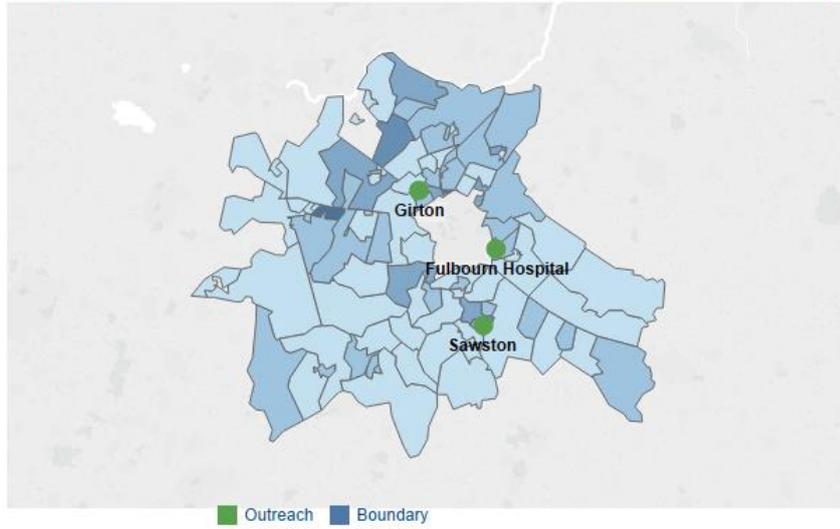
## Ethnicity



Figures and case studies have been provided by Citizen Advice North Herts, Suffolk West CAB, Cambridge and District CAB and Uttlesford CAB.

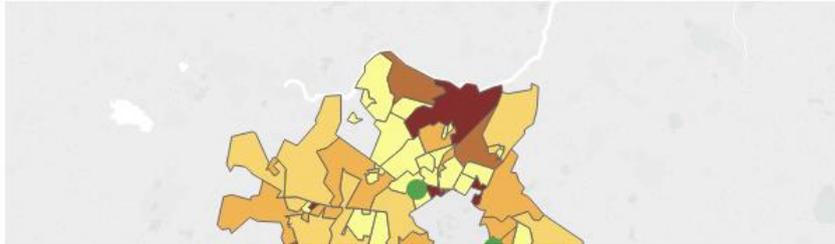
Clients seen

5 61



Index of multiple deprivation

13,457 32,785



### Financial outcomes summary

	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Income gain	173	100	£372,060	£2,151	£3,721
Re-imburements, services, loans	7	7	£3,810	£544	£544
Debts written off	41	41	£592,672	£14,455	£14,455
Repayments rescheduled	3	3	£2,700	£900	£900
Income loss	3	3	£15,545	£5,182	£5,182
Other	16	13	£2,985	£187	£230
<b>Grand Total</b>	<b>243</b>	<b>144</b>			

## Outcomes

	Income gain				
	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Benefit / tax credit gain - a new award or increase	84	44	£269,295	£3,206	£6,120
Benefit / tax credit gain - award or increase following revision o..	29	20	£75,177	£2,592	£3,759
Other (financial)	8	8	£9,086	£1,136	£1,136
Complaint successful	1	1	£5,000	£5,000	£5,000
Homelessness prevented - remained in home	1	1	£3,400	£3,400	£3,400
Better deal through switching supplier	16	11	£3,313	£207	£301
Budgeting change	2	2	£2,049	£1,025	£1,025
Charitable payment	19	19	£2,015	£106	£106
Financial body challenged - successful	1	1	£500	£500	£500
Financial gain (please specify)	1	1	£497	£497	£497
Other savings achieved	3	2	£496	£165	£248
Tax - other (financial gain)	1	1	£400	£400	£400
Better deal with same supplier	2	2	£298	£149	£149
Money recovered	1	1	£216	£216	£216
Financial gain	2	2	£180	£90	£90
Application made to govt scheme for financial help/energy effici..	1	1	£140	£140	£140
Benefit / tax credit gain - Money put back into payment	1	1	£0	£0	£0
<b>Grand Total</b>	<b>173</b>	<b>100</b>	<b>£372,060</b>	<b>£2,151</b>	<b>£3,721</b>

## Financial outcomes achieved

		Number of outcomes	Client count	Amount	Average per outcome	Average per client
achieved	Income gain	62	47	£102,473	£1,653	£2,180
	Re-imburements, services, loans	6	6	£2,423	£404	£404
	Debts written off	22	22	£339,398	£15,427	£15,427
	Income loss	1	1	£8,000	£8,000	£8,000
	Other	1	1	£781	£781	£781
expected	Income gain	111	62	£269,587	£2,429	£4,348
	Re-imburements, services, loans	1	1	£1,388	£1,388	£1,388
	Debts written off	19	19	£253,274	£13,330	£13,330
	Repayments rescheduled	3	3	£2,700	£900	£900
	Income loss	2	2	£7,545	£3,773	£3,773
	Other	2	2	£2,204	£1,102	£1,102
Not recorded/not a..	Other	13	11	£0	£0	£0
<b>Grand Total</b>		<b>243</b>	<b>144</b>			

### Outcomes

	Debts written off				
	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Bankruptcy	1	1	£33,000	£33,000	£33,000
DRO - debt relief order	34	34	£345,556	£10,163	£10,163
IVA - Individual Voluntary Agreement	6	6	£214,117	£35,686	£35,686
<b>Grand Total</b>	<b>41</b>	<b>41</b>	<b>£592,672</b>	<b>£14,455</b>	<b>£14,455</b>

## Client case studies and Feedback:

- 1) Mr and Mrs B came to us for help with a tax credit overpayment. (Their finances had got bad when they had been supporting their daughter following her separation). The client had not realised they needed to tell HMRC when Mr B retired and found it difficult to manage as Mrs B part time wages varied each month.

HMRC had asked for a monthly payment towards the debt which they felt was unaffordable and they were extremely worried about how they would cope.

