



# Agenda

## Community and Health Committee

Monday, 14 September 2015 at 7.00 pm  
Council Chamber - Town Hall

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### Membership (Quorum–3)

Cllrs Russell (Chair), Ms Sanders (Vice-Chair), Chilvers, Mrs Coe, Mrs Davies, Faragher, Mrs Hubbard, Poppy and Wiles

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Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 8
3.	Community Fund Grant Allocation	All Wards	9 - 28
4.	Review Terms of Reference for Local Health and Wellbeing Board	All Wards	29 - 60
5.	Outdoor Gym	All Wards	61 - 62
6.	Urgent Business		

A handwritten signature in black ink, appearing to read "P. L. Russell". The signature is stylized and includes a large, sweeping underline that extends to the right.

Head of Paid Service

Town Hall  
Brentwood, Essex  
04.09.2015

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**Information for Members**

**Substitutes**

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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**Rights to Attend and Speak**

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

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**Point of Order/ Personal explanation/ Point of Information**

**Point of Order**

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chair on the point of order will be final.

**Personal Explanation**

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Chair on the admissibility of a personal explanation will be final.

**Point of Information or clarification**

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Chair on the admissibility of a point of information or clarification will be final.

## Information for Members of the Public

### **Access to Information and Meetings**

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

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If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

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Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

### **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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### **Access**

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

### **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



## Minutes

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### Community and Health Committee Monday, 22nd June, 2015

#### Attendance

Cllr Russell (Chair)	Cllr Faragher
Cllr Ms Sanders (Vice-Chair)	Cllr Mrs Hubbard
Cllr Chilvers	Cllr Poppy
Cllr Mrs Coe	Cllr Wiles
Cllr Mrs Davies	

#### Also present:

Cllr Barrett  
Cllr Mrs Rowlands

#### Officers Present

Kim Anderson	- Partnership, Leisure and Funding Manager
David Carter	- Senior EHO (Team Leader)
Ashley Culverwell	- Head of Borough Health Safety and Localism
Chris Leslie	- Finance Director
Chris Potter	- Monitoring Officer & Head of Support Services
Jean Sharp	- Governance and Member Support Officer
Mark Stanbury	- Senior Environmental Health Officer

#### 39. Apologies for Absence

No apologies for absence had been received.

All present at the meeting observed a minute's silence in memory of Malcolm Knights, the former Head of Housing, who had passed away the previous day.

#### 40. Minutes of the Previous Housing and Health Committee and Community Committee Meetings

The minutes of the Housing and Health Committee meeting held on 11 March 2015 and the Community Committee meeting held on 25 March 2015 were approved as a true record.

#### **41. Service Plans for Food Safety and Health and Safety 2015-16**

Brentwood Borough Council must provide Service Plans for approval by Members with respect to its statutory obligations to enforce all relevant provisions of food safety and health and safety legislation within its area. These Service Plans identified how the service intended carrying out the proactive and reactive elements of inspections and investigations to ensure the continuing safety of both business employees and the public. It also included measures taken to aid businesses in compliance such as the provision of training and the food hygiene rating scheme.

**Cllr Russell MOVED and Cllr Wiles SECONDED the recommendation in the report. Following a full discussion and officers being thanked for their work in relation to Food Safety and Health and Safety, it was RESOLVED UNANIMOUSLY:**

**That the Food Safety and Health and Safety Enforcement Service Plans 2015/16 (Appendices A & B) be approved.**

#### **Reasons for Recommendation**

Members are requested to approve these Plans as they directly affect the welfare of businesses, the public and visitors to the Borough. The Food Safety Plan ensures that high standards are maintained in commercial food production, and the Health and Safety Plan ensures the safety of local employees, the public and visitors to businesses.

#### **42. CCTV Code of Practice**

The Council operated public space CCTV within the town centre of Brentwood, Shenfield and other areas of the Borough in accordance with the CCTV Code of Practice which was revised in October 2010.

The report before Members sought agreement to revise and update the Code of Practice, having regard to current guidance, and to install signs to increase awareness of the areas covered by CCTV in the Borough.

**Cllr Russell MOVED and Cllr Faragher SECONDED the recommendations in the report and following a discussion it was RESOLVED:**

- 1. That Officers be instructed to revise the CCTV Code of Practice to incorporate the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes and to consult with the Police and other relevant stakeholders and to bring the new Code back to the next Community and Health Committee meeting for decision.**
- 2. That signs informing members of the public of the areas covered by CCTV be erected in accordance with the ICO recommendations**

Officers advised that Members were welcome to visit the CCTV control room at the Town Hall by arrangement.

### **Reason for Recommendation**

To keep policies and operating procedures up to date.

#### **43. Ward Budget Guidance for 2015 -16**

The ward budget allocation had been made available to Members since 2012. The aim of this Localism scheme was to make the process as simple as possible whilst ensuring that key principles were met, and that the Council's legal and financial positions were safeguarded. It had enabled all Councillors to have the ability to make vital contributions to projects carried out in their local communities by local organisations.

Following the success of previous years' Ward Budget schemes, Members would once again have an allocation of £675 to distribute to proposed community schemes within their wards.

It was proposed to amend the governance to accord with local elections in order to safeguard the grant for new Members.

**Cllr Russell MOVED and Cllr Ms Sanders SECONDED the recommendation and it was RESOLVED:**

**That the revised Ward Budget Allocation Guidance attached to the report as Appendix A be agreed.**

### **Reasons for Recommendation**

The change of opening date will allow newly elected Members to be able to propose the expenditure of the whole allocation for their ward.

#### **44. Mental Health Challenge Action Plan**

Local authorities had a key role in improving good mental health and promoting wellbeing in their communities. In 2014, Members voted unanimously to become Mental Health Champions and adopt seven of the ten challenges outlined in the 'No Health without Mental Health; Implementation Framework.' The Mental Health Challenge was set up by various Mental Health charities and was funded by the Department of Health.

The Council was committed to serving and protecting the most vulnerable residents in our community and had been working closely with key

organisations to take a proactive approach in promoting good mental health across the Borough in order to fulfil its' commitment to mental health.

An action plan was proposed for Members to agree to continue the work already underway in progressing the mental health agenda.

Cllr Ms Sanders MOVED and Cllr Mrs Coe SECONDED the recommendation and following a discussion it was RESOLVED UNANIMOUSLY that:

**The Mental Health Action Plan for 2015/16 as at paragraph 4.1 of the report be agreed.**

**Reasons for Recommendation**

To ensure that the Council continues to fulfil its commitment to the Mental Health Challenge and protecting our most vulnerable residents.

**45. Urgent Business**

There was no urgent business.

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The meeting ended at 8.15pm



**14 September 2015**

## **Community & Health Committee**

### **Brentwood Community Fund**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All wards*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 The Brentwood Community Fund was set up to give Brentwood's communities the opportunity to provide local initiatives to improve the quality of life for local people living in the borough. The fund has £40,300 available in total in the current financial year, and grants of up to £3,500 are available for applicants. The funding was open from 6<sup>th</sup> April until 6<sup>th</sup> September 2015. An update on the total number of applications received and the total amount of funded requested will be given at the Committee meeting.

#### **2. Recommendation**

- 2.1 That Members agree to fund those projects highlighted in green as outlined in Appendix B (to follow) out of the Community Fund.**

#### **3. Introduction and Background**

- 3.1 The Brentwood Community Fund has been set up to give Brentwood's communities the opportunity to promote local initiatives to improve the quality of life of people living in the local area. The fund has £40,300 allocated for localism projects. Grants of up to £3,500 are available. The funding was open to applications from 6<sup>th</sup> April 2015 to 6<sup>th</sup> September 2015 and the recommendations are now being considered before members.
- 3.2 The criteria that applicants need to meet for applications for the Brentwood Community Fund were provided in the information and guidance notes which were available to applicants and are attached in **Appendix A** of this report. This also includes the scoring matrix (**Appendix C**) that officers have used to score each of the applications.

- 3.3 The Community Fund 2015/16 includes £24,000 of unspent funding from Brentwood Local Strategic Partnership, £8,000 from Localism Projects and £8,300 savings identified from Members allowances. Therefore the total amount available for 2015/16 was £40,300.
- 3.4 Members will be advised of the total number of applications received and the total funding requested at the Committee meeting.
- 3.5 A summary spreadsheet of officer recommendations and a copy of all of the application forms have been available to all Members, in each of the member rooms and Members have had the opportunity to provide comments on the applications to the Chair of Community and Health Committee prior to the meeting.

#### **4. Issue, Options and Analysis of Options**

- 4.1 Members will please note that the 2015/16 budget will be the last year that funds can be drawn down from the LSP allocation of £24k per year.
- 4.2 The criteria and expected outcomes have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in **Appendix A** of this report.

#### **5. Reasons for Recommendation**

- 5.1 Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (**Appendix C**). Once received the applications were scored by a panel of officers looking at the following key priorities:
- Evidence that the bid meets the criteria, the Council's priorities and expected outcomes
  - Evidence that the community has been involved in the development and implementation of the project
  - Evidence that the bid supports the promotion of volunteering and community participation
  - Evidence that the applicant has sought additional external funding or in kind value (such as the use of volunteers) for the project
  - Evidence that the project is sustainable once the Council's contribution has ceased.

- 5.2 Once the applications were individually scored they were ranked by their score. The recommendations by officers of the projects that met the key priorities and the amount of funding that is recommended is attached in **Appendix B** of this report (to follow as a supplementary).
- 5.3 Applications marked green are recommended to receive funding.
- 5.4 Notifications will be made to all those applicants that applied. Successful applicants will also have to agree to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self monitoring report once their project has been completed.
- 5.5 Any applicants to the Community Fund are offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process; Organisations will also be signposted to Grant Net on the Council's website to look at other sources of external funding to support their project if applicable.

## **6. Consultation**

- 6.1 Consultation has been undertaken with previous applicants and as a result we have revised and simplified the application process and simplified the application form and supporting guidance notes. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to amount of money being awarded.
- 6.2 Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas than can improved.

## **7. References to Corporate Plan**

- 7.1 The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund applications are outlined in **Appendix A**.

