



Agenda

Community & Health Committee

Tuesday, 15 December 2020 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15
8AY

Membership (Quorum – 9)

Cllrs Poppy (Chair), Tierney (Vice-Chair), Aspinell, Mrs Davies, Mrs Fulcher, Keeble, Mrs Pound, Reed and Ms Sanders

Substitute Members

Cllrs Bridge, Haigh, Jakobsson, S Cloke, Laplain, Morrissey and Mrs Pearson

Agenda

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Live broadcast

[Live broadcast to start at 7pm and available for repeat viewing.](#)

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|----|-----------------------------------|-----------|---------|
| 1. | Apologies for Absence | | |
| 2. | Minutes of the previous meeting | | 5 - 10 |
| 3. | Chair's Update
To follow | All Wards | |
| 4. | Brentwood Community Fund | All Wards | 11 - 26 |
| 5. | Mental Health Small Grants Scheme | All Wards | 27 - 42 |
| 6. | Event Plan 2021-2022 | All Wards | 43 - 52 |

7. **Fees & Charges**
To Follow
8. **Urgent Business**

All Wards

A handwritten signature in black ink, appearing to read 'J Stephenson', is centered on a light blue rectangular background.

Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
07.12.2020

Information for Members

Please note the changes in blue apply to remote meetings

Introduction

The Government has enacted The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 no 392 (the Regulations) which came into force on the 4 April 2020 and will remain in force until the 7 May 2021.

The Council will hold Committee meetings remotely and enable the public to participate by streaming those meetings that are open to the public.

Only those Committee meetings where the public have a right to speak will the facility be available to enable them to participate where the technology is not available for them to exercise this right then their participation will be by written communication read out at the remote meeting.

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.

Rights to Attend and Speak

Any member may remotely attend any Committee to which these rules apply.

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.

Point of Order/ Personal explanation/ Point of Information

Point of Order


A member may raise a point of order at any time. The Mayor 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 Mayor 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 Mayor 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 Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor 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 Mayor on the admissibility of a point of information or clarification will be final.

 Access to Information and Meetings

You have the right to **remotely** 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.

 Guidelines on filming, photography, recording and use of social media at council and committee meetings

The Council will be holding remote Committee meetings and will make these accessible to the public remotely by being recorded and streamed. Whilst the Regulations apply the following paragraphs will not apply to the meetings of the Council.


The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

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.

The Chair or Clerk to the Committee will disconnect all persons who should leave the meeting prior to continuing there will be a short break to ensure that this has happened.

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 Access

The Council will provide remote access for public participation by the meeting be accessible.

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 Evacuation Procedures

This procedure does not apply whilst using remote meetings

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



Minutes

Community & Health Committee Tuesday, 20th October, 2020

Attendance

Cllr Poppy (Chair)	Cllr Keeble
Cllr Tierney (Vice-Chair)	Cllr Mrs Pound
Cllr Aspinell	Cllr Reed
Cllr Mrs Davies	Cllr Ms Sanders
Cllr Mrs Fulcher	

Apologies

Substitute Present

Also Present

Officers Present

Kim Anderson	- Partnership, Leisure and Funding Manager
Stuart Anderson	- Facilities Manager
Zoe Borman	- Governance and Member Support Officer
Greg Campbell	- Director of Environment

547. Apologies for Absence

No apologies had been received.

548. Minutes of the previous meeting

The Minutes of the previous Community and Health Committee held on 10th March 2020 were agreed as a true record.

549. Chair's Update

Members noted the updates from officers as set out in the report and thanked the officers for their hard work through challenging times.

Ms Lilley gave a verbal update on New North House. The London Borough of Newham had moved some families into this building back in June this year. Brentwood have since established a working relationship with Newham, conducting bi-monthly meetings with officers and engaging with third parties to help support the families. The residents remain the responsibility of London Borough of Newham.

550. Presentation - Support & Recovery

Mrs Anderson gave a presentation on the Support and Recovery and what action the Council had taken, and services they have provided during Covid-19. The presentation highlighted the stages from the Lockdown in March through to the New Normal stage in October 2020.

Members thanked and praised officers for their efforts.

551. Health and Wellbeing Board Strategy

Brentwood Borough Council is a key partner organisation that makes up the Brentwood Health and Wellbeing Board. Part of the governance arrangements for the Board is that a regular update is provided to the Council's Community and Health Committee (or relevant committee) on the progress of the Board in reducing health inequalities in the borough.