We helped them to prepare a realistic budget and to look at options to manage their debts. We advised and helped them with budgeting. We prepared a financial statement with a realistic offer of payment which was sent to HMRC to agree. The offer was accepted and they advised that they felt hugely relieve that the matter had been resolved.

- 2) Mr M is a hugely vulnerable man with severe mental health problems. He struggles to leave his property and therefore, to access the benefits system. He had been refused Personal independence payments. We assisted him in challenging the decision which was successful and the benefit was reinstated.

We have liaised with his doctors as to the support he needs and to provide further evidence for his benefits claim. We also helped him to contact and obtain support from an advocate.

After the PIP decision was made DWP requested a review of his employment and support allowance. The stress of a further benefit claim was overwhelming for the client however, we helped him to complete an ESA50 and to successfully request that the decision be made without a medical assessment as the client couldn't cope with attending the medical centre or with strangers coming to his home. He is currently awaiting the decision on his continuing entitlement.

- 3) R was referred to us by the housing department at South Cambs District Council. He had lived in his property for many years but suffered from physical and mental disabilities and as a result had non-priority debts and rent arrears, which he was struggling to manage. His situation left him feeling anxious, which exacerbated his health conditions.

R found it very difficult to improve his situation as his disabilities left him exhausted and unable to sit or concentrate for long enough to complete forms. His low income meant that he had no money to fill up his oil tank or for the bus fare to his weekly physio appointments.

Our advisers helped him to complete the necessary forms to apply for discretionary housing benefit. He found leaving his home a challenge so our home visit team arranged a visit to help him to complete an application for Personal Independence Payment (PIP). This application was submitted 3 months ago - R is still waiting for a decision from DWP. In the meantime our advisers have been supporting R to better manage his income. He has received advice about joining an oil club and switching his electricity supplier and our advisers have helped him to investigate different transport options. We will continue to support him through the application process for PIP, helping him to ask for a reconsideration or appeal should his initial application be refused.

- 4) D came to see us for advice about his move into sheltered accommodation following a number of years of ill health, and his subsequent transfer to Universal Credit. He had a

number of non-priority debts and his low income meant that he was unable to afford the medical equipment he needed to help him with day to day activities

He had been told that he should apply for Universal Credit prior to his move, despite the new property being exempt, which meant that he could have stayed on heritage benefits. D found the application process confusing and was struggling to manage without an income during the waiting period.

Over a period of weeks our advisers supported D with his application, making numerous phone calls to the housing association and DWP on his behalf. He had not understood that the advance on his Universal Credit would mean a reduction in his first month's payment and found the process very distressing.

In addition our advisers helped D prioritise his expenses and complete a personal budget plan which helps him to manage with a reduced income. They helped him to apply for a blue badge, as he found the process too difficult to achieve on his own - and arranged for him to borrow medical equipment from a local charity until he is able to afford to purchase what he needs. Our debt team continue to work with him with a view to applying for a debt relief order.

## Feedback:

- *CAB was my lifeline when it came to having 'no other means'*
- *I love the idea of being able to speak to someone who has knowledge about legislation, etc that I don't have. Sometimes an issue that you have at home, that you can't or don't know how to deal with, can make feel under pressure and worried. It is nice getting advice from CAB.*
- *It is a wonderful free service - please DON'T stop it - it is so nice to think that when you need help there is the CAB!*
- *Just to say thank you all very much for all the excellent service you all provide to all in the community. It's very much appreciated. I will always need help and support . I am disabled. Thank you 😊*
- *I wouldn't know where to go, so, please don't close. We need the CAB. The community needs all the wonderful people that work there. I always here good words about all the wonderful work you all do. Thank you 😊*
- *The service on offer has been excellent. Where it hasn't been possible to answer my questions, I've later had emails from the member of staff that I've seen.*
- *I was very grateful that everything went so smoothly and I could not ask for a better service on the day.*
- *For me personally, the service was simple, straight forward, helpful and positive. A very definite and efficient service*
- *I would not have known where to go if CAB was not there*

## 2. Care Network

<b>Funding Aims</b>	To provide community transport development services and support services to organisations supporting elderly and vulnerable residents of South Cambridgeshire.
<b>Key Deliverables</b>	To develop, deliver and publicise community car scheme training, provide support to individual car scheme and establish new community car schemes to meet the needs of South Cambridgeshire residents. To sustain and develop schemes to support the elderly and vulnerable and encourage an inter-generational approach to support for the elderly within communities.
<b>Specific Measures</b>	<b>Community Transport</b>
To deliver six short Community Car training and networking events, delivered each year for South Cambs car scheme drivers and coordinators.	<ul style="list-style-type: none"> <li>• Delivered networking and training sessions attended by Shelford Support Group, Fulbourn, Cottenham, Histon, Impington and Girton. Sessions included sharing ideas and best practice.</li> <li>• Common issues raised include the increase in hospital and medical journeys, transporting passengers with mobility issues, requests for transport to visit relatives in care homes, insurance and recruiting new drivers.</li> <li>• IT systems of keeping records for Community Car Schemes are becoming available and were discussed as possible alternatives to diaries</li> </ul>
To provide on-going 121 support to the existing car schemes in South Cambs, recording the nature of the enquiry, the advice given and the outcome for the scheme.	<ul style="list-style-type: none"> <li>• Attended car scheme AGMs and regular meetings as invited. Attended the celebration at OWLS Community Car Scheme to mark the 5000<sup>th</sup> journey.</li> <li>• Responded to enquiries i.e. insurance companies making additional charges for volunteer drivers</li> <li>• All community Car Schemes were sent guidance information on GDPR in April 2018. Ongoing support has been offered to all schemes.</li> </ul>
To target support for car schemes identified as at risk on Care Network's Resilience measure.	<ul style="list-style-type: none"> <li>• Support has been given as needed by each scheme</li> </ul>
To represent Community Car Schemes with strategic partners such as hospitals with a view to improve barriers raised by the schemes.	<ul style="list-style-type: none"> <li>• We have continued to liaise with the Access Office at Addenbrookes Hospital as many schemes have experience difficulties with the new system to gain access to the hospital car park</li> <li>• We are aware of the opening next year of the Papworth Hospital on the Addenbrookes site and will be working with the Access Office to retain car parking for community car scheme drivers.</li> <li>• We have met with Gavin Moulton of Cambridgeshire County Council to discuss issues raised by the Community Car Schemes</li> </ul>
To provide one community car scheme case study with each 6 month monitoring report.	<p><b>Fulbourn Community Car Scheme Case Study</b></p> <p>We have been providing support in the following areas: CCS Training and Networking</p> <p>This training was aimed at giving car scheme co-ordinators and drivers an opportunity to meet together to share best practice. Fulbourn CCS kindly offered to host the session at The Swifts, Fulbourn on 25<sup>th</sup> July, 2-4pm. The session was well attended by volunteer drivers and the co-ordinators of Cottenham CCS and Histon, Girton and Impington CCS. Gavin Moulton from Cambridgeshire County Council Transport department came along. A number of common issues have emerged in the sessions held to date.</p> <p>Car Insurance and Volunteer Drivers-</p> <ul style="list-style-type: none"> <li>• Drivers are reporting increased premiums due to their volunteer driving. Drivers and co-ordinators were reminded to always tell</li> </ul>