## 8. Implications

### Financial Implications

**Name & Title:** Christopher Leslie, Finance Director

**Tel & Email** 01277 312712 / [christopher.leslie@brentwood.gov.uk](mailto:christopher.leslie@brentwood.gov.uk)

- 8.1 The financial implications are set out in the report, and are funded from existing budgets as detailed below:

Description of funding (2015/16)	Amount £
Community Fund-	
- Local Strategic Partnership unspent funding (72k over 3 years – now in year 3)	24,000
Localism Projects	8,000
Members Allowances	8,300
<b>TOTAL</b>	<b>40,300</b>

### Legal Implications

**Name & Title:** Christopher Potter, Monitoring Officer & Head of Support Service

**Tel & Email:** 01277 312860 / [Christopher.potter@brentwood.gov.uk](mailto:Christopher.potter@brentwood.gov.uk)

- 8.2 There are no additional legal implications.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 Asset – The granting of any funding is dependent on permissions being granted by the owner of the asset.
- 8.4 Equality and Diversity Implications – The Community Fund will support voluntary and community organisations that best support the Brentwood Community regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and sexual orientation.

## 9. Appendices to this report

- Information and guidance notes for the Community Fund – Appendix A
- Officer recommendations – Appendix B (to follow as a supplementary)
- Scoring matrix – Appendix C

### Report Author Contact Details:

**Name:** Kim Anderson

**Telephone:** 01277 312634

**E-mail:** [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)



## Information and Guidance Notes – April 2015

### **What is the Brentwood Community Fund?**

The Brentwood Community Fund has been set up to give Brentwood's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the Borough. The fund has £40,300 available in total in the current financial year, and grants of up to £3,500 are available for applicants.

The Brentwood Community Fund will open for applications on Friday 6<sup>th</sup> April 2015 and will close on Sunday 6<sup>th</sup> September 2015.

These bids will be assessed and reported to the Community & Health Committee in September 2015, when a decision on the allocation of funding will be made.

### **Who can Apply?**

The Council is inviting bids from individuals, groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough.

Bids may be submitted by individuals or community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Brentwood Community Fund or the Localism Share Fund if applicable.

### **How much can I apply for?**

The maximum amount that can be applied for is £3,500. We would expect to see some form of match funding or in kind support.

### **How to Apply**

#### **The application form**

You can apply for funding using the Brentwood Community Fund application form, which is downloadable from Brentwood Borough Council's website [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding).

Please read these information and guidance notes thoroughly before completing the application form and ensure that you return the application form together with any attachments and supporting documents (see checklist) to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by 6<sup>th</sup> September 2015 at the latest to ensure that your application is considered. For any advice, support, guidance or any queries relating to the completion of the form please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone 01277 312634.

Please ensure that all fields on the application form are fully completed. If any questions are not

applicable, please write 'N/A' in the answer box.

### **What will be funded**

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council Corporate Plan 2013-16, a copy of which can be found on the Council's website [www.brentwood.gov.uk](http://www.brentwood.gov.uk). In particular we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

<b>The Council would expect to see links to the following criterion and that some of the following outcomes will be delivered from the applicants projects:</b>	
<b>Criterion</b>	<b>Expected outcomes</b>
<b>Street scene and environment</b>	
<ul style="list-style-type: none"> <li>• Projects which enable communities to take a more active role in delivering a cleaner and safer environment</li> <li>• Projects which encourage more people to be involved in the environmental aspects of their community such as community clean ups or recycling initiatives</li> <li>• Projects which enable communities to take an active role in developing their parks</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in community involvement in delivering a cleaner and safer environment</li> <li>• Increase in the number of volunteers and volunteering opportunities</li> <li>• Increase in the number of community initiatives and projects</li> </ul>
<b>Localism</b>	
<ul style="list-style-type: none"> <li>• Projects which support people to do more for themselves and rely less on public services such as delivering community events or local initiatives</li> <li>• Projects which support local communities to run some local services previously undertaken by the Council which meet local needs</li> <li>• Projects which raise awareness of local activities and leisure provision in the areas especially for young people</li> <li>• Projects which promote awareness to voluntary sector support</li> <li>• Projects which support the delivery of local community initiatives and projects, especially those that use volunteers and increase volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement of local community run services</li> <li>• Increase awareness and access to local health services</li> <li>• Increase awareness to voluntary sector support</li> <li>• Reduction in anti- social behaviour</li> <li>• Increased confidence that Brentwood is a safe borough</li> </ul>
<b>A Prosperous Borough</b>	
<ul style="list-style-type: none"> <li>• Projects that support job creation, skills and opportunities such as job clubs that will support job creation</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in offending by young people</li> <li>• Reduction in social isolation</li> </ul>
<b>Housing Health &amp; Wellbeing</b>	
<ul style="list-style-type: none"> <li>• Projects that encourage tenants to be socially</li> </ul>	<ul style="list-style-type: none"> <li>• Improved community cohesion and community engagement</li> </ul>

<p>responsible and good neighbours</p> <ul style="list-style-type: none"> <li>• Projects which support, protect and safeguard the most vulnerable in our community</li> <li>• Projects which support the effective representation of local people's views and needs for improved and accessible health services</li> </ul>
<b>A Safe Borough</b>
<ul style="list-style-type: none"> <li>• Projects or schemes which reduce anti-social behaviour</li> <li>• Projects that work innovatively with young people and families at risk of offending or being involved in anti-social behaviour</li> <li>• Projects which reduce offending by young people</li> <li>• Projects which promote Brentwood as safe place to live, promote crime awareness and increase vigilance across the borough</li> </ul>

**What we will not fund**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation)
- Future running costs – these are one off grants only
- Repeat funding for the same project
- Employee costs or routine administration.
- Political activities
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering.
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.

Please note, the Council will not be responsible for any ongoing costs incurred by the project, e.g. maintenance of equipment.

**How we will assess your application**

Each application will be scored against the criteria set out in the scoring matrix which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions. For example if your application scores 80% against the criteria then it will be recommended to receive 80% of the money it requested.

## **Application Form - Questions Explained**

### **Question 1 – Please provide a brief description of the project**

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except there are no ongoing revenue costs.

### **Question 2 – How does your project meet one or more of the criteria, and how will it deliver the expected outcomes?**

Please look at the criterion and expected outcomes as outlined in the table previously and tell us how your project will meet one or more of these.

### **Question 3 – Explain how the community has been involved in the development and the implementation of the project. This can include the promotion of volunteering for example.**

- Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it.
- The community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership.
- There should demonstrable community support for initiatives being put forward.
- Schemes should promote volunteering and community participation.

### **Question 4 – Budget**

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving. This includes additional external funding, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- In kind amounts in the expenditure column and the income column should match.
- Please tell us if these amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £3,500.
- VAT – please include your VAT registration number if relevant.

### **Question 5 – Sustainability**

Please tell us if there will be any future running costs incurred from your project and if so, how you will fund this in the future.

Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

### **Question 6 – Bank Details**

Please provide your account name, sort code and account number, so that payments can be made



should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone 01277 312634 for advice and guidance.

### **Permissions and Licenses**

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

### **Checklist**

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent
- Confirmation of any additional external secured funding
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc.)
- Evidence of community involvement
- Safeguarding policy (if working with young people and vulnerable adults)
- Risk assessments and insurance if required
- Cost estimates or price quotations
- Letters of support or other supporting information
- Fully completed application form!

### **Question 7 – Declaration**

Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

### **When will a decision be made on funding?**

Applications will be assessed by a panel of Council officers and elected Members.

Recommendations will be reported to the relevant Community & Health Committee in September 2015. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

### **Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council logo on marketing materials relating to their funded project.

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**Scoring matrix for Brentwood Community Fund 2015**

Each Brentwood Community Fnd application will be scored against the following key criteria

Criteria/score	0%	Up to 33%	Up to 66%	Up to 100%	Total weighting
<b>1</b> The application demonstrates how the projects meets the criteria and supports the Council's priorities and expected outcomes (see table in guidance notes)	The application shows no evidence of how the project meets the criteria, supports the Council's priorities and will deliver the expected outcome(s)	The application shows there are tenuous links between the project, the Council's priorities and the expected outcome(s)	The application demonstrates the links between the project, the Council's priorities and the expected outcome(s), and details how some of the project activities will achieve them	The application clearly demonstrates the links between the project and the expected outcome(s), and details how all of the project activities contribute to them.	<b>40%</b>
<b>2</b> The application demonstrates how the community has been involved in the development and the implementation of the project. For example - The community should be engaged in identifying schemes to be put forward and particular emphases will be given to schemes which generate community involvement, engagement and ownership. Schemes that emerge through neighbourhood action teams. Schemes that promote volunteering and community participation	The application shows no evidence that the community have been involved in the development and the implementation of the project.	The application shows minimal evidence that the community have been involved in the development and the implementation of the project.	The application shows reasonable evidence that the community have been involved in the development and the implementation of the project.	The application clearly demonstrates how the community have been involved in both the development and the implementation of the project	<b>20%</b>
<b>3</b> The application demonstrates the promotion of volunteering and community participation	The application shows no evidence of how the project will promote volunteering and community participation	The application shows minimal evidence of how the project will promote volunteering and community participation	The application shows reasonable evidence of how some aspects of the project will promote volunteering and community participation	The application clearly demonstrates how volunteering and community participation is integral to the project	<b>20%</b>
<b>4</b> The application demonstrates that the applicant has sought additional external funding or in kind value for the project - such as the use of volunteers or donated materials/equipment	The application shows no evidence that the applicant has sought additional external funding or in kind value for the project	The application shows minimal evidence that the applicant has sought additional external funding or in kind value for the project	The application shows reasonable evidence that the applicant has sought additional external funding or in kind value for the project	The application clearly evidences how the applicant has sought additional external funding or in kind value for the project	<b>10%</b>
<b>5</b> The application demonstrates how the project will be sustainable once the Council's contribution has ceased	The application shows no evidence of how the project will be sustainable once the Council's contribution has ceased	The application shows minimal evidence of how the project will be sustainable once the Council's contribution has ceased	The application demonstrates reasonable evidence of the sustainability of the project once the Council's contribution has ceased	The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased	<b>10%</b>
<b>TOTAL</b>					<b>100%</b>