Mrs Anderson summarised the report.

A motion was **MOVED** by Cllr Poppy and **SECONDED** by Cllr Tierney to approve the recommendation in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. Note the Brentwood Health and Wellbeing Board Strategy (Appendix A) and;**
- 2. Agree for Officers to adopt a Health in All Policies implementation programme.**

Reasons for Recommendation

The Health and Wellbeing Board Strategy sets out to reduce the health

inequalities of the residents in Brentwood. Brentwood Borough Council can, through a programme of implementation of Health in all Policies, have a positive impact on the wider socio-economic determinants of health, to enable our residents to lead active, healthy, and fulfilling lifestyles.

552. Safeguarding Policy and Procedures

Brentwood Borough Council's Safeguarding Policy and Procedures provides guidance and procedures that can support staff and elected Members on their legal obligations to safeguard children, young people and adults with care and support needs. The purpose of the Council's Safeguarding Policy and Procedures 2020-23, is to provide guidance to employees, volunteers and elected Members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Adults with Care and Support Needs and what to do if they have any safeguarding concerns.

The Council's Safeguarding Policy and Procedures are reviewed and updated every three years to ensure that it complies with the latest legislation. The revised Safeguarding Policy and Procedures (Appendix A) is before Members tonight for consideration.

Cllr Poppy **MOVED** and Cllr Tierney **SECONDED** the motion to approve the recommendations in the report.

Following discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

1. Agree to the revised Safeguarding Policy and Procedures 2020-23 for Children, Young People and Adults with Care and Support Needs

Reasons for Recommendation

The Safeguarding Policy and Procedures (Appendix A) had been reviewed and revised to take into account any new legislation and emerging issues, so that the Council can meet its safeguarding obligations and ensures that all staff, member and the public are aware of safeguarding, and that they can access appropriate support services if and when required.

553. Local Cycling and Walking Infrastructure Plan

Local Cycling and Walking Infrastructure Plans (LCWIPs), as set out in the Government's Cycling and Walking Investment Strategy, are a new, strategic approach to identifying cycling and walking improvements required at the local level. They enable a long-term approach to developing local cycling and walking networks, ideally over a 10-year period, and form a vital part of the Government's strategy to increase the number of trips made on foot or by

cycle. It is proposed that working in partnership with Cycle Brentwood and Essex County Council that the Council develop its own LCWIP for Brentwood.

Cllr Poppy **MOVED** and Cllr Tierney **SECONDED** the motion to approve the recommendations in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. Delegate authority to the Director of Environment to identify the resources and budgetary requirements needed by Brentwood Borough Council to complete the Local Cycling and Walking Infrastructure Plan (LCWIP) for Brentwood.**
- 2. To work in partnership with Essex County Council, Active Essex and Cycle Brentwood, to undertake a gap analysis to identify further work that needs to be done to inform the LCWIP development.**
- 3. To report back to committee with the Brentwood LCWIP for members to agree the recommendations.**

Reasons for Recommendation

The LCWIP for Brentwood will support the Council's objectives of a healthier community. It supports the Government's Sustainable Travel objectives. With greater take up it should help reduce congestion in Brentwood through more people walking and cycling. The LCWIP will also support Brentwood's Health and Wellbeing Board objectives with residents becoming more active and improving their health and wellbeing.

554. Covid 19 Brentwood Response

This report is to update Community and Health Committee on the responses made by Brentwood to the Covid-19 pandemic and inform members of the latest situation with regards Track and Trace and the Council's present involvement.

Mr Dennett presented this report. The report was for Members to note.

555. Urgent Business

There were no items of urgent business.

The meeting concluded at 19:50

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Committee(s): Community and Health Committee	Date: 15 December 2020
Subject: Brentwood Community Fund	Wards Affected: All
Report of: Kim Anderson, Partnership, Leisure and Funding Manager	Public
Report Author: Kim Anderson, Partnership, Leisure and Funding Manager Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	For Decision

Summary

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 Community Fund of £36,300 is currently allocated within and existing 2020/21 budget, and grants of up to £4,000 are available to applicants. The funding was open from 1 April until 30 September 2020. A summary of the applications and the officers scoring sheet is attached in **Appendix B**.