	<p>the insurance company about their volunteering as some insurers cover volunteer driving within regular motor insurance policies while others may charge an extra premium or impose a higher excess for volunteer drivers. This is particularly important when obtaining car insurance online. The link to the Association of British Insurers website was shared which gives guidance about volunteer driving and details of insurance companies who have signed to the ABI's commitment. <a href="#">ABI's volunteer driving- the motor insurance commitment (pdf 59kB)</a>.</p> <p>Volunteer Recruitment-</p> <ul style="list-style-type: none"> <li>• Some of the car schemes were set up many years ago and many of the original volunteer drivers and co-ordinators are still involved. Recruiting new volunteers is becoming challenging possibly due to people working into later life, having caring responsibilities and having disposable income for more holidays. We are suggesting ways of reaching new volunteers, producing posters for schemes to use and raising awareness through social media.</li> </ul> <p>Passengers with mobility and health issues-</p> <ul style="list-style-type: none"> <li>• Dementia Specific leaflet, approved by the Alzheimer's Society, is being used to support car scheme training as a reminder to volunteer drivers and co-ordinators of the difficulties which may arise for passengers with dementia</li> <li>• Consideration for moving and handling wheelchairs, rollators, walking sticks and frames were discussed</li> </ul> <p>Types of Journeys-</p> <ul style="list-style-type: none"> <li>• Fulbourn as well as other Car Schemes across South Cambs continue to prioritise medical journeys. The schemes report an increase in demand and are beginning to receive requests for evening and weekend appointments with the hospitals and GP practices extending their hours. Requests for social journeys are met as much as possible.</li> <li>• An increase in requests to visit relatives in care homes, often on a daily basis has been seen; also requests from local care home residents are being received.</li> </ul> <p>GDPR support-</p> <ul style="list-style-type: none"> <li>• Fulbourn and all community Car Schemes were sent guidance information on GDPR in April 2018. Ongoing support has been offered to all schemes.</li> </ul> <p>Fulbourn CCS Stats</p> <p>We met with the car scheme co-ordinator to look at the scheme statistics. The Fulbourn CCS has regular adverts in the local magazines, in the GPs surgery.</p> <ul style="list-style-type: none"> <li>• Journeys in 2017-18 categorised by parish <ul style="list-style-type: none"> <li>o Jan-Dec 2017 received 375 requests for transport, consisting of 369 Fulbourn, 6 Teversham, 0 The Wilbrahams.</li> <li>o Jan-July 2018 received 226 requests, 222 from Fulbourn, 4 from Teversham, 0 from Wilbrahams</li> </ul> </li> <li>• Journey destinations (most popular first) <ul style="list-style-type: none"> <li>o Addenbrookes; Fulbourn Health Centre; Podiatry; Opticians; Social</li> </ul> </li> </ul> <p>Any expansion of the CCS would be dependent on the agreement of the Fulbourn CCS Chairman and Committee and recruitment of local drivers living in nearby villages, e.g., Teversham and Wilbrahams, in order to keep transport costs to a minimum, to assist with promotion of the scheme and local representation in the villages.</p>
	<p><b>Independent Living</b></p>
<p>To provide general support to community social groups or</p>	<p>To work closely to support at least six groups or schemes as identified by client need. Might be addressing loneliness and/or</p>