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Brentwood Community Fund 2015 – recommendations						
Applicant Reference	Applicant/Project	Amount requested	Score against criteria	Recommended funding	Supporting notes	
	<b>Recommended for funding</b>					
	<b>Did not score highly enough to be awarded funding</b>					
	<b>Did not meet minimum criteria for funding</b>					
2	<b>1st Ingrave Scout Group - Extension to Scout Hut</b> Contribution towards the extension of the scout hut, which will increase the floor area and provide new kitchen and meeting/training room as well as stores for tents and other scouting equipment.	£3,500.00	95	£3,325.00	The application clearly links with the Council's Localism priority and Safer Brentwood, as the scouts offer community building activities for young people. Both scouts and parents have identified the need to extend the scouting facilities as there is a waiting list. The scouts are a volunteer led organisation and the application clearly demonstrates how volunteering and community participation is integral to the project. The Scouts have achieved £15,000 of their own fundraising towards this project and have applied for some other external funders as yet unconfirmed. There are a number of future fundraising events planned to raise more money towards the project.	
1	<b>The PBC Foundation - The Bear Facts Magazine</b> Contribution towards the member led magazine, which includes letters from members, shared experiences and coping strategies. It also provides updates on treatment, symptoms and results of medical research.	£64.96	85	£64.96	The application demonstrates the links between the project, the Council's priority for supporting Health and Wellbeing of our more vulnerable residents and how they access services to support them. The application clearly demonstrates how the community has been involved in both the development and the implementation of the project. The project is volunteer led and clearly demonstrates how volunteering and community participation is integral to the project. The application has a large amount of fundraising already confirmed and the request from Brentwood Community Fund is minimal. Members of the Foundation are continuously fundraising so the project should be sustainable beyond this funding.	
11	<b>Great Warley Rectory Hall - Refurbishment of village hall</b> Refurbishment of village hall including installation of disabled toilet, new flooring and additional storage.	£3,500.00	84	£2,940.00	The application demonstrates good links between the project and the Council's priorities, the expected outcomes and details how some of the project activities will achieve them. The project clearly demonstrates how the community have been involved in both the development and the implementation of the project. The application clearly demonstrates how volunteering and community participation is integral to the project. The application clearly evidences how the applicant has sought additional external funding or in kind value for the project. The application demonstrates reasonable evidence of the sustainability of the project once the Council's contribution has ceased.	
10	<b>Navestock Parish Council - Sports Field Project</b> The Parish Council has recently purchased land adjacent to the village hall. The fund will purchase line marking equipment for marking out football pitches, cricket perimeter and a jogging track	£1,236.00	83	£1,100.00	The application clearly demonstrates the links between the Council's priority of Localism and the expected outcomes, and how all of the project activities contribute to them. The application clearly demonstrates the broader community involvement and use of volunteers in the development of the project. There is some in kind support which is supporting the project. The project will be sustainable as the local Parish Council will continue to maintain the pitches with hire costs.	
15	<b>Sawyers Church - FAB Xtra</b> To provide equipment and resources to support group set up for Year 6 pupils through the transition from primary to secondary school	£2,121.00	78	£1,654.00	The application clearly shows links to the Council's priorities and expected outcomes. Volunteers will assist in the delivery of the project. Some match funding has been secured for the project. Income from sessions should make the project sustainable.	
17	<b>Brentwood Community Tree - Colour Me In</b> To fund the production of 1000 inclusive adult colouring books in order to generate awareness of local services in Brentwood and improve outcomes for local residents with mental ill health and disabilities.	£3,229.80	78	£2,519.00	The application shows strong links to the Council's priorities and expected outcomes. Community Tree is made up of 14 different organisations, a number of which are volunteer led. There is in kind support for the project. Income from the books will provide investment for future projects.	

24	<b>Lighthouse Furniture Project Ltd - Working towards employment</b> The project will enable Lighthouse to employ a Placement and Volunteer Manager who will work alongside young people and the long term unemployed to help them become more employable and work ready. The Community Fund will fund the Open College course costs, the training of the trainer and expenses of the independent assessor, along with some of the volunteer costs and PPE costs.	£2,500.00	78	£1,950.00	<p>The application clearly demonstrates the links with the Council's priorities and the expected outcomes. The application clearly evidences the wider community's involvement in the development of the project. The application clearly demonstrates the volunteer and volunteering opportunities that have been made available.</p> <p>The project will be sustainable through the sale of second hand furniture and appliances.</p>
4	<b>The London Bus Company - Alcohol awareness workshops for Year 6 pupils</b> Provision of interactive drama workshop on alcohol. Pupils will discuss the risks and consequences of binge drinking and how it can lead to anti-social behaviour	£3,400.00	75	£2,550.00	<p>The application clearly demonstrates the links between the project the Council's priorities ( especially Community Safety) and the expected outcomes, and how all of the project activities contribute to them. The applicant has contacted local schools and the Council's Community Safety Manager to ascertain the need for the project which will be targeted at Year 6. The project has also been successfully delivered in Castlepoint and Rochford.</p> <p>The project also supports a volunteer who will help evaluate the workshop sessions.</p> <p>There is minimal external support for the project although evidence in the application that DVDs and books that have been donated.</p> <p>In order to make the project sustainable, the schools will need to cover the costs of the workshop leader, and also allow teachers to use the current resources. The applicant is also speaking to Drink Aware to ascertain whether they will fund the project across all Essex Schools.</p>
33	<b>Brentwood Vineyard Church - Play area soft rubber surface</b> - improvements to outdoor play area	£3,500.00	74	£2,590.00	<p>There are some links to the Council's priorities and expected outcomes. There has been a consultation with the wider community for the project. The majority of the work will be undertaken by volunteers. There is evidence of some external funding for the project and ongoing maintenance will be funded by the church.</p>
13	<b>Phoenix FM - Replacement of Studio 1 equipment</b> Replacement of sound desk, computers, monitors, microphones, stands and handheld recorders. Some of the equipment will be portable to be used at community events	£3,312.00	73	£2,418.00	<p>The application shows good links with the Council's priorities and the expected outcomes</p> <p>The application shows minimal evidence that the community has been involved in the development and the implementation of the project</p> <p>The application provides reasonable evidence that volunteers are involved in the project</p> <p>There is no evidence of any match funding within the project</p> <p>Once purchased then advertising will provide income to support running costs</p>
21	<b>1st Warley Scout Group - Carry On Scouting</b> - The scout hut was recently destroyed by fire and the fund will replace immediately needed kit .	£3,150.00	72	£2,268.00	<p>The application demonstrates the links between the project and the Council's priorities and expected outcomes.</p> <p>After the fire in August an online donation site was set up which has already secured some external funding towards the project.</p> <p>The scouts are a volunteer led organisation and it clearly demonstrates volunteering opportunities.</p> <p>Some external funding has already been secured.</p> <p>The project will be sustainable beyond Council funding.</p>
14	<b>3rd Brentwood Scout Group - Extension to scout hut</b> Contribution to the extension of the scout hut which will provide kitchen, toilets and storage space for camping equipment	£1,859.98	71	£1,321.00	<p>The application shows links between the project and the Council's priorities and expected outcomes</p> <p>The application clearly demonstrates that the wider community have been involved in the project.</p> <p>The Scouts are a volunteer led organisation.</p> <p>There is some in kind funding for the project.</p> <p>Membership subscriptions will make the project sustainable.</p>
6	<b>Open Arts - Brazilian Percussion Course</b> Provision of Brazilian Percussion project offered to Brentwood residents with Mental Health problems and their carers based at the Hermit Club.	£3,500.00	70	£2,450.00	<p>The application shows good links to the Council priorities especially supporting, protecting and safeguarding the most vulnerable in the community and reducing social isolation.</p> <p>Users have been asked to evaluate the courses and a focus group to inform the planning of subsequent courses.</p> <p>The project is supported by volunteers and there will be encouragement to set up a peer support group once the project has finished.</p> <p>There is evidence within the application of both in kind support and venue hire fees which have been covered. Open Arts is also working with ECC to develop studio space in Brentwood.</p>



19	<b>Ingatstone &amp; Fyerning Victorian Evening Committee - Victorian Evening Extravaganza</b> Contribution towards the event.	£3,500.00	69	£2,415.00	The application shows good links to the Council's priorities especially Localism and Prosperous Borough. The committee for the project have engaged with other local businesses and residents to develop the project. The committee are all volunteers and also promote volunteering opportunities to support the event. There is evidence of some external funding and in kind support for the project. The project will only be sustainable if further external funding is secured for future events.
20	<b>The Gates - Automated Irrigation System</b> - The Gates supports vulnerable adults. The provision of automated irrigation system to ensure care of plants and flowers as The Gates is only open three days a week.	£3,500.00	69	£2,415.00	The application demonstrates good links with several of the Council's priorities. The wider community has been involved in volunteering for the project as well as financial donations. Volunteering opportunities are provided to the National Citizenship Service, a youth volunteering initiative. Nearly half of the funding has been from their own fundraising and the project should be sustainable through continued fundraising efforts and the sale of plants.
25	<b>Shenfield Central &amp; Upper Trade Clusters - Shenfield Christmas Fayre</b> - To provide more activities at the Fayre	£3,500.00	69	£2,415.00	The application shows good links to the Council's priorities especially Localism and Prosperous Borough. The Cluster groups have engaged with other local businesses, residents, 7 local schools and churches to develop the project. The Clusters are all volunteers and also promote volunteering opportunities to support the event. There is evidence of some external funding and in kind support for the project. The project will only be sustainable if further external funding is secured for future events.
27	<b>Fitness In Mind UK - Fitness in Mind website</b> To provide advertising, referral, signposting and data collection portal for mental health in sport programmes across the district.	£3,481.90	68	£2,368.00	The application shows good links to a number of Council priorities. A number of other organisations have been involved in the development of the Fitness in Mind project and it is predominately led by peer mentors. Although applied for, there is a small amount of confirmed match funding for the project and without this money the project would not be sustainable.
35	<b>Traillet - Thorndon Inclusive Cycling</b> To provide a portable hoist to make cycling more accessible to those with disabilities	£1,083.00	65	£703.95	The application shows good links to the Council's priorities and outcomes. Service users have been involved in the development of the project and the project is volunteer led. There is in kind support to facilitate the project. Once in place the project will be sustainable.
8	<b>Hutton Football Club - Drainage of football pitch and associated reinstatement works</b> Improve the drainage and improve grounds maintenance works to the football pitches at Hutton Polo Fields	£2,000.00	64	£1,280.00	The application shows good links to the Council's priorities, particularly Street Scene and Environment, Localism and Health and Wellbeing, so that with improved draining the pitches can be used more by the club and general public when football is not being played. The application evidences that the club members and volunteers have been involved. The improved drainage will also improve the appearance of the area. The club is supported by volunteers. There is no evidence of any match funding within the application. The club will continue to maintain the pitches once the works have been completed.
22	<b>Brentwood Leisure Trust &amp; Home Instead - 'Dementia-Friendly' Tea Dances</b> - 12 month first step programme activity to improve health and wellbeing	£3,500.00	64	£1,553.09	The application shows good links to a number of Council priorities. This is a joint bid and the project has already been piloted at the Brentwood Centre. Volunteering opportunities are available to support the event each week. The application shows some match funding (although this is unconfirmed) and income from the tea dances should make it sustainable moving forward. <b>This equates to 44% of funding requested.</b>
	<b>TOTAL RECOMMENDED FOR FUNDING</b>			<b>£40,300.00</b>	
9	<b>Kelvedon Hatch Village Hall Charitable Trust - Improve toilet facilities and access to the Hall-</b> Improvement to the toilet facilities and the surrounding access area and improve the energy efficiency of the building	£3,000.00	62	£0.00	The application demonstrates some tenous links to the Council's priorities particularly Localism and Safer Brentwood, as the improvements will support increased users to the hall and could provide additional diversionary activities for younger people. Local groups have been involved in the development of the project to determine what will support more users of the hall and the trust is a charitable organisation. The application identifies some own fundraising , however a large amount of external funding is still unconfirmed. The project should be sustainable with increased use of the hall once the improvements have been made.