Recommendation(s)

Members are asked to:

R1. Agree to fund those projects highlighted in green as outlined in Appendix B out of the Community Fund.

Main Report

Background

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 £36,300 allocated for localism projects. The fund this year consists of £16,300 contribution from Brentwood Borough Council and £20,000 contribution from Axis, the Council's repairs and maintenance contract as part of their Social Value contribution. Grants of up to £4,000 are available and the funding was open to applications from 1 April until 30 September 2020. The recommendations are before members tonight.
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. The total number of applications to the Community Fund was 17 requesting a total of £55891.39. Last year there were 39 applications. Fewer applications were expected this year due to the impact of COVID-19, the wealth of funding pots currently available to support community initiatives, and organisations' confidence in their ability to deliver planned projects as far ahead as next year.
4. A summary spreadsheet of officer recommendations and a copy of all of the application forms can be made to Members on request to provide comments on the applications to the Chair of Community and Health Committee prior to the meeting.

Issue, Options and Analysis of Options

5. The criteria, expected outcomes and application process have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in **Appendix A** of this report.

Reasons for Recommendation

6. Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (**Appendix C**). Once reviewed, the applications were scored by a panel of officers and a representative from Axis, considering 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.
7. 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.

8. Those applications marked as green are recommended to receive funding.
9. 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.
10. Any unsuccessful applicants to the Community Fund will be offered the following support: Telephone call or online meeting with a member of the Community Services team 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 asked to assist in this process; Organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

Consultation

11. 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 the amount of money being awarded.
12. Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas that can be improved.

References to Corporate Plan

13. The Community Fund supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Community Fund are outlined in **Appendix A**. It is proposed that the Community Fund is reviewed for 2021/22 to ensure that the priorities and desired outcomes continue to align with the Council's Corporate Plan for 2020-2025 and any further priorities that may arise as a result of the COVID-19 pandemic.

Financial Implications

Name & Title: Jacqueline Van Mellaerts , Corporate Director (Finance & Resources)

Tel & Email: 01277 312500 jacqueline.vanmellaerts@brentwood.gov.uk

14. The Community Fund pot consists of £16,300 from existing budgets and £20,000 contribution from Axis as part of their social value commitment through their housing, repairs and maintenance contract.

Legal Implications

Name & Title: Amanda Julian, Director of Law and Governance and Monitoring Officer

Tel & Email: 01277 312705 amanda.julian@brentwood.gov.uk

15. The General Power of Competence under section 1 of the Localism Act 2011 gives the Council a broad power, subject to some limitations to do things an individual may do, provided it is not prohibited by other legislation. This power is wide enough to include the allocation of funding under the Community Fund.
16. Criteria has been formulated against which applications for grant funding will be assessed. This will support decision making on the allocation of funding being made in a fair and transparent way and satisfies the legal process.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning

Tel/Email: 01277 312500 philip.drane@brentwood.gov.uk

17. The Community Fund can have a positive impact on the local economy where there are increases in employment and volunteering, improvement in local facilities and skills development opportunities.

Other Implications

Equality and Diversity Implications

18. The Mental Health small grants scheme will support voluntary and community organisations that best support those with mental ill-health regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race religion and sexual orientation.

Asset Implications

19. Where relevant, the granting of funding is dependant upon permissions being granted by the owner of the asset.

Appendices

- Appendix A – Community Fund Guidance and Criteria
- Appendix B – Community Fund Scoring Recommendations
- Appendix C – Community Fund Scoring Matrix

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Brentwood Community Fund

Information and Guidance Notes

April 2020

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. With the support of Axis, grants of up to £4,000 are available for applicants.

The Brentwood Community Fund will open for applications on **Wednesday 1st April 2020** and will close on **Wednesday 30th September 2020**.

Bids will be assessed and reported to a relevant committee in December 2020, when a decision on the allocation of funding will be made. Applicants should continue to check www.brentwood.gov.uk/funding to ascertain when a date for this committee has been set.

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 and take place between **1st January 2021 and 31st December 2021**.

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. We also ask that you state on your application and in the budget template whether you have applied for, or have received funding from another department within the Council, whether it be confirmed or unconfirmed.

How much can I apply for?

The maximum amount that can be applied for is **£4,000**. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating and delivering the project. Volunteer time inkind can be estimated at £10 per hour per person (as an average).