<p>schemes that in turn support older and vulnerable people, through newsletters, other mailings and invitations to training and events</p>	<p>depression, supporting people with dementia or their carers or intergenerational work. This is likely to include both working with communities to establish new groups or schemes and supporting existing groups or schemes to sustain themselves or expand.</p> <ul style="list-style-type: none"> <li>• Cottenham mobile warden scheme, attended AGM, supported with GDPR and linked with Little Shelford who are considering setting up a similar scheme themselves</li> <li>• Attended Girton Older Residents Co-ordinators Networking Event</li> <li>• Swavesey Health &amp; Wellbeing Group – delivered talk about Care Network services and led a discussion about the future of the group as the co-ordinator wants to retire. We are working with the group, the co-ordinator and Care Network’s volunteer manager to recruit a new volunteer to run the group.</li> <li>• Delivered a talk to the Forget-Me –Not Club in Barrington</li> <li>• Continuing to support Little Shelford who have the results of their residents survey which they will use to shape local volunteer-led activities</li> <li>• Attended the first birthday celebrations of the Sawston Sing to Remember group for people with dementia and their carers. The group continues to go from strength to strength with forty members and a wonderful atmosphere.</li> </ul>
<p>To maintain a physical base in S Cambs, with staff ready to respond to enquiries and facilities such as meeting room, photocopying etc. available to local groups</p>	<ul style="list-style-type: none"> <li>• Hardwick Office</li> </ul>
<p>To ensure the opportunities for volunteering in South Cambridgeshire are well publicised and promoted</p>	<ul style="list-style-type: none"> <li>• The Volunteer Manager, Christine Perea, supports publicity and promotion for all volunteering opportunities.</li> <li>• In October Care Network was awarded the Investing in Volunteers Accreditation.</li> <li>• We continue to support groups and car schemes with advice and guidance with regards to recruiting and supporting their volunteers</li> </ul>
<p>To capitalise on links with other voluntary organisations and evidence joint working, the sharing of information and signposting of volunteers to other groups, to include attendance at Local Health Partnership meetings and events</p>	<ul style="list-style-type: none"> <li>• We have met with Liz Talbot from CHS Group to help identify areas that may benefit from establishing Time Banks</li> <li>• We have visited the Rural Coffee Caravan based in Suffolk to see the work they are doing with lonely, isolated residents</li> <li>• Following the successful collaboration with the Generation Game in Cottenham, we are developing a project, Generation Game Plus as a next step.</li> </ul>
<p>To provide one social group case study with each six month monitoring report</p>	<p><b>Sawston Senior Citizens</b></p> <p>We were approached by a member of Sawston Senior Citizens group who requested assistance with new ideas and group development. The group meets in the Sawston Parish Council Meeting Room every Wednesday morning for coffee, chat and bingo. Numbers attending can vary from ten to twenty, each person pays £1 to attend, the room hire costs £20 per session, so in the weeks when the participants’ contributions do not cover the costs, the deficit is covered by the group’s funds.</p> <p>Many of the members have mobility issues, some are coping with dementia. The age range is 70-95 years old with the majority being in their 80s and 90s, including the organiser. Some members have family support whilst others are coping alone.</p> <p>We visited the group in August to find out more about the group and to discuss possible ideas for activities members might enjoy. Following a discussion we found out those activities they might enjoy</p>

	<p>included sharing memories and experiences about different topics, possible intergenerational activities with a local primary school, and outings. We agreed to return the following month, with information about transport and would bring a Memory Box from Cambridgeshire Library Service to run a reminiscence session.</p> <p>We looked into the different transport options to take group members to a local garden centre in Great Shelford. Very few members have their own transport so are reliant on public transport or taxis, Sawston is not served by one of the community car schemes in South Cambs but can make use of the Taxicard scheme. However, the group would need a minibus able to take wheelchairs so we had a discussion with Roytrans Community Transport about hiring one of their minibuses and the cost involved. The number of passengers is reduced depending on the number of wheelchairs which would need to be transported but the cost of approximately £45 would remain the same. A group member would need to book with Roytrans direct. A phone call to the local garden centre was made to find out what facilities there were for visitors with mobility issues. The minibus would be able to drop the passengers off by the door, wheelchairs, mobility scooters and rollators are available for visitor's use although it is advisable to book in advance.</p> <p>We made a return visit to the group in September with all the information for an outing and the offer of further assistance should they want to go ahead. Group members decided to postpone until the springtime.</p> <p>We took along a 'Looking back to the 50s' memory box which brought back memories which members shared including Jane, who was a singer and dancer, and spent some of her career as an entertainer on cruise ships. The memory box included items about the Coronation which sparked discussions about experiences and celebrations. It was wonderful to see how enthusiastic and animated the members became when talking about their lives with people who were interested in their stories</p>
General Statistics	<p>In the 6 month period, 01.04.2018 to 30.09.2018, the team have made 311 recorded contacts with CCS and groups in South Cambs – a contact is defined as a visit, a telephone call or an email ( as recorded on our case management system Charity Log)</p> <p>The CD Team South are currently supporting (actively) 56 community groups.</p>

### 3. Royston & District Community Transport (RDCT)

RDCT have consistently delivered a valued service for South Cambs residents. They have provided low cost door-to-door transport through their scheme, which is open to anyone who cannot use public transport for reasons of age, impaired mobility or social exclusion owing to the lack of a public transport option. This has been achieved, in part, by the voluntary effort of forty-seven volunteer drivers operating in the district. The grant awarded contributed towards core funding support.

We have recently engaged a second part-time co-ordinator to share the workload, and two part-time paid drivers (one to replace a retirement) to enable us to meet our contractual obligations which cannot always be done using volunteer drivers who, although they are extremely reliable, may not be available. This has increased our overheads.

Recent developments by the Department for Transport have had a negative impact on CT schemes' future planning, whereby the provision of minibus journeys may become subject to stringent and costly regulation. RDCT, like many other CT schemes, is not responding to requests to tender for contracts with local authorities, or any work which may require a commercial operator's licence and driver training to CPC. None of our current contracts were awarded by tender but, by their nature, may come under any new regulations imposed by the DfT.

The DfT is due to make an announcement 'in the autumn' following a consultation process; the outcome of which will determine whether RDCT retains its minibuses, or considers disposal of them in favour of MPVs of maximum seven seats. At present, MPVs do not require drivers to hold a category D1 on their licence, and do not come under minibus legislation. This will affect the kind of service we can offer to our group clients, with limited driver availability and cost implications. The sale and purchase of vehicles arising from these changes would incur capital expenditure.

#### **4. Arts & Minds**

During the first half of 18/19, Arts & Minds continued to work towards offering three terms of sessions to provide a rolling programme of Arts on Prescription in three hubs – Cambridge, St Ives and Peterborough. During April to September we offered sessions in Cambridge and St Ives with a series starting in Peterborough in October.