3	<b>Blackmore, Hook End &amp; Wyatts Green Parish Council - Outdoor Gym Equipment</b> Contribution towards outdoor gym equipment, installation and suitable safety surfacing.	£3,500.00	60	£0.00	<p>The application shows some links to the Council's priorities especially Localism and Health and Wellbeing. It also looks at how the local Parish Council is developing its own local parks and recreation areas.</p> <p>The project was circulated in the local Parish Council magazine and show reasonable evidence that the community has been involved in the development of the project.</p> <p>Although the Parish Council's are predominately volunteer led there is little evidence in the application of volunteering, although the Parish Council will continue to maintain the equipment once it has been installed.</p> <p>The Parish Council has committed some of their own funding towards the project and applied for CIF funding although this is unconfirmed which could impact on the project being delivered.</p>
12	<b>Brentwood Sea Cadets - IT equipment upgrade</b> Upgrade of IT equipment which include 2 laptops and 2 interactive whiteboards to be used for training sessions	£2,100.00	56	£0.00	<p>The application shows there are tenuous links between the project and the Council's priorities and the expected outcomes.</p> <p>The project demonstrates that the parents and volunteers have been engaged in the project.</p> <p>The cadets are a voluntary led organisation</p> <p>Little external funding with the application</p> <p>The project is sustainable once the equipment has been purchased.</p>
31	<b>Local By Social - Brentwood Art &amp; Heritage Trail</b> - Provide guest speaker fees and hall hire	£500.00	54	£0.00	<p>The application shows links to the Councils priorities particularly Localism and Prosperous Borough. Both local artists, venues and schools are involved in the development of the project, together with 6 free events to encourage community involvement and engagement.</p> <p>There are some volunteering opportunities available to act as tour guides and lead the heritage walks.</p> <p>There is currently no confirmed match funding towards the project and without other external funding the project will not be sustainable.</p>
32	<b>Chicken and Frog - Brentwood Children's Literary Festival</b> To support a Children's Literary Festival which will run for one week with one or two activities each day, this will include writing and illustration workshops to performance poetry, talks and book signings.	£3,500.00	54	£0.00	<p>There are tenuous links to the Council's priorities, The project will provide a local activity for young people.</p> <p>There has been some broader community involvement. There is some evidence of volunteer involvement in the project. There is some match funding but nothing is confirmed. The project will only be sustainable if ticket sales offset the expenditure of the festival</p>
23	<b>Brentwood Leisure Trust - Wheelchair Sports Programme - Spinning</b> - Provision of 2 wheelchair accessible hand crank cycles for those with limited mobility.	£3,500.00	53	£0.00	<p>The application shows good links to a number of Council priorities.</p> <p>A number of disabled user groups have been involved in the development of the project.</p> <p>There is no mention of volunteer opportunities within the application.</p> <p>The application shows some match funding (although all is unconfirmed) and any income would come from increased membership to the Brentwood Centre.</p>
34	<b>Brentwood Baptist Church - Community Defibrillator</b> - To provide a defibrillator which can be used by the community	£1,000.00	52	£0.00	<p>The project has some links to the Council's priorities and expected outcomes, especially Health and Wellbeing.</p> <p>Although training will be offered to local businesses the wider community have not been involved in the development of the project. The church is a volunteer run organisation. There has been some match funding for the project. The church will fund any ongoing maintenance costs.</p>
16	<b>Brentwood County High School - BCHS Community Development Project</b> To provide match and training equipment for the Dragons Youth Football Club	£3,025.60	51	£0.00	<p>The application shows some links to the Council's Localism priority.</p> <p>Limited wider community involvement evidence in the development of the project.</p> <p>Project encourages local volunteering.</p> <p>Some match funding secured - budget does not balance?</p> <p>Income from hire for the field will provide income for the project</p>
5	<b>Michele Fazakerley - Group Art activity</b> Provision of art therapy groups	£3,500.00	15	£0.00	<p>The application show very little links to the Council's priorities and expected outcomes.</p> <p>There is no evidence in how the community has been involved in the project, although is mention of volunteers being involved but no evidence of how they will be engaged to support the project.</p> <p>The application shows no evidence of any match, external funding or in kind support for the project.</p> <p>There is no evidence within the application that it will be sustainable beyond the initial funding.</p>

7	<b>Doddinghurst Parish Council - Children's Play Area safety surface replacement</b> Removal and replacement of the existing play area safety surface, and rendering of basketball wall.	£3,500.00	92	£0.00	<p>The application shows good links to the Council's priorities particularly Street Scene and environment, Localism and Health and Wellbeing in that the facility will be used by children in the Doddinghurst area. Local residents, schoolchildren have been consulted with over new equipment. This funding will support the replacement of safety surface for the play area.</p> <p>The project has both confirmed external funding from the Parish Council itself and a local trust as well as in kind support, however some of the funding is still unconfirmed.</p> <p>The ongoing maintenance and insurance costs will be funded by the Parish Council.</p> <p><b>Application withdrawn by clerk of Doddinghurst Parish Council (email received 08/09/2015) as works will not be completed within the timescales set out in the requirements of the Community Fund.</b></p>
18	<b>Synergy - Reflection</b> To provide weekly provision of auricular acupuncture and meditation groups for those suffering from unhealthy dependencies such as alcohol or drugs.	£3,030.00	47	£0.00	<p>Tenuous links to the Council's priorities and expected outcomes. Apart from some service users there is little evidence of wider community engagement in the development of the project. The project does not specifically mention any volunteering opportunities.</p> <p>There is no confirmed match funding for the project and no clear evidence that the project will be sustainable beyond the Council's funding.</p>
26	<b>Brentwood Free Fitclub - Brentwood Indoor Free FitClub</b> - During the winter months King George's Playing Fields is not suitable to run the club. The fund will be used to support venue hire at St Martins or Shenfield School, and additional equipment	£2,000.00	40	£0.00	<p>The application shows some good links to the Council's priorities and expected outcomes. Apart from users there is little evidence of broader community involvement in the project.</p> <p>There is no evidence of volunteering in the application.</p> <p>There is no match funding towards the project and could not be sustainable without further funding or charging for the classes to generate some income.</p>
28	<b>Beyond Youth CIC - Chance 2 Change</b> - To support young people aged 14-18 in Brentwood that are at risk of offending or anti-social behaviour. The fund will be used to fund staff to deliver the project, some basic materials for running the talks and group interventions and cover travel costs.	£3,450.00	28	£0.00	<p>There are links to the Council's priorities in particular Safe Borough. There is some evidence in of wider community involvement as part of the referral process into the programme.</p> <p>There is no evidence of volunteering or volunteering opportunities within the application. There is no evidence of match funding and without additional funding the project will not be sustainable.</p>
29	<b>Great Danes Youth Football Club - Defibrillator</b> To provide a defibrillator that can be used by the club	£955.20	44	£0.00	<p>There is little evidence of links to the Council's priorities and expected outcomes. Beyond the club itself there is no evidence of broader community involvement.</p> <p>There is good evidence of volunteering and the promotion of volunteering opportunities.</p> <p>There is some match funding and beyond the club itself just requires new batteries to be fitted every 5 years to make it sustainable.</p>
30	<b>Brentwood Mind - Healthy Eating Group</b> To provide nutrition and cookery classes	£657.10	44	£0.00	<p>There are tenuous links to the Council's priorities and expected outcomes. The project has been piloted and been well supported by volunteers but it does not evidence broader community involvement in the development of the project.</p> <p>Although not mentioned in the application there is evidence of volunteer input on the budget sheet.</p> <p>There is some match funding and the project will only be sustainable from ongoing fundraising events.</p>
36	<b>Brentwood Learning Partnership Association - Moving On Parents (MOP)</b> -The MOP Project has been designed for parents who have been the victim of domestic violence. The groups will be single-sex and focused on building self-esteem in participants and strengthening parenting skills. This will support parents to recognise and break the cycle of domestic violence. The groups will run by a qualified psychotherapist, an ex-mental health nurse and a qualified counsellor and will be facilitated alongside the Moving On Programme which supports child and teen witnesses of domestic violence.	£3,000.00	48	£0.00	<p>There are good links to the Council's priorities and expected outcomes. The local schools have been involved in the development of the project. Within the application there is no specific mention of volunteering or volunteering opportunities associated with the project. There is no match funding to support the project and beyond Council funding (or any other external funding) the project cannot be sustainable.</p>
<b>TOTAL FUNDING REQUESTED</b>				<b>£95,656.54</b>	

**Note: Total amount of funding for 2015/16 is £40,300. Those projects recommended for approval are in green and totals £40,300. Those projects highlighted in orange and blue will be given feedback and directed to other funding streams that might be able to support them.**

**Should organisations not be able to proceed with their project due to the reduced amount of funding allocated and decide to withdraw from the fund, then the next project down by score (in orange) will be awarded the funding.**

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**14 September 2015**

## **Community & Health Committee**

### **Updating the Brentwood Health and Wellbeing Board Terms of Reference**

**Report of:** *Ashley Culverwell, Head of Borough Health Safety and Localism*

**Wards Affected:** *None*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 This report aims to amend the terms of reference of the Brentwood Health and Wellbeing Board. It is timely to do this as there has been progress in key areas, the membership has changed over time and mental health is now to be included within the priorities for the Board.