How to Apply

The application form

You can apply for funding using the Brentwood Community Fund application form, which is linked on the Brentwood Borough Council website www.brentwood.gov.uk/funding.

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). Additional supporting documents can be emailed to localism@brentwood.gov.uk by 30th September 2020 at the latest to ensure that these are considered along with your application. For any advice, support, guidance or any queries relating to the completion of the form please contact localism@brentwood.gov.uk or telephone Community Services on 01277 312500.

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's 'Brentwood 2025: Where Everyone Matters' (a copy of which can be found on the Council's website 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:

The Council would expect to see clear links between the delivery of the proposed activity and the following criteria and expected outcomes:

Growing our economy
<ul style="list-style-type: none">• Projects support and increase community skills development, working with schools, businesses or training providers.• Projects support a thriving high street by attracting greater footfall to out retail centres.
Protecting our environment
<ul style="list-style-type: none">• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).• Projects improve leisure facilities for residents and visitors.• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).
Developing our communities
<ul style="list-style-type: none">• Projects encourage thriving and engaged communities• Projects encourage community engagement in developing improved and accessible health and wellbeing services.• Projects encourage volunteering.• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.• Projects build relationships between new and emerging communities.

What will we not fund?

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for the same project.
- Salary costs or routine administration (the Council will fund on-off, external facilitator costs).
- Start-up business costs
- 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 (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- 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. You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above. 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 clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

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 be demonstrable community support for initiatives being put forward.

Question 4 – Please explain how your project promotes volunteering or includes volunteers in its planning or delivery

- Schemes should promote volunteering and community participation.

Question 5 – Budget – Please complete the linked Budget Template and upload to your online application form.

- 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 including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, 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 i.e. in kind contributions are seen as a cost and an income as described above.
- You must state if all income 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 £4,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

Question 6 – Sustainability

- Please tell us how you intend to ensure your project is sustainable (i.e will there be any future running costs incurred from your project and if so, how will you 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 7 – 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 or telephone 01277 312500 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, if applicable.
- 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.
- Completed Budget Template

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 committee in December 2020. 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 and Axis logos on marketing materials relating to their funded project.

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Brentwood Community Fund 2020

Scoring Recommendations

	Recommended for funding
	Did not score highly enough to be awarded funding
	Not recommended for funding. Did not meet the minimum criteria.

Rank	Applicant	Funding Request £s	Summary of project	Officer mean scores %	Recommended funding allocation in £s based on score %.
1	Brentwood Mutual Aid	4000.00	To develop and improve Mutual Aid's telephone system, using one dedicated number to increase sense of safety and trust with residents, create an SMS system, to enhance volunteer training through delivering an online platform, increasing safeguarding skills, and improving communications by printing and distributing basic contact cards.	97	3880
2	Brentwood Theatre	4000.00	To fund improvements to the community cinema equipment by purchasing a new fast-fold projection screen, which is portable and allows switch from cinema to theatre mode in the same day and potential outdoor summer screenings. To also purchase a 4K powerful projector to increase quality of screenings.	93	3720
3	Manna Meals	1976.66	To purchase portable catering and service equipment to allow volunteers to provide community meals, coffee and cake drop ins, without needing an indoor venue.	92	1817
4	Hutton Community Centre	3450.00	To fund the replacement of sodium lights to LEDs in the centre, making a significant environmental and financial efficiency saving.	86	2967
5	Abberton Rural Training	3995.00	Following the success of the Grow Your Own project in Autumn 2020, which saw 100 vulnerable people and families supported to grow their own produce at home, this request for funding is to progress participants' learning into more formal learning and accreditation with a view to improving employment opportunities. The project will see online tuition and onsite training at micro training sites across Brentwood where participants can learn to maintain woodland areas that need preserving and managing, and volunteer led projects on conservation, nature and biodiversity. The funding will pay for	85	3396