The sessions in Cambridge took place at the Museum of Archaeology and Anthropology (MAA) and the St Ives sessions at the Norris Museum. Both venues provide an interesting, stimulating, safe and friendly, regular base for the sessions and we are grateful to the museum for hosting the sessions. Participants also visited other museums - the Botanic Gardens, the Fitzwilliam Museum, Holt Island, St Ives. During the first 6 months of the year we completed the summer sessions and began the Autumn Term in September. The first six months sees slightly fewer workshops than the latter six months of the year due to the summer break in July and August.

##### **Cambridge Hub**

Workshops ran from 1 April to 17 July and then, following the summer breaks, the Autumn Term began on 11 September. All workshops were led by a professional artist and supported by a counsellor and took place on Tuesday afternoons from 1.30pm to 3.30pm. A variety of art techniques were explored during the sessions including clay, Chinese ink, collage, drawing and needlework. Visits were also made to the Fitzwilliam Museum and the Botanic Gardens. During the 6 months, 33 people took part 6 of whom were resident of South Cambridgeshire from Great Shelford, Harston, Milton (x2), Swavesey and Whittlesford

##### **St Ives Hub**

Workshops ran from 4 April to 16 May and then the Autumn Term started on 12 September. All workshops took place on Wednesday afternoons, from 1.30pm to 3.30pm, at the newly re-opened Norris Museum and were led by a professional artist and supported by a counsellor. A variety of art techniques were explored during the sessions including clay, Chinese ink, collage, drawing and needlework. Visits were also made to the St Ives Bridge museum and a local wildlife reserve. During the six months 20 people took part – none were from South Cambridgeshire.

##### **Evaluation**

We continued to evaluate the scheme by asking participants to complete relevant questionnaires, to measure their levels of anxiety and depression. This evaluation has confirmed earlier evaluations which showed statistically significant improvements in wellbeing and social inclusion and a statistically significant decrease in levels of anxiety and depression. 64% of participants showed an improvement in social inclusion, 72.5 % an improvement in well-being whilst 70% saw a decrease in anxiety and 74% a decrease in depression.

#### **5. Cambridgeshire Older Persons Enterprise (COPE)**

There were outings and activities each month, and the AGM was held on the 16 July, at which there were 4 speakers and stalls of local charities. 56 people attended of which 20 were from South Cambs.

Lunch and social clubs were also held every month, at St Ives, and Queen Ediths at which there were speakers, and at St Lukes Church.

## Newsletters

Three Newsletters were produced and distributed during the period, with articles (health and fitness), outings and events, travel, and Cambs societies and social groups listed. 2,000 copies were printed and distributed, and 300 were sent by email. They were distributed to local councils, GP Practices, community centres, libraries and health centres. There are 780 South Cambs members receiving copies, plus those at GP practices, libraries etc. in the District.

## Representation

Trustees attended Local Council, Health Partnerships, Bus Passenger Association, Dementia Connect and Loneliness Meetings. Reports were made to COPE Executive Committee and Editorial and Research Meetings.

The AGM and Forum was held in July at which there were Talks by Laura Alcock-Ferguson (Loneliness), B. Clarke (Mens Sheds) , Deputy Police Commissioner, and Amy Walcott (Dementia).

Meetings were held throughout the County with the Campaign to End Loneliness and in COPE office.

## Outings

April	Coach to Sheringham, Day Trip	50 persons (25 S. Cambs)
April	BBC Studios, Tour	11 persons (5 S.Cambs)
May	Coton Garden Centre, Tea and Talk	20 persons (10 S.Cambs)
June	LeeValley Boat Trip Coach Day Trip, Lunch	31 persons (12 S.Cambs)
July	Coach Trip to Sandringham Flower Show	33 persons (13 S.Cambs)
Aug	Impington Windmill, Tea and Talk	11 persons (5 S.Cambs)
Sept.	Coach Trip to Bressingham Show and Gardens	22 persons (9 S.Cambs)

## Social Events

St Ives Free Church, 2<sup>nd</sup> Friday each Month, 10.30 – 12.30, Talk, Tea & Coffee 20 attend

Queen Edith's Chapel, 2<sup>nd</sup> Weds each Month, 12.00- 14.00, Lunch, Talk, 25 attend

St Lukes Church, 2<sup>nd</sup> & 4<sup>th</sup> Weds each month, 10.30- 13.00, Lunch, Social 10 attend

## **6. Disability Information Service Huntingdonshire (DISH)**

This has been a year of changes for DISH. Our Caseworker Tracey Woodhead has settled in well, working in particular with families seeking DLA. Michael O'Fee is working to full capacity with a large number of attended appeals. Our Information Officer Jackie left us for personal reasons at the end of July and she has yet to be replaced. The Trustees appointed a new Manager, Jen Denton, in January but she left us at the end of September. I have recently taken over the responsibilities of management.

I am pleased to report that the figures I have prepared for you generally appear to be in line with expectations.

We are working close to capacity but are not turning anyone away. We have been fortunate to have been awarded a grant from Cambridgeshire Innovate and Cultivate Fund which will enable us to take on additional staffing and to extend our support to Attendance Allowance claims. This currently has a high eligibility but low take up and

we anticipate assisting some 60 clients to remain at home and independent over the next 12 months.