#### **2. Recommendation**

- 2.1 That the new terms of reference for the Brentwood Health and Wellbeing Board at Appendix C be accepted.**

#### **3. Introduction and Background**

- 3.1 Following the introduction of the Health and Social Care Act in April 2013, Brentwood Borough Council implemented its own health and wellbeing board. The Board promotes public health in the Borough, working in partnership with the Basildon and Brentwood Clinical Commissioning Group and other local partners. There were three agreed priorities for the Board to consider which were:

- Improving older people's health,
- Increasing the uptake of vaccinations and
- Reducing cardiovascular disease through reductions in obesity.

- 3.2 The Health and Wellbeing Board has made achievements in the agreed priority areas by the signposting of available services, working with partners to join up and modify existing services and ensuring that the

correct information on health and wellbeing is available to the residents of Brentwood.

- 3.3 Regarding mental health, the Council has signed up to the Mental Health Challenge and is raising awareness of this important area amongst its staff and the local community, whilst making changes that will help people with mental ill-health access Council services easier. Lead Member and Officer training in mental health first aid has been completed and key points from this were disseminated to all Council staff during Safeguarding training.

#### **4. Issue, Options and Analysis of Options**

- 4.1 In reviewing the Terms of Reference, which were agreed by Community Committee on 21 July 2014, there are changes to the membership proposed.
- 4.2 With the increasing focus for the Council on mental health, the Board has discussed that this important area should be included by the Health and Wellbeing Board as an additional priority. Therefore it is appropriate that the membership of the Board includes an officer or Member of the Mental Health Challenge.
- 4.3 The arrangements at the County Council have changed and they now have single "People Directorate" covering adults, children and public health and therefore individual representation for these areas is no longer appropriate.
- 4.4 The Board has had Member input from the Essex County Council Health and Wellbeing Board which is not reflected in the membership.
- 4.5 Active Brentwood is an important partner with regard to the workstream of reducing obesity. They have been attending the Board meetings but were not included in the terms of reference.
- 4.6 The two members of the Brentwood Clinical Commissioning Group (CCG) include the Chief Officer, Tom Abell and Dr Emond. In addition it is appropriate to invite the Chair or Deputy of the Patient Engagement Group who are engaged by the CCG to cover the Brentwood GP Surgeries.

## **5. Reasons for Recommendation**

- 5.1 The amended terms of reference have been proposed at Appendix C (showing track changes) to reflect clarity on the Board's priorities, changes in membership and the inclusion of mental health.

## **6. Consultation**

- 6.1 The terms of reference were sent to interested parties on 22 July 2015 allowing a period of consultation of two weeks. Those consulted were existing Members and officers of the Board, Essex County Council, Health watch, the mental health community, the Clinical Commissioning Group, the Patient Engagement Group, Brentwood CVS and Active Brentwood.
- 6.2 The proposed terms of reference have been revised following comments received from Essex County Council, Active Brentwood, the Mental Health Lead Officer and the Brentwood Patient Engagement Group.

## **7. References to Corporate Plan**

- 7.1 This work supports the Council's priorities for Housing, Health and Wellbeing in developing different ways of working, both in the way we deliver services and with the voluntary sector, to make sure the more vulnerable residents in Brentwood are protected and help goes to those most in need of it.

## **8. Implications**

### **Financial Implications**

**Name & Title: Chris Leslie, Finance Director**

**Tel & Email: 01277 312 542 christopher.leslie@brentwood.gov.uk**

- 8.1 None directly arising from this report.

### **Legal Implications**

**Name & Title: Chris Potter, Monitoring Officer**

**Tel & Email: 01277 312 860 christopher.potter@brentwood.gov.uk**

- 8.2 As the Board is not a decision-making body, and is not a separate legal entity in itself, it is important that any decisions which need to be made are fed back to the appropriate decision-making bodies/persons of the various organisations to ensure proper governance arrangements.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 The Brentwood Health and Wellbeing Strategy and Work plan is inclusive for the whole community and aims to protect vulnerable residents.

**9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

9.1 Housing and Health Panel 26 June 2012

9.2 Housing and Health Panel 20 November 2012

9.3 Community Committee 11 April 2014

9.4 Community Committee 21 July 2014

9.5 Community Committee 25 March 2015

**10. Appendices to this report**

A. Health and Wellbeing Strategy 2014-2017

B. Health and Wellbeing Work plan

C. Terms of Reference 17 August 2015 (showing track changes)

**Report Author Contact Details:**

**Name:** Elaine Hanlon, Principal Environmental Health Officer

**Telephone:** 01277 312667

**E-mail:** [elaine.hanlon@brentwood.gov.uk](mailto:elaine.hanlon@brentwood.gov.uk)





# **Health and Wellbeing Strategy 2014 – 2017**

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## **Foreword**

We believe that everyone has the right to enjoy good health and wellbeing. We will promote the health and wellbeing of Brentwood's communities to enable this to happen.

Despite the vast majority of our communities being healthy, there are health inequalities across the Borough. Therefore the focus of this strategy will be on addressing these inequalities and securing the best possible health outcomes for all residents.

We understand that to reduce these health inequalities there must be focus not only on health but on the wider determinations which affect health and well being in order to make a difference.

We believe that, especially in challenging economic times, partnership working to produce joined up solutions maximises resources and ensures the best outcomes. We are therefore committed to working in partnership with Essex County Council, the Basildon and Brentwood Clinical Commission Group, Healthwatch Essex, other public, private and voluntary sector organisations.

*Councillor Louise McKinlay*  
**Leader of the Council**

*Councillor William Russell*  
**Chair Community Services Committee**

*Councillor Olivia Sanders*  
**Chair of Health and Wellbeing Board**

*Phil Ruck*  
**Head of Paid Service**

## **Introduction**

This is the first Joint Health and Wellbeing Strategy for Brentwood Borough. It has been produced by the recently formed Brentwood Health and Wellbeing Board which brings together health, the voluntary and community sector and a wide range of both County and Borough council services.

This strategy sets out the key priorities which the Board will pursue over the next three years. It is based on a detailed analysis of the health needs in Brentwood (the Joint Strategic Needs Analysis – JSNA).

This strategy also incorporates the priorities for the Mental Health Challenge, whilst this is separate from the Health and Wellbeing priorities outlined in the JSNA, there are some overlaps in their functions and therefore have also been included in this strategy.

We expect to develop the strategy over the coming years as goals are achieved and circumstances change, this will help focus the Board to ensure that we make progressive changes in improving health and wellbeing in Brentwood.

## **Context**

### **National Context**

The Marmot Review in 2010 ‘Fair Society, Healthy Lives’ proposed evidence-based strategies for reducing health inequalities including addressing the social determinants of health. It concluded that a good start in life, a decent home, good nutrition, a quality education, sufficient income, healthy habits, a safe neighbourhood, a sense of community and citizenship are the fundamentals for improving quality of life and reducing health inequalities.

The Government’s response was the White Paper ‘Healthy Lives, Healthy People – A Strategy for Public Health in England’ (2010). As well as taking the Marmot proposals forward, this identified the need for local communities to be at the heart of public health by focusing on the needs of local populations.

This approach was established in the Health and Social Care Act 2012, it was a fundamental change in the way in which public health, health services and social care are delivered. Some of the major changes included:

- Shifting many of the responsibilities historically located in the Department of Health to a new, politically independent, NHS Commissioning Board

- Giving groups of GP practices and other professionals (Clinical Commissioning Groups – CCGs) responsibility for the majority of NHS commissioning
- Transferring responsibility for public health from the NHS to local authorities
- Giving upper-tier local authorities a new role in encouraging joined-up commissioning across NHS, social care, public health and other partners

Concurrently the Department of Health published in 2012 published ‘The Public Health Outcomes Framework for England, 2013 – 2016’, this set out what the Government would want to achieve in a new and reformed public health system. The Framework consists of two overarching outcomes that set a vision for the whole public health system of what the Government wants to achieve for the public’s health:

- Increased healthy life expectancy which takes account of the health quality as well as the length of life
- Reduced differences in life expectancy and healthy life expectancy between communities (through greater improvements in more disadvantaged communities).

### **County-wide Context**

As the Upper-tier local authority the statutory duty with regard to health and wellbeing rests with Essex County Council. The Essex Health and Wellbeing Board published a five year strategy in 2012 covering the period 2013 – 2018.

This strategy was based upon the World Health Organisation definition of health “a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity”, it has as its vision: -

*‘By 2018 residents and local communities in Essex will have greater choice, control and responsibility for health and wellbeing services. Life expectancy overall will have increased and the inequalities within and between our communities will have reduced. Every child and adult will be given more opportunities to enjoy better health and wellbeing’.*

This vision is supported by a range of priorities developed by looking at a range of data and information on health and wellbeing in Essex as well as an extensive programme of consultation and stakeholder engagement.

The main source of evidence and related information on health and wellbeing is the Joint Strategic Needs Assessment (JSNA).

The Essex priorities are:

- Starting and developing well: ensuring every child in Essex has the best start in life.
- Living and working well: ensuring that residents make better lifestyle choices and residents have the opportunities needed to enjoy a healthy life.
- Aging well: ensuring that older people remain as independent for as long as possible

These priorities are underpinned by two key themes: -

- Tackling health inequalities and the wider determinants of health and wellbeing
- Transforming services: developing the health and social care system.

### **Links to Corporate Plan 2013 – 2016 and Service Delivery**

As a Council, our normal service delivery contributes to developing the Health and wellbeing of our residents. The wider determinants of health are also known as the social determinants of health and have been described as 'the causes of the causes'. They are the social, economic and environmental conditions that influence the health of individuals and populations. Income, employment, education, housing quality, overcrowding and crime are powerfully associated with both physical and mental health. Poor lifestyle choices such as smoking, lack of exercise, excessive alcohol consumption and unhealthy eating habits and for many, the socio-economic characteristics of certain areas are major factors explaining poorer health in the Borough.