6	Essex Cultural Diversity Project	4000.00	A recent discovery by Sikh historian Peter Bance unearthed a fascinating story of an Indian Princess who lived in Essex and was buried in All Saints Church. The project will seek to engage the local residents, volunteers and the Indian communities in Brentwood in an ongoing heritage programme to discover more about the princess through oral history, artefacts, cultures and traditions. The funding is towards talks, research with volunteers, equipment for oral history and video items to be archived at Essex Record Offices, community celebration events, volunteers expenses and training.	83	3320
7	1st Warley Scout Group	1946.00	To pay for resurfacing of car park - removing soil, levelling, laying membrane and surfacing with 15t granite chippings	80	1557
8	Bardswell Social Club	4000.00	To refit the club kitchen so the club can provide on site food for the community.	79	3160
9	The PCC of the Ecclesiastical Parish of All Saints with Saint Peter Hutton	2373.73	To fund an Arts and Crafts morning and a Gardening Cafe to run alongside the Daily Bread initiative. The grant would pay for arts and crafts materials, specialist tutors, gardening equipment and storage. The aim to provide programmes for people to engage with each other socially, with the gardening initiative especially aimed at men.	75	1780
10	The Hermit CIC	2500.00	To fund facilitators to run pilot creative arts sessions in dance and drama for young people at the Hermit and relaunch the centre as a Creative Hub (not just music).	74	1850
11	Doddinghurst Village Hall	4000.00	To replace previously laid parquet flooring that has no membrane, so the bricks are loose and the hall is closed until the floor is repaired/ replaced.	73	2920.00
12	Brentwood's Orchestras for Young Musicians	2550.00	To fund a partnership performance of a ballet between Central School of Dance and the Phoenix Youth Orchestra. The grant would contribute to hall hire, costume, set, conductor, publicity and lighting costs,	72	1836.00
13	24 Fingers Limited	3330.00	To fund a community based support network to improve participants' physical and mental wellbeing. The grant would pay for a business and fitness coach, social media promotion and marketing.	65	2165.00
14	REACH Hippotherapy	3420.00	To provide dry storage for the REACH equipment - Riding disabled equipment	*60 - recommended allocation equates to 55% of requested funding owing to remaining funding allocation.	1932.00
TOTAL ALLOCATION					£36,300
15	St Francis Hospice	4000.00	To fund uniform, consumables and some travel costs towards patients' home visits.	37	0
	Mellow Moments	3600.00	To deliver a series of accessible, self development training sessions online for vulnerable people to learn about emotional intelligence, aspects of wellbeing, resilience skills and produce a personal action plan.	0	0 - Did not meet the criteria
	Mountnessing Village Hall	2750.00	Renovation of Village Hall disabled toilet, including the addition of baby changing facilities, to enhance the Hall's ability to function as the main community centre in the village.	0	0 - Application withdrawn
TOTAL FUNDING REQUEST		55891.39			

Scoring matrix for Brentwood Community Fund 2020

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

Criteria/score	0%	Up to 33%	Up to 66%	Up to 100%	Total weighting
1 The application demonstrates how the project meets the criteria and supports the priorities and expected outcomes (see table in guidance notes).	The application shows no evidence of how the project meets the criteria, supports the priorities and will deliver the expected outcome(s) .	The application shows there are tenuous links between the project, the priorities and the expected outcome(s)	The application demonstrates some good links between the project, the 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.	40%
2 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.	The application shows no evidence that the community has been involved in the development and the implementation of the project.	The application shows a small amount of evidence that the community has been involved in the development and the implementation of the project.	The application shows reasonable evidence that the community has 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.	20%
3 The application demonstrates the promotion of volunteering and community participation in its delivery.	The application shows no evidence of how the project will promote volunteering and community participation.	The application shows a small amount of 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.	20%
4 The application demonstrates that the applicant has sought additional external funding or in kind value for the project, such as the use of volunteer time 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 a small amount of 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.	10%
5 The application demonstrates how the project will be sustainable once the grant contribution has ceased.	The application shows no evidence of how the project will be sustainable once the grant contribution has ceased.	The application shows a small amount of evidence of how the project will be sustainable once the grant contribution has ceased.	The application demonstrates reasonable evidence of the sustainability of the project once the grant contribution has ceased.	The application demonstrates clear and robust evidence of the sustainability of the project once the Council's contribution has ceased.	10%
TOTAL					100%

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Committee(s): Community and Health Committee	Date: 15 December 2020
Subject: Mental Health Small Grants Scheme	Wards Affected: All
Report of: Kim Anderson, Partnership, Leisure and Funding Manager	Public
Report Author: Kim Anderson, Partnership, Leisure and Funding Manager Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	For Decision

Summary

The Mental Small Grants Scheme was created in partnership with the Health and Wellbeing Board to give Brentwood's communities the opportunity to provide mental health initiatives in the Borough. Grants of up to £2,500 were available to individuals, organisations and groups for wellbeing projects delivered between 1 January and 31 December 2021. Projects must be delivered in the Borough and involve people with lived experience in design planning and delivery.