## 7. Cambridge Council for Voluntary Service

Specific measures	Activity
Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information	CCVS delivered 128 support sessions organisations that work in South Cambs. Of these sessions 29 were 1-2-1 sessions.  <i>"thank you for your time and your advice last week. You managed to instil some clarity and help me to see a way forward. I'm sure we will be in touch during the build to pick your brains again. Much appreciated, thanks! "</i>
Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders	CCVS delivered 32 Finance and Fundraising sessions.  <i>"Very satisfied after 3 years of contact with CCVS. Extremely helpful guidance when applying for funding because they made us think much more widely about potential benefits than our initial narrow views."</i>
1 training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested	The format for the events in South Cambs continues to be popular. The parish councils we have worked with have been supportive and have helped to ensure local groups are informed and have often helped with venues. <ol style="list-style-type: none"> <li>1. Event held in Cottenham on 2<sup>nd</sup> July. 17 people attended the sessions and all rated the event as Excellent or Good. <i>"Very practical and informative. Excellent speaker. Thank you!"</i></li> <li>2. Event Planned in Fulbourn for 31<sup>st</sup> October.</li> <li>3. Event in planning at Melbourn for Feb/Mar 2019.</li> </ol>
Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)	No invitations to attend events made in this period. Attending and presenting at a Northstowe event on invitation of local councillor Nov 2018. Happy to attend additional meetings as required.
Representation on the Local Health Partnership; Representation on the CDRP; Representation at other occasional and adhoc district forums and meetings that require a VCS voice.	We continue to attend the Crime and Disorder Reduction Partnership (CDRP) and the Living Well Area Partnership (LWAP) which has replaced the Local Health Partnership. We also attend meetings in the growth areas as required and have been to community meetings in the Southern Fringe and in Northstowe.
11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information  Regular e-bulletins to all CCVS members giving them additional local information,	Over the period CCVS sent out <ul style="list-style-type: none"> <li>• 6 editions of the <a href="#">Monthly newsletter</a>.</li> <li>• 5 e-bulletins to members,</li> <li>• 2 bulletins to the CEO group.</li> <li>• 5 editions of the funding bulletin that is produced in partnership with other County CVS</li> </ul>

<p>news and advice</p> <p>11 funding bulletins to CCVS members</p> <p>Social media updates and promotion</p> <p>2 newsletters to local councillors to promote CCVS and the work of the sector</p> <p>2 newsletters to parish clerks to promote CCVS and the work of the sector</p> <p>Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council</p>	<ul style="list-style-type: none"> <li>• 1 bulletin to all councillors</li> <li>• 2 bulletins to all parish clerks</li> </ul> <p>The website is constantly updated. In this period, we had over 233,000 hits from 19,400 unique visitors. We are also developing a series of webinars with Cambridge Online and the City Council that will enable groups to access information and we are looking at rolling this out to a wider audience.</p> <p>The CCVS <a href="#">twitter</a> feed has nearly 2200 followers and has been averaging an engagement rate of over 1,500 a day recently. We have been able to sign up to a number of village facebook pages and have used to publicise events and training that are happening locally.</p> <p>Work with parish councils has proved very productive and they have been able to ensure that events happening in their village are publicised through their channels.</p> <p><i>“Hi Mark – I find the newsletter very informative”</i></p>
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## 8 Homestart Royston & South Cambridgeshire

**Report to:** South Cambridgeshire District Council

**Report from:** Home-Start Royston & South Cambridgeshire

**Programme:** Big Hopes Big Futures

Overall Mission: To provide support to families in crisis or under stress in South Cambridgeshire

Key Deliverables: To deliver “Big Hopes, Big Future” school readiness programme to 10 families

Specific Measures as detailed in Agreement 2016 – 2019.

### 1. To deliver a volunteer training event

We have delivered BHBF training to new 5 new staff to ensure that they are able to support volunteers. We have a volunteer training event planned for January where we will train new volunteers and another potential course to be planned.

### 2. To hold briefing sessions for Health Visitors on the aims of the programme and the referral process

The Health Visiting teams in some parts of South Cambs have seen significant change over the last year. Their contact has become centralised, long standing members of staff have left so sustaining relationships has been more challenging. We have visited local preschools and family support workers where there has been interest in BHBF. Changes to referral patterns over the last year indicated we needed to revise how we were engaging with families and we have worked with local organisations to provide more exposure to staff, for parents to find out about and talk about the project.

### 3. To match a volunteer to each family identified, who will provide them with weekly support sessions (between four and six months)

Since April 1<sup>st</sup> 2018 7 families have engaged with the BHBF project. The referrals for these families have come from a variety of agencies including Health Visitors, Children’s Centre’s, School’s and parent’s referring themselves. All 7 families have been matched with a volunteer and are receiving or have received home visiting support.

**4. To provide 6 weekly volunteer supervision (undertaken by scheme coordinator) for the duration of support**

All volunteers who have provided weekly support to families have received 6 weekly supervision sessions. Supervision is face to face between the co-ordinator and the volunteer and takes place at the office in a confidential environment. Supervision in this way enables the co-ordinator to keep well informed of the support that the volunteer is providing, the opportunity to consider any changes that may be necessary and plan future support, taking into account any contact and/or reviews between the family and coordinator. The co-ordinator can support the volunteer to make use of the activity cards and the resource bags available so that support can be planned in the most effective way for each family. This is also an excellent opportunity to provide positive feedback to volunteers that families have articulated at review visits with coordinators.

**5. To monitor the effectiveness of the services provided; the coordinator will conduct a review visit with each family supported every three months and at the end of the support record the feedback from the family through a review questionnaire, in a final meeting between the family and the coordinator**

For each of the families that we have worked with a review visit will be completed where the coordinator is able to work with the family to re-assess their needs and adjust support accordingly. For some of these families support has only just begun so no reviews have taken place yet. However some families have had reviews and here is what they have said:

- **“My volunteer is able to take me to local services that I wouldn’t otherwise be able to access”**
- **“My volunteer is a lovely person. She’s really good with the girls, brings the right things for them to play with and is a good listener”**
- **“My daughter’s speech has really come on – I notice how much better she is at speaking. She is much clearer and they have seen a difference at pre-school too”**
- **“It has been really reassuring to pull on my volunteer’s vast experience as a mother/grandmother”**

We have provided training to some of our new staff to enable them to deliver training and support to volunteers working with families on the Big Hopes Big Futures Programme. We have a training session for volunteers planned for the end of January and another to be planned in. Having been delivering BHBF training for the last three years has meant that we now have a good bank of volunteers who have received the training and can be matched with a BHBF referral. We have maintained contact with referrers and worked in different ways to make the programme available and accessible to more families. To date, since April 2018 we have supported 6 families with weekly home visits. One family was matched with the volunteer and then decided after the first visit that they did not want to engage any further in the programme. We informed the referrer and left the door open for the family to be re-referred if they changed their mind. Of the 6 families that we have worked with two have English as a second language and as well as school readiness the volunteers are supporting these families to access services including local groups, supporting English language at home and in play when out. One of the family has an Early Help Assessment in place and the co-ordinator is attending regular Team around the Family meetings to feedback the focus of support that the volunteer is providing for the family.