The Priorities identified in our Health and Wellbeing Agenda are linked to five of the objectives our Corporate Plan, which work towards alleviating the inequalities of health.

Examples of the work we do include:-

**Street Scene and Environment** Grounds maintenance of play areas, football pitches, skate park can contribute to an increase in physical activity, because attractive and well maintained leisure amenities encourage people to use these facilities. As well as safeguarding residents and visitors to the Borough.

**Housing Health and Wellbeing** - Regulation can contribute to a more prosperous economy through greater consumer confidence. For example licensing premises and taxis give customers greater confidence in their safety and more likely to use the local facilities/businesses. Also the Council provide good quality homes for those most in need and assist in accessing grants for vulnerable home owners. Enforcement action

against rogue landlords who provide substandard accommodation is also a role of the Council.

**Localism** – Increasing social inclusion and social capital to improve the strength of the community. We have provided resources for a Shared fund for community groups. The formation of the Renaissance Group which works with the community and local businesses to enhance the quality of the environment, particularly the quality of public space, shop fronts, addressing vacancy unit issues, signage, lighting, safety and the night time economy.

**Safe Borough** - reducing anti social behaviour and taking enforcement action against Noises as a Statutory Nuisance to increase the Community's confidence in a safe borough.

**Prosperous Borough**- local development plan aims to increase the number of new homes that are built to a high energy efficient standard and therefore over time reducing the number of people who experience fuel poverty due to poor insulation.

### **Health and Wellbeing for Brentwood**

Brentwood Borough Council covers an area of 59 square miles (153 Square kilometres) with a population of approximately 73,000 which is expected to rise to over 90,000 by 2035. During the same period the number of residents 65 and over is expected to increase from 13,800 to 21,400.

The health of people in Brentwood is generally better than the England average. However, whilst life expectancy for both men and women is higher than the England average, patterns of deprivation show that life expectancy is 9.4 years lower for men and 6.4 years lower for women in the most deprived areas of Brentwood than in the least deprived areas.

At its meeting on 26<sup>th</sup> June 2012 The Health and Housing Panel (now the Community Services Committee) agreed that: -

- The Council take the lead role in facilitating engagement of the Borough's community and other stakeholders to enable representative views to be passed to the new (Essex) Health and Wellbeing Board.
- Officers scope out the best forum (i.e. creation of a local Health and Wellbeing Board) for sharing views and making decisions to represent the collective views.
- If created; assist the new local board in deciding the broad determinants of health for people in the Borough and how to influence the prioritisation of resources

within the County to address health inequalities and to achieve the greatest impact on health and wellbeing with the resource available.

These issues were taken forward at the Panel's meeting on 20<sup>th</sup> November 2012 and Terms of Reference for a Brentwood Health and Wellbeing Board were agreed, these are attached at Appendix A. These Terms of Reference widened the purpose of the Board to include 'actively promoting public health within the Borough and work in partnership with the Clinical Commissioning Group and other local organisations to encourage the joining up of resources and support integrated health and social care service delivery to the people of Brentwood'.

At its meeting of 21<sup>st</sup> May 2013 the Brentwood Health and Wellbeing Board agreed a strategy of focusing on areas where the biggest influence could be exerted whilst making a tangible difference with measurable outcomes.

The Board considered the JSNA with further detailed analysis ('Deep Dive') of the 'Prevention and Lifestyle' elements and with reference to the Essex HWB's priorities decided on the following local priorities:

1. **Improving older people's health** (Fuel Poverty/Independent Living/Falls Prevention/Physical Activity)
2. **Increasing uptake of vaccination** (Measles, Mumps and Rubella (MMR))
3. **Reducing cardiovascular disease through reduction in obesity** (Exercise/Improved Diet)

In order to facilitate achieving these priorities a number of objectives have been identified:

#### **1. Improving older people's health**

Areas for focus: -

- *Reducing fuel poverty*
- *Enabling independent living*
- *Encouraging physical activity*
- *Falls prevention*

Objectives: -

- *Understand the current service provision available*
- *Ensure that we are maximising the effects/efforts from all parties/agencies involved in the process at local level*



- *Understand financial assistance streams that may be available*

Outcome Measures: -

- *Number of households classified as fuel poor (i.e. spending more than 10% of its income on energy to maintain an adequate level of warmth).*
- *Age-sex standardised rate of emergency admissions for fractured neck of femur in persons aged 65 and over.*
- *Increase in referrals for physical measures such as grab rails to facilitate independent living.*

## **2. Increasing uptake of vaccinations**

Areas for focus:

- *Measles, Mumps, Rubella*
- *Influenza virus*

Objectives:

- *Understand the current extent of the issue and service provision*
- *Identify barriers to parents in Brentwood choosing MMR triple vaccine*
- *Identify why uptake of influenza vaccine is below the 80% uptake target*

Outcome Measures:

- *Increased uptake of seasonal influenza vaccine*
- *Increased uptake up of MMR vaccine*

## **3. Reducing cardiovascular disease through reduction in obesity**

Areas for focus: -

- *Exercise*
- *Improved diet*

Objectives:

- *Understand the current trends for Brentwood in relation to reasons for poor diet and lack of exercise*
- *Identify current provisions in place*
- *Identify barriers to physical activity*

## Outcome Measures:

- *Decrease in the proportion of adults classified as overweight or obese*
- *Increase in the proportion of adults achieving at least One hundred and fifty minutes of physical activity per week (in accordance with the UK Chief Medical Officer recommended guidelines)*
- *Decrease in the proportion of adults classified as inactive*

In addition to the Health and Wellbeing Priorities already agreed, work around the Mental Health Challenge is now also incorporated in to those priorities. There are a number of overlapping priorities within these work priorities and it is logical to link them via this work plan.

### **4. Mental Health Challenge**

In April 2014 Brentwood Borough Council Members unanimously voted to become Mental Health Champions and adopt Seven of the Ten challenges outlined in the 'No Health without Mental Health; Implementation Framework'. The Mental Health Challenge was set up by various Mental Health charities and is funded by the Department of Health through the Mental Health Strategic Partnership. The Mental Health Challenge considers that Local Authorities are uniquely positioned to assist with this work.

The Seven Adopted challenges include, to: -

1. Appoint an Elected Member as 'mental health champion' across the Council
2. Identify a 'lead officer' for mental health to link in with colleagues across the Council
3. Follow the implementation framework for the national mental health strategy where it is relevant to the Council's work and local needs
4. Work to reduce inequalities in mental health in our community
5. Work with local partners to contribute to better support for people with mental health needs
6. Promote wellbeing and initiate and support action to promote good mental health
7. Tackle discrimination on the grounds of mental health in our community.

## **Health and Wellbeing Work Plan**

These priorities and objectives and the actions are addressed in the document 'Health and Wellbeing Workplan 2014-2017. See Appendix 2. The Work plan forms the basis of work in progress and will be addressed in full at each Brentwood Health and Wellbeing Meeting.

## Appendix 1

# **BUILDING THE BRENTWOOD HEALTH AND WELLBEING BOARD**

## **TERMS OF REFERENCE**

### Vision for the Board's Activities

It is proposed that the vision for the board comprises the following:-

The Brentwood Health and Wellbeing Board (Brentwood HWB) will work to promote the health and wellbeing of Brentwood's communities. Its focus will be addressing health inequalities and securing the best possible health outcomes for all residents and those visiting the Borough for work and leisure.

### **Purpose of the Board**

The Board's purpose will be to ensure that the needs of the Brentwood Community are communicated to the Essex Health and Wellbeing Board so that local needs can be considered within the overarching Essex Joint Health & Wellbeing Strategy. The Board will actively promote public health within the Borough and work in partnership with the Clinical Commissioning Group and other local partnership organizations to encourage the joining up of resources and support integrated health and social care service delivery to the people of Brentwood. This in turn will help to promote social cohesion and localism.

### **Background**

Essex County Council (ECC) has the statutory responsibility to establish a health and wellbeing board as a local authority committee, to serve Essex. From April 2013, Public Health England will allocate ring-fenced budgets, weighted for inequalities, to upper-tier and unitary authorities to fund reducing health inequalities. These Authorities will also receive an incentive payment, or 'health premium', aligned to the progress made in improving the health of the local population, based on elements of the Public Health Outcomes Framework. Although specific funding won't be allocated to lower District and Boroughs to accommodate the new changes, it is envisaged that close links will be formed with local Clinical Commissioning Groups and funding will be available to implement projects locally to meet local needs.

Members of Brentwood Borough Council have resolved to set up a local Health and Wellbeing Board to ensure that the needs of the Brentwood population are represented within the Essex Health and Wellbeing Board and that health inequalities that exist

within Brentwood are addressed. The Board which is facilitated by Brentwood Borough Council, will formally exist from the 1<sup>st</sup> April 2013. It will be driven by local needs and the day to day admin costs will be met by existing funds.

ECC currently has established a Shadow Health and Wellbeing Board which recognises the benefits of co-production of a Health and Wellbeing Strategy with health commissioners and providers, District and Borough Council partners, service users, patients and communities, based on an effective and enhanced Joint Strategic Needs Assessment (JSNA). A whole system approach is preferred. The JSNA of health needs has provided the evidence base for the shadow board to produce a Joint Health and Wellbeing Strategy (JHWS) for Essex and from April 2013, the Board will implement the strategy.

It is important that the Brentwood Health and Wellbeing Board draws on the JSNA the JHWBS and other relevant datasets, including feedback from consultation exercises and historical information held on BBC databases to feed into the process for the development and implementation of the strategy at a local level. These sources of information would provide tools to address local health needs via the Clinical Commissioning Groups (CCGs) and other interested parties to address health needs via commissioning plans.