The Council received 13 applications requesting a total of £29,937.97. The Mental Health Small Grants Scheme is currently allocated within an existing 2020/2021 budget. The funding was open from 4 September until 30 October 2020. A summary of the applications and the officers' recommendations attached in **Appendix B**.

Recommendation(s)

Members are asked to:

R1. Agree to fund those projects highlighted in green as outlined in Appendix B out of the Mental Health Small Grants allocation.

Main Report

Background

1. The Mental Health Small Grants Scheme was developed in 2017/2018 to give Brentwood's communities the opportunity to promote local initiatives that improve the quality of life of people living locally with mental health illnesses. This is the fourth round of funding. The Fund has £15,000 allocated for mental health support. The fund this year consists of £10,000 contribution from Brentwood Borough Council and £5,000 contribution from the Brentwood Health and Wellbeing Board.

2. The Health and Wellbeing Board has agreed to contribute an additional £622 to ensure the final recipient can receive the grant amount relative to their score percentage, bringing the total allocation to £15,622.
3. Grants of up to £2,500 are available for projects that involve people with lived experience in the codesign and implementation of the initiative. The funding was open to applications from 4 September until 30 October 2021. The recommendations are before members tonight.
4. The criteria that applicants need to meet for applications for the Mental Health Small Grants Scheme is 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.
5. The total number of applications to the Mental Health Small Grants Scheme was 13, requesting a total of £29937.97. This year's criteria was expanded to welcome projects that address emerging mental health issues as a result of the COVID-19 pandemic.
6. A summary spreadsheet of officer recommendations and a copy of all of the application forms can be made to Members on request to provide comments on the applications to the Chair of Community and Health Committee prior to the meeting.

Issue, Options and Analysis of Options

7. The criteria, expected outcomes and application process have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in **Appendix A** of this report.

Reasons for Recommendation

8. Each application has been subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding (**Appendix C**). Once reviewed, the applications were scored by a panel of officers including a representative from the Health and Wellbeing Board, considering the following key priorities:
 - Evidence that the bid meets the criteria, the Health and Wellbeing Board, and expected outcomes.
 - Evidence that the applicant has involved those with lived experience in the planning and delivery of the project.
 - Evidence that the bid has an effective monitoring system in place.

- 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.
9. 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.
10. Those applications marked as green are recommended to receive funding.
11. 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.
12. Any unsuccessful applicants to the Mental Health Small Grants Scheme will be offered the following support: telephone call or online meeting with a member of the Community Services team to review their prospective application and offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be asked to assist in this process; organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

Consultation

13. 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 the amount of money being awarded.
14. Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas that can be improved.

References to Corporate Plan

15. The Mental Health Small Grants Scheme supports a number of priorities and sub priorities within the Corporate Strategy – Brentwood 2025:

Developing Our Communities – Work with local health organisations to develop health and wellbeing initiatives; and support local community initiatives through discretionary funding programmes.

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)

Tel & Email: 01277 312500 jacqueline.vanmellaerts@brentwood.gov.uk

16. The Mental Health Small Grants Scheme pot consists of £10,000 from existing budgets and £5622 contribution from the Brentwood Health and Wellbeing Board's existing budget.

Legal Implications

Name & Title: Amanda Julian, Director of Law and Governance and Monitoring Officer

Tel & Email: 01277 312705 amanda.julian@brentwood.gov.uk

17. The General Power of Competence under section 1 of the Localism Act 2011 gives the Council a broad power, subject to some limitations to do things an individual may do, provided it is not prohibited by other legislation. This power is wide enough to include the allocation of funding under the Mental Health Small Grants Scheme.

18. Criteria has been formulated against which applications for grant funding will be assessed. This will support decision making on the allocation of funding being made in a fair and transparent way and satisfies the legal process.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312500 philip.drane@brentwood.gov.uk

19. The Mental Health Small Grants Scheme can have a positive impact on the local economy where there are increases in employment and other opportunities for those living with long term mental health illnesses.