- Modelling play and engaging with different aged children, taking and suggesting activities
- Providing positive reassurance and feedback to parents and modelling positive praise
- Supporting with new routines around new baby
- Supporting families to access other services outside of the home including preschool, parent and toddler groups.
- Supporting parents to think creatively around play and consider toy rotation to encourage better interest in toys available at home.
- Supporting parent to attend appointments out of the home.
- Supporting family to feel more confident to engage with more specialist services like speech and language therapy and to implement suggested strategies at home.
- Supporting families to access local parks
- Support to establish sleep routines
- Support to implement behaviour management strategies both at home and outside of the home
- Modelling reading, singing and talking with children to encourage improved communication, reflecting language back.

Outcomes for families include:

- Parents more confident to engage with their children in play and select appropriate activities.
- Parent's improved self-esteem and confidence, feeling happier in self, impacting positively on ability to manage other relationships within the family.
- Children displaying improved speech and language skills both at home and in preschool settings.
- Children displaying less challenging behaviour as more able to communicate needs. This has impacted positively on parent/child relationships.
- Children potty trained.
- Improvements in parent's mental health has resulted in better ability to access other specialist services where input is required, so children are receiving additional support in a more timely way.
- Children are more self-confident and able to move away from parents including when joining preschool settings
- Children feel more secure and settled with improved boundaries and routines in place
- Parents are able to better manage children's behaviour which impacts positively on their confidence in taking children out
- Parents have a better understanding of the importance of reading, singing and talking to children which improves children's language development

We continue to liaise with other professionals involved with the families we are providing support to, including referrers, Children Centres and other more specialist services.

## Appendix 3 – Farmland Museum Report



### The Farmland Museum at Denny Abbey Report to South Cambridgeshire District Council 2018

#### Summary of the year so far:

The 2018 season opened on Sunday April 1st, Easter Sunday. The first event was the traditional short Easter Dawn Service at Denny Abbey at 6.30am. It was attended by about 35 people from the local churches and was broadcast live on BBC Radio Cambridgeshire. A somewhat bleary Chair of Trustees, who had been on site from 5.00am to look after the outside broadcast team, was interviewed after the service was over, which gave us added valuable publicity.

On April 16<sup>th</sup> HRH the Princess Royal visited us for an afternoon reception to celebrate 21 years of a successful partnership with English Heritage. This was a wonderful opportunity to get together many of the people who have been involved with the Museum and with Denny Abbey over the years. The sun shone and Her Royal Highness spoke to about 70 people. She seemed really interested in the Abbey and the Museum and in the people she met. The District Council was represented by the then Vice Chair of the Council Cllr Brian Burling, and his wife. It was a lovely afternoon which brought everybody together. It also resulted in another interview on BBC Radio Cambridgeshire.

The Museum and Abbey have been open to the public from Tuesday to Sunday and on Bank Holiday Mondays. Opening hours were increased slightly to compensate for the lost hours due to Monday closing. The season ends after the last special event (Pumpkins and Spooks) on Sunday 28<sup>th</sup> October. Schools and other groups will still be able to visit by arrangement and outreach talks and activities will still take place

It has been very disappointing that overall visitor numbers have been down on 2017 despite very hard work from staff and volunteers. There are two immediately identifiable contributory reasons for this. One is the national trend of fewer people going to museums and the other was the very hot weather in June and July. We have not yet tried to analyse whether the Monday closure affected the figures significantly but it seems probable that the other factors were more significant. An appreciable number of visitors did arrive during the extra hours the museum was open on the other days which would have helped to compensate for loss of a whole day. There have been some very positive comments from visitors who have come. Facebook comments include:

*"It is a beautiful place, welltended and fascinating. Very worth a visit or three. Seems to be not very well known, which is a shame, and puzzling. The Abbey is lovely and exudes history. The museum part is interesting, the Walnut Tree Cottage is so pretty, and the little cottage garden is wonderful. That place is a true gem!"* May 2018

*"Visited here last year during the Denny Time Machine event. We had lots of fun at the event and also looking round the museum and abbey. Highly recommend for a good day out."* August 2018

*"we had a fantastic day. our first experience today and despite the weather we all had a great day. would recommend this place to anyone. Suitable for families and children, young adults with special needs or mobility problems. We could have spent all day exploring. We will be back"* August 2018

#### Visitor numbers 2018 compared with 2016 and 2017

	2016	2017	2018
April	865	1399	1231
May	1401	1510	1225

June	881	1021	774
July	1392	1432	1024
August	1878	2119	*1713
September	910	1025	811
<b>Total</b>	<b>7327</b>	<b>8266</b>	<b>6778</b>

(\*Had it not rained hard for the Sunday of the August Bank holiday weekend then it is highly likely that the August figure would have been much closer to the August 2016 figure – with reasonable weather we would have expected something over a hundred visitors, the actual number was about 20 very brave souls)

These figures do not include the numbers for the Twilight event and Family Activity afternoon during February half term or the people encountered during outreach activities such as talks and public events which add up to about 700 in all. This year these have included talks to groups at Teversham and Fen Drayton and stands at the Haddenham Steam Rally, Shuttleworth Museum and at a textile festival in Waterbeach (where one of our rag rugs was displayed). The Museum will have a presence for the three days of the Ely Harvest Festival in October. There have also been visits to schools to give assemblies or run activities and there are several more assemblies and visits booked for October. Most of these outside visits are now carried out by trustees or volunteers who are also involved in giving tours and talks on site.