### **Organisation and operating principles**

1. The principles for the organisation and operation of the Brentwood HWB are proposed as follows:
  - a. The initial key role of the Board will be to assist in supporting the ongoing development of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy ;
  - b. The Board will give local knowledge and input to the JSNA to assist the Essex Board to ensure that the overall strategy reflects the countywide issues and local diversity of Essex.
  - c. The Board will be effective by establishing strong political and public leadership for health and wellbeing locally;
  - d. It will focus on delivering improved outcomes and reducing health inequalities;
  - e. The board will identify key priorities for health and local government commissioning and develop clear plans for using combined resources, by working with the CCG, whilst influencing commissioners.
  - f. The Board will undertake its work in public and will act to ensure transparency and fairness in its decision making;

- g. The Board will report directly to the Community Committee regarding key decisions such as nominations, projects and funding issues.
  - h. The Board will secure as wide a possible membership as is compatible with effective and efficient working and will facilitate the setting-up of a local Stakeholder Network for Brentwood to make delivery links on a wider basis ;
  - i. The Board believes that good health and public health is created through resilient communities, families and individuals who are able to control and influence their environment and have a strong voice in community matters. Social cohesion should be an outcome of commissioning;
  - j. The Board believes that integrated health and wellbeing services are important in providing seamless care, improved outcomes and cost effective services for the people of Essex;
  - k. The Board believes that the route to integrated services is best served by joint commissioning between health, and wellbeing and the use of lead commissioning, aligned and pooled budgets, where all parties agree these makes sense;
  - l. The Board will be supported by an appointed Public Health lead from the County Council ;
  - m. The Board will draw on and amplify the agreements on commissioning and joint commissioning created by any District or Borough based arrangements or joint commissioning arrangements;
  - n. The Board will look to promote a two-way flow of information with the Essex Health & Wellbeing Board;
2. The membership of the Brentwood Health and Wellbeing Board will be represented by the following organisations:-
- i. Brentwood Borough Council (two members and a Lead Officer);
  - ii. Essex County Council Adult Social Care
  - iii. Essex County Council Children's Services
  - iv. Health Watch
  - v. The Joint Clinical Commissioning Group (two Members)
  - vi. The appointed Essex County Council Public Health Directorate Link for Brentwood
  - vii. CVS- Community Voluntary Sector - (with specific groups being invited in when specific needs have been identified)

(Other groups would be invited to meetings when specific needs have been identified)

The maximum number has been suggested as eight to ten members with meetings to be held on a quarterly basis initially, with meeting frequency subsequently determined by need.

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# Health and Wellbeing workplan progress to end June 2015

Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/ Service
Health Improving Older Peoples' Health Page 49 Older Peoples' Health	<b>To reduce fuel poverty</b>	To bring a proportion of residents households out of fuel poverty by enabling them to seek out and obtain grants and other products that are already available.	Environmental Health offer and process grants for housing insulation provided through Aran Services. Primarily If person does not qualify for free assistance from Aran then Environmental Health will consider offering a grant. Environmental Health have a fund to use for loft clearance/scaffolding etc. to enable insulation/conversions/renewable energy installations.	Free home insulation information distributed at High Street and Seniors targeted events. Contact made with Brentwood Local meeting, monthly meeting of Brentwood GP/patient representatives as a vehicle for sharing information. Specific leaflet written in conjunction with Aran Services to encourage take up of loft insulation and cavity wall insulation by older persons. Letter sent to all practice managers including specific leaflet on insulation schemes.	Consultation on amendment of the discretionary grants system to offer an emergency repair loan to the elderly on low income. Consultation period June- September 2015.	Elaine Hanlon/ Heather Ziervogel/ David Carter
	<b>To reduce/ prevent falls and encourage independent living</b>	Use of other services such as gardening, handyman etc. to assist elderly residents with jobs they are unlikely to be able to do themselves.	BBC offer Mandatory Disabled Facilities Grants for home adaptations. It also offers loans to vulnerable and elderly owner occupiers to make safe and maintain their properties to enable independent living. Such loans are repayable on sale of the property.	Communicated grants and loans available from Brentwood Council on Healthier Brentwood Website. Narrative about grants has been added to our healthier Brentwood website. The availability of grants was promoted at the landlords forum in May 2015.	To contact and liaise with Bill Pavey at the Papworth Trust concerning these services (September 2015)	Elaine Hanlon/ David Carter
	<b>To encourage independent living</b>	To enable residents to live in their homes longer by providing bespoke adaptations and enabling them to undertake necessary repairs to their properties to prevent deterioration which might impact on their living standards (e.g. freedom from dampness). To enable residents to travel and thereby dissuade them from becoming house-bound.	Use of Housing regulation to take enforcement action against any landlords who offer sub standard accommodation. Can include lack of heating, dampness, falls through levels (e.g. stairs)	Healthier Brentwood web page has been set up as a vehicle for promotion. Over 700 hits to Healthier Brentwood webpages to date. Linked website through to the housing pages concerning legal standards.	1. To ensure that private sector tenants are provided with information concerning their rights to established legal standards in housing. 2. To investigate provision of falls prevention services in the Brentwood Borough, working with the CCG and NHS Services at Brentwood Community Hospital 3. Consultation on amendment of the discretionary grants system to offer an emergency repair loan to the elderly on low income. Consultation period June- September 2015	Elaine Hanlon/ David Carter



## Health and Wellbeing workplan progress to end June 2015

Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/ Service
Improving Older Peoples	<b>Encouraging physical activity</b>	To encourage residents to be more active by providing them with further information on where to access physical activity and how to be more active generally.	To promote how residents can become more active by developing a physical Activity Needs Assessment and by collaboration with 'Active Essex' and 'Active Brentwood'.	<ol style="list-style-type: none"> <li>1. In partnership with Brentwood Leisure Centre, leaflet produced for Golden Years Fitness Activities. Leaflet distributed at events, leisure centre, reception.</li> <li>2. Annual tea dance programme set up following a successful trial (60 participants)</li> <li>3. Leaflets sent to all GP surgeries concerning the healthier brentwood website and the tea dances and older persons activities offered at the Brentwood Centre</li> <li>4. Met with Fitness First and Clearview Gyms to discuss activities for older persons and novices.</li> </ol>	Through this work to identify those groups needing to be more active and target them as needy recipients of information on how/where to become more active both inside/outside their homes. Also to encourage clubs and other bodies to attract those with little/no prior experience of activity/exercise. (by end March 2016)	Elaine Hanlon
Increasing Uptake of Vaccination	<b>Increase uptake of MMR Vaccine</b>	To encourage those who are actively against their child being immunised against MMR to have their child immunised by providing more reliable information upon the risks involved.	To work with Dr Emond and surgeries in the Brentwood area and assisting their effort to increase MMR uptake locally.	Relevant up to date information available on healthier brentwood web pages, over 700 hits on webpages to date	<ol style="list-style-type: none"> <li>1. To identify and promote information which dispels the risk of MMR vaccination.</li> <li>2. EH to meet with Dr Emond, share best practice and agree a common approach to promoting the benefits of MMR vaccination</li> <li>3. EH to dedicate part of the Councils' WebPages to providing clear information on the benefits of MMR and signposting to areas of up to date medical information (by end September 2015)</li> </ol>	Elaine Hanlon/ Dr Emond

# Health and Wellbeing workplan progress to end June 2015

Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/ Service
Increasing Uptake of Vaccinations	<b>Increase uptake of seasonal influenza Vaccine</b>	To encourage those who would benefit from the flu vaccine to be inoculated.	To work with Dr Emond and surgeries in the Brentwood area assisting their effort to increase flu vaccination uptake. To consider whether staff at the Council should equally be immunised as occurs in some other authorities.	<ol style="list-style-type: none"> <li>1. 100 vaccinations agreed by finance and resources committee to be used by staff and members</li> <li>2. Promotion of vaccinations through Town Tabloid and Members newsletter</li> <li>3. Web page set up linking with NHS information already available</li> </ol>	<ol style="list-style-type: none"> <li>1. To identify and promote information on the benefits of vaccination.</li> <li>2. EH to discuss further with Dr Emond and agree a common approach to promoting the benefits of flu vaccination.</li> <li>3. Dr Emond to produce item for healthier Brentwood web page on the benefits of vaccination</li> <li>4. EH to use the healthier Brentwood webpage's to provide clear information on the benefits of flu vaccination and signposting to areas of up to date medical information</li> <li>5. Promote the availability of flu vaccinations for staff and members (by end September 2015)</li> </ol>	Elaine Hanlon/ Dr Emond
Disease through reduction in Obesity	<b>Increase the participation in physical activity</b>	To increase the uptake of physical activity generally and to target those who need to be more active in order to increase their life expectancy and to remain healthier as they age.	To promote how residents can become more active by developing a physical Activity Needs Assessment and by collaboration with 'Active Essex' and 'Active Brentwood'.	<ol style="list-style-type: none"> <li>1. Influenced the NHS Clinical Commissioning Group Basildon and Brentwood Prevention Strategy 2015-2020 to include the work of the health and wellbeing board</li> <li>2. Obtained information about activity in the Borough from LA Fitness, Trailnet, Brentwood Centre and Curves. Promotion of these activities and events in hard copy and electronically</li> <li>3. Presentations to Active Brentwood as part of improving partnership working and information sharing</li> <li>4. Signed up as a Change 4 Life partner</li> <li>5. Physical Needs Assessment received giving fitness demographics for Brentwood. This to form a statistical basis for health improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. Through this work to identify those groups needing to be more active and target them as needy recipients of information on how/where to become more active both inside/outside their homes</li> <li>2. To encourage clubs and other bodies to attract those with little/no prior experience of activity/exercise</li> <li>3. Work with Active Brentwood club concerning the possibility of a novice award for those with no prior experience</li> </ol>	Elaine Hanlon

## Health and Wellbeing workplan progress to end June 2015

Goal	Objective	Target	Enabling services	Outcomes Achieved	Planned Actions	Officer/ Service
Reducing Cardiovascular D	<b>Improving diet</b>	To influence the diet of residents away from those substances (salt, fat, sugar, calorie content) which are known to contribute towards obesity.	Essex County Council - Leaders Innovation Fund provides £150K to be spend within Essex Local authorities (except Thurrock and Southend) to implement healthier eating in connection with takeaway food premises.	<ol style="list-style-type: none"> <li>1. Successful grant funding of £10,000 awarded by Essex CC to Borough and Districts in Essex for a healthy eating initiative.</li> <li>2. Working with a marketing company to create a brand 'Tuck In' to promote to takeaway premises to reduce fats, salt, sugar and calories through portion size</li> <li>3. Visiting 50 businesses in the Borough to encourage them to sign the TuckIN Pledges</li> <li>4. First Business signed up BLT Cafe, Brentwood Leisure Centre, media coverage obtained</li> </ol>	<ol style="list-style-type: none"> <li>1. To work with local takeaways in providing healthier food choices away from unhealthy food by altering menus/reducing portions, promoting healthier choices</li> <li>2. Brentwood are part of the Leaders Innovation Working Group and will be implementing this project within Brentwood</li> <li>3. The project will be promoted through the Councils' Healthier Brentwood Website and Safira Ali of Communications (launch date 29 June 2015)</li> </ol>	Elaine Hanlon

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**BRENTWOOD  
BOROUGH COUNCIL**

Appendix C

# HEALTH AND WELLBEING BOARD TERMS OF REFERENCE

<u>Version Number</u>	<u>Date</u>	<u>Summary of changes from previous version</u>
<u>002</u>	<u>22/07/2015</u>	<u>Updated to reflect clarity on the Boards' priorities, changes in membership and inclusion of mental health</u>

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## TERMS OF REFERENCE

Vision for the Board's Activities

~~It is proposed that~~ The vision for the board comprises the following:-

The Brentwood Health and Wellbeing Board (Brentwood HWB) will work to promote the health and wellbeing of Brentwood's communities. Its focus will be addressing health inequalities, including mental health, and securing the best possible health outcomes for all residents and those visiting the Borough for work and leisure.