Other Implications

Equality and Diversity Implications

20. The Mental Health small grants scheme will support voluntary and community organisations that best support those with mental ill-health regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race religion and sexual orientation.

Asset Implications

21. Where relevant, the granting of funding is dependent upon permissions being granted by the owner of the asset.

Appendices

- Appendix A – Mental Health Small Grants Scheme Guidance and Criteria
- Appendix B – Mental Health Small Grants Scheme Scoring Recommendations
- Appendix C – Mental Health Small Grants Scheme Scoring Matrix

Background documents

None.

Report Author Contact Details:

Name: Kim Anderson

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk

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livewell

Information and Guidance Notes for Applicants Brentwood Mental Health and Wellbeing Small Grant Scheme 2020



**BRENTWOOD
BOROUGH COUNCIL**

**time to change
brentwood**

let's end mental health discrimination

Background

Brentwood Borough Council is committed to working with partners to help improve mental health and wellbeing within the local community. Brentwood's Mental Health and Wellbeing Small Grant Scheme has been set up to give Brentwood's communities the opportunity to promote local initiatives to support the mental health and wellbeing of people living within the Borough. The fund has £15,000 available in total in the current financial year and grant of up to £2,500 is available for applicants.

The Brentwood Mental Health and Wellbeing Small Grant Scheme will open for applications on **4 September 2020 and will close on 30 October 2020.**

All bids will be assessed by a panel of representatives from Brentwood Borough Council and the Brentwood Health and Wellbeing Board after the closing date to recommend the allocation of funding. Applicants should expect to receive a response to their submitted application after the 15 December 2020 Community and Health Committee, where recommendations are to be considered.

Who can apply?

The Council is inviting bids from individuals, groups and organisations for a share of the funding on offer for local causes and projects that will support and improve mental health and wellbeing for local people. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough and take place **between 1st January 2021 – 31st December 2021**. Please note that, subject to agreement, project deadlines may be extended to accommodate periods of COVID-19 lockdown, should this occur.

How much can I apply for?

The maximum amount that can be applied for is £2500. There is no minimum amount. We would expect to see some form of match funding or in-kind support for all applications. However, applicants should remember that in-kind support includes volunteers' time in both coordinating and delivering the project. Volunteer time in kind can be estimated at £10 per hour per person (as an average).

How to apply

You can apply for funding using the Brentwood Mental Health and Wellbeing Small Grant Scheme application form, which is linked on the Brentwood Borough Council website www.brentwood.gov.uk/funding.

Please read the information and guidance notes thoroughly before completing the application form and ensure that you submit the application form online and email any additional attachments and supporting documents (see checklist) to mhfunding@brentwood.gov.uk by **30 October 2020 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 mhfunding@brentwood.gov.uk or telephone 01277 312500

What will be funded?

The Council would expect to see links to one or more of the following criterion in your application.

Criteria

- Tackling health inequalities in the community by engaging hard to reach/vulnerable / socially isolated/ at risk groups
- Helping people to recover from long term illness
- Raising awareness of and increasing access to mental health services in our community
- Increasing young people's access to information about mental illness and where to go for support
- Increasing employment and other opportunities for those living with long term mental illness
- Supporting people with mental illness to re-engage with their community and everyday activities.
- People feel positively supported within their community
- Reducing stigma and discrimination around mental health illness
- Improving and developing initiatives that respond to the rising prevalence of dementia
- Reducing social isolation and loneliness
- Projects that build resilience in mental wellbeing.
- Projects that support mental illness that has arisen as a result of the COVID-19 pandemic, including, but not limited to, trauma support, creating coping strategies, reducing and managing anxieties, bereavement support.

What cannot be funded?

- Retrospective bids, i.e. where work has already commenced (prior to agreement of any funding allocation).

- Repeat funding for projects previously funded by the Mental Health Small Grants Scheme (requests must be for a new project, however applications for separate project phases can be considered).
- Future running costs – these are one off grants only.
- 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.
- Employee costs, salaries and overheads – however, external project facilitators or external trainers can be supported – please contact us if you require clarification.
- Repeat funding of projects funded by the Brentwood Community Fund.

Assessment of 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. For example, if your application scores 80% against the criteria, your project would receive 80% of the funding requested. Please review your online application form before submitting it to ensure that you fully answered all the questions. Please note that we may ask for further information about you, your initiative or references where required.