There have been fewer visits from schools than in the past (four at the time of writing). This is due in part to pressures on schools' time and funding. Also, the Museum and Abbey's stories are less immediately relevant to the current national curriculum. Recently however, there has been an upsurge in interest from a number of schools inquiring about visits to the museum and Abbey or outreach visits to the schools which means that this term is quite busy and will continue to be after we have closed to the public

### **Volunteers**

In all there are about 15-20 active volunteers who continue to play an essential and invaluable role in the running of the museum. A small team from the charity Headway have created an amazingly productive and attractive allotment. A volunteer produces a lively quarterly magazine which goes to Friends, supporters, district councilor and others. The regular Wednesday team undertake site maintenance tasks and work on the collections and in the gardens. There is a need for more volunteers to help at event days and with education events, children's activities which take place during half terms and on Bank Holidays. Recruiting is ongoing.

Volunteers include people who have retired and want to get involved with something which uses their skills and can be an opportunity to develop new ones. It provides a good way of socializing with new people. There are people who wish to gain some work experience after periods of unemployment or ill health and a few who want to get some relevant experience before applying for jobs in the museum/heritage sector. Volunteering is not only essential to the museum but makes an important contribution to people's sense of wellbeing and of feeling a part of a community with a common cause. There are genuinely mutual benefits to both the museum and the volunteers.

### **Trustees**

Our Trustee board stands at six. During the year, one Trustee resigned after a long period of service, and another due to personal circumstances. However we gained two new members. One is also a Wednesday volunteer who is a very welcome addition to both teams as he has some relevant skills to bring to both roles. The other works at Duxford Imperial War museum and his input is also very helpful. We continue to look for trustees especially for people who have skills in marketing and fundraising.

After the election in May Cllr Anna Bradnam replaced former Councillor Peter Johnson as the District Council Representative on the board of Trustees. The Treasurer Michael Williamson is another volunteer who puts in many hours a year and attends meetings but is not a trustee.

### **Staffing and future development**

We have received a grant from the Litchfield Trust (administered by Cambridgeshire Community Foundation) for £3500 to appoint a consultant to look at our marketing and make recommendations as to how we might build on what we already do. This work is currently being undertaken by Kelly Cole of Phillips Profile and will be completed towards the end of October. We also have a small grant to be used to enhance facilities for hire of parts of the site. Marketing it as a peaceful, accessible and relatively inexpensive venue for small off site meetings, events, parties etc. will be a priority for 2019.

In 2019 it will no longer be possible to fund two Visitor Services Assistants (VSA's) to run the shop throughout the season (in the past these have been fully funded by English Heritage). The Trustees are using this and the general financial situation as an opportunity to restructure the staffing and create two new posts in place of the existing ones. It is essential that we still conform to the required standards for museum Accreditation and the requirements of English Heritage but there will be an emphasis on developing other opportunities to maximise the use of the site to generate income. We are at the beginning of a consultation process with the existing permanent staff which will be completed by the end of October. Once final decisions have been made we will re-apply to the Heritage Lottery fund for a grant for a Community Engagement Officer (a 3 year post). Their task it will be to develop audiences from areas with high levels of social deprivation who traditionally do not tend to visit museums (identified from our analysis of visitor postcodes) and to engage with audiences in the new developments in the District, and ultimately, with the new residents in Waterbeach New Town many of whom will have arrived knowing nothing of the story of where they are living

In the longer term we are still working on a Master Plan to develop the museum so that it will be able to cope with bigger audiences and adapt to the easier car free accessibility which will arise as construction of the New Town evolves and people will be able to come to the Museum and Abbey using the old medieval causeway routes.

### **South Cambridgeshire District Council**

We are indebted to South Cambridgeshire District Council for the continued support this and very much hope that it will be possible to have further support next year. The Museum and Abbey are a unique and enormously valuable asset for the growing communities in South Cambridgeshire and, Cambridge City and in particular for the residents of Waterbeach New Town when it is built. The Farmland Museum and Abbey can help people to understand something of the story of the place where they are living and of the dramatic change to the local region since the middle of 20<sup>th</sup> century. It is a place which can encourage social inclusion, wellbeing and community engagement through volunteering, taking part in events or just visiting and enjoying the peace and quiet. It is an oasis of calm with a strong sense of the past. The Museum and Abbey are a unique resource for South Cambridgeshire and beyond and they are the only large Heritage attraction within South Cambridgeshire. They need to be accessible and affordable for our local residents.

Dr Jane Williamson  
Chair of Trustees  
September 2018

Update October 2018 - This is to add some more information about where we are at the Farmland museum with staffing which may be of relevance to the meeting.

Because English Heritage have reduced their funding next year we aren't going to be able to appoint two visitor Service Assistants and this has given us an opportunity to rethink what we want staff to do with our very limited resources. We have made both existing posts redundant and are about to start advertising for a part time Museum Officer (responsible for the Museum collections, displays, events, school visits etc) and a part time Commercial Officer who will make income generation a priority and have overall financial and site management responsibility. There is some overlap and

the post holders will need to work very closely together. They will have annualised salaries but work more hours in the open season than in the winter they will need to take on front of house responsibilities. We will appoint one VSA to work weekends and one weekday for the open season. It will be challenging but is an exciting opportunity to develop a much more commercial approach if we can find the right people.

We will continue to recruit volunteers , the present group are fantastic they work terrifically hard and are very dedicated, but we can always do with more.

The Assistant Curator leaves next week as she has got a new post working for the National Trust so handed in her notice before we needed to make her redundant. This post will no longer exist.

The Museum Manager has decided that she does not wish to apply for either of the new posts and is taking redundancy . She will leave on or before Jan 23<sup>rd</sup>.