### Purpose of the Board

The Board's purpose will be to ensure that the needs of the Brentwood Community are communicated to the Essex Health and Wellbeing Board so that local needs can be considered within the overarching Essex Joint Health & Wellbeing Strategy (JHWBS). The Board will actively promote ~~public~~ health and wellbeing and mental health within the Borough, ~~and~~ work in partnership with the Clinical Commissioning Group, ~~and~~ other local partnership organisations, to encourage the joining up of resources and support integrated health and social care service delivery to the people of Brentwood. ~~This in turn will help to promote social cohesion and localism.~~

### Priorities of the Board

The priorities for Brentwood Health and Wellbeing Board are:-

- Improving Older People's Health,
- Increasing Uptake of Vaccinations'
- Reducing Cardiovascular Disease through reduction in Obesity,
- The Mental Health Challenge

### Background

Essex County Council (ECC) has the statutory responsibility to establish a health and wellbeing board as a local authority committee, to serve Essex. From April 2013, Public Health England ~~will allocate~~ allocated ring-fenced budgets, weighted for inequalities, to upper-tier and unitary authorities to fund reducing health inequalities. These Authorities will also receive an incentive payment, or 'health premium', aligned to the progress made in improving the health of the local population, based on elements of the Public Health Outcomes Framework.



Although specific funding ~~won't~~ will not be allocated to lower District and Boroughs to accommodate the new changes, it is envisaged that close links will be formed with local Clinical Commissioning Groups and funding will be available to implement projects locally to meet local needs.

Members of Brentwood Borough Council ~~have resolved to~~ set up a local Health and Wellbeing Board to ensure that the needs of the Brentwood population ~~are were~~ represented ~~within~~ at the Essex Health and Wellbeing Board and that health inequalities that exist within Brentwood ~~are were~~ addressed. The Board ~~which is facilitated by Brentwood Borough Council, will~~ has formally ~~existed since from the~~ 1<sup>st</sup> April 2013. It ~~will is be~~ driven by local needs and the day to day admin costs ~~will beare~~ met by existing funds.

~~ECG currently has established a Shadow Health and Wellbeing Board which recognises the benefits of co-production of a Health and Wellbeing Strategy with health commissioners and providers, District and Borough Council partners, service users, patients and communities, based on an effective and enhanced Joint Strategic Needs Assessment (JSNA). A whole system approach is preferred. The JSNA of health needs has provided the evidence base for the shadow board to produce a Joint Health and Wellbeing Strategy (JHWS) for Essex and from April 2013, the Board will implement the strategy.~~

It is important that the Brentwood Health and Wellbeing Board draws on the JSNA the JHWBS and other relevant datasets, including feedback from consultation exercises and historical information held on BBC databases to feed into the process for the development and implementation of the strategy at a local level. These sources of information would provide tools ~~to~~ addressto address -local health needs via the Clinical Commissioning Groups (CCGs) and other interested parties to address health needs via commissioning plans.

### **Organisation and operating principles**

1. The principles for the organisation and operation of the Brentwood HWB are proposed as follows:
  - a. The initial key role of the Board will be to assist in supporting the ongoing development of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy ;
  - b. The Board will give local knowledge and input to the JSNA to assist the Essex Board to ensure that the overall strategy reflects the countywide issues and local diversity of Essex.
  - c. The Board will be effective by establishing strong political and public leadership for health and wellbeing locally;
  - d. It will focus on delivering improved outcomes and reducing health inequalities in key areas;

- e. The board will identify key priorities for health and local government commissioning and develop clear plans for using combined resources, by working with the CCG, whilst influencing commissioners.
  - f. The Board will undertake its work in public and will act to ensure transparency and fairness in its decision making;
  - g. The Board will report directly to the Community & Health Committee regarding key decisions such as nominations, projects and funding issues.
  - h. The Board will secure as wide a possible membership as is compatible with effective and efficient working and will facilitate the setting-up of a local Stakeholder Network for Brentwood to make delivery links on a wider basis ;
  - i. The Board believes that good health and public health is created through resilient communities, families and individuals who are able to control and influence their environment and have a strong voice in community matters. Social cohesion should be an outcome of commissioning;
  - j. The Board believes that integrated health and wellbeing services are important in providing seamless care, improved outcomes and cost effective services for the people of Essex;
  - k. The Board believes that the route to integrated services is best served by joint commissioning between health, and wellbeing and the use of lead commissioning, aligned and pooled budgets, where all parties agree these makes sense;
  - l. The Board will be supported by an appointed Public Health lead from the County Council ;
  - m. The Board will draw on and amplify the agreements on commissioning and joint commissioning created by any District or Borough based arrangements or joint commissioning arrangements;
  - n. The Board will look to promote a two-way flow of information with the Essex Health & Wellbeing Board;
2. The membership of the Brentwood Health and Wellbeing Board will be represented by the following organisations:-

- i. Brentwood Borough Council (two members, providing the Chair and Vice Chair Positions)
- ii. Brentwood Borough Council Head of Borough, Health, Safety and Localism, Environmental Health Manager and ~~and a the~~ Lead Officer for Health and Wellbeing);
- iii. Brentwood Borough Council Partnership and Funding Manager
- iv. Essex County Council People Directorate representative covering adult, children and public health ~~Adult Social Care~~
- v. Essex County Council Children's Services
- v. Health Watch
- vi. ~~The Joint~~ Clinical Commissioning Group (two Members)
- vii. The appointed Essex County Council Public Health Directorate Link for Brentwood
- viii. CVS - Community Voluntary Sector - (with specific groups being invited in when specific needs have been identified)
- ix. The Elected Member from the Essex County Council Health and Wellbeing Board
- x. An Officer and Member representative from the Mental Health Challenge
- xi. A member of Active Brentwood
- xii. The Chair or Deputy Chair of the Patient Engagement Group for the Brentwood Clinical Commissioning Group

(Other groups would be invited to meetings when specific needs have been identified for example, Basildon Borough Council - to reflect shared working projects and any other body who may have an interest in matters on the agenda). -

~~The maximum number has been suggested as eight to ten members with m~~ Meetings are to be held on a quarterly basis initially, with flexibility to meet more frequently if required. ~~meeting frequency subsequently determined by need.~~

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**14<sup>th</sup> September 2015**

## **Community and Health Committee**

### **Outdoor Gym**

**Report of:** *Ashley Culverwell – Head of Borough, Health, Safety and Localism*

**Wards Affected:** *All*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 A Leisure and Play Strategy is currently underway. Members are requested to consider whether they would like the possibility of an outdoor gym to be considered within this review.

#### **2. Recommendations**

- 2.1 That Leisure and Play Strategy consider the full business case for the provision of an outdoor gym facility in the Borough.**
- 2.2 That formal discussions commence with providers of such facilities to explore full costings and joint venture opportunities, which may include a new revenue stream to the Council.**

#### **3. Introduction and Background**

- 3.1 As part of the Local Development Plan process a Leisure and Play Strategy is currently underway.
- 3.2 The provision of an out door gym by this Council is likely to be an additional welcome leisure offer to our community. Gyms of this type are proving to be very popular as they provide a flexible, easily accessible option to users. Partaking in physical activity of any type is to be encouraged because of its proven health benefits to both mind and body and fits in with the Council's priorities in this area.
- 3.3 Inclusion of such an offer within the leisure and play strategy will enable the demand for this equipment to be identified and a suitable location to be found. This could lead to a trial for additional sites in the future.

- 3.4 Whilst the equipment would generally be available free of charge, there may also be an option to generate an income to the Council for commercial use (for example for Boot Camps) This could provide an income stream to the Council.

#### **4 Reasons for Recommendation**

- 4.1 To explore the provision of an additional offer to benefit the community's health and well being.

#### **5 References to the Corporate Plan**

- 5.1 Improving health and wellbeing links to the Council's priorities.

#### **6 Implications**

##### **Financial Implications**

**Name & Title:** Chris Leslie, Finance Director (Section 151)

**Tel & Email:** 01277 312542 / christopher.leslie@brentwood.gov.uk

- 6.1 The final implications will be considered as part of the Leisure and Play Strategy Review.

##### **Legal Implications**

**Name & Title:** Chris Potter, Monitoring Officer

**Tel & Email** 01277 312860 / christopher.potter@brentwood.gov.uk

- 6.2 None directly arising from this report.

#### **Report Author Contact Details:**

**Name:** Ashley Culverwell, Head of Borough, Health, Safety and Localism

**Telephone:** 01277 312506

**E-mail:** ashley.culverwell@brentwood.gov.uk

## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.



## **Community and Health Committee**

1. The functions within the remit of the Community and Health Committee are set out below

- 1) Community and Localism Initiatives including Assets of Community Value.
  - 2) The Voluntary Sector and community partnerships.
  - 3) Parish Council liaison.
  - 4) Health and Wellbeing.
  - 5) Grants to organisations/voluntary organisations.
  - 6) Parks, open spaces, countryside, allotments.
  - 7) Environmental Health.
  - 8) Environmental nuisance and pollution controls.
  - 9) Other miscellaneous powers enforced by Environmental Health.
  - 10) Food safety and health and safety.
  - 11) Community Safety and CCTV.
2. To take the lead on community leadership and consultation with stakeholders.

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