Application form – Questions Explained

Question 1. Brief description of the project

Please provide details of your project, what it is, what is the aim of the project, why you need the money (for all or part of the project), who it involves etc.

Question 2. Meeting the criteria

Please look at the criterion as outlined above and tell us how your project will meet one or more of these.

Question 3. Involving those with lived experience

Please provide details of how you plan to involve those with lived experience in the planning and delivery of the project. How do you know there is a need for your project? Please evidence this.

Question 4. Measurement of success

Please provide details of how you plan to measure the success of your project and demonstrate identifiable outcomes. We accept the following methods of measurement; case studies, testimonials, surveys, feedback forms, interviews, focus groups, registers and number of participants, conversation rates, increase or decrease in use of services.

Please contact us if you would like any advice on methods of measurement prior to submitting your application.

Question 5. Budget

Please use the budget template to complete your project budget and include it as an attachment to your online form:

- **Expenditure** – Please give us a breakdown of what you expect your project costs to be, and list each item in the given column. For example venue hire, equipment.
- **In kind expenditure** – this is the monetary value of any free contributions you will receive for your project, such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials, venue hire etc.
- **Income** – Please list any income you may be receiving under the given categories of external grants, fundraising and donations, and other income such as ticket sales. Please specify if this is confirmed or unconfirmed.
- **In-kind Commitments** – As above, this is the monetary value of what you will receive for your project and should be the same as the inkind commitments column. The 2 inkind totals should match.
- **Brentwood Mental Health and Wellbeing Small Grant Scheme amount** – Please tell us how much money you are requesting from the Brentwood Mental Health and Wellbeing Small Grant Scheme and ensure this matches with the amount you have written on the first page of the application form. The maximum amount you can apply for is £2500.

THE AMOUNTS IN THE EXPENDITURE COLUMN AND INCOME COLUMN SHOULD MATCH.

VAT – please include your VAT registration number if relevant.

Question 6. Sustainability

6.1) 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 and the Brentwood Health and Wellbeing Board will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.)

6.2) Please tell us about any income that may be generated from the project.

Question 7. Bank Account 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 a new group and no bank account has been set up for your project/organisation please contact mhfunding@brentwood.gov.uk or telephone 01277 312500 for advice and guidance.

Permissions and Licenses

For all bids received, it is the applicants' 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 (if applicable)
- Confirmation of any additional external secured funding (if applicable)
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc) (if applicable).
- Evidence of community/ lived experience involvement in your application (recommended)
- Safeguarding policy for Children and Vulnerable Adults (mandatory)
- Risk assessments and insurance (mandatory)
- Cost estimates or price quotations (if applicable)
- Letters of support or other supporting information (recommended)
- Fully completed application form

Question 8. Declaration

Please read through your application form carefully before submitting.

Monitoring

Successful applicants will be asked to return a sign terms and condition form and provide a brief update halfway through the delivery of the project as well as completing an evaluation form once the project is completed.

We also ask that successful projects use the Brentwood Borough Council, Livewell Brentwood and Time to Change Brentwood logos on marketing materials relating to their funded project which will be provided should you application be successful. Please also utilize the Livewell campaign's website to promote your initiative. www.livewellcampaign.co.uk

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Mental Health Small Grant Scheme 2020

Scoring Recommendations

Recommended for funding					
Not recommended for funding. Did not meet the minimum criteria or withdrawn					
Rank	Applicant	Funding Request £s	Summary of project	Officer mean scores %	Recommended funding allocation in £s based on score %.
1	St Martins School on behalf of BAP	2500	To train a member of staff to be able to deliver Mental Health First Aid courses to schools in the Borough free of charge.	91	2275
2	SNAP	2500	To fund counselling for children with additional needs and disabilities and/or their siblings, providing one to one play and talk therapy, online and face to face, games and toys to help children to express and articulate their concerns and provide emotional support.	87	2175
3	Manna Meals	2500	To part fund a small vehicle to enable the group to visit those who are socially isolated, have a chat to support wellbeing whilst sharing a hot drink and cake.	85	2125
3	The Butterfly Meadow Project- Our Grieving Hearts	2500	To increase accessibility in the meadow by providing a ramp, seating and a viewing area with planting.	85	2125
4	Heads2Minds	2000	To introduce pet-assisted therapy into schools and older people's homes and runs mental health awareness events in public spaces.	81	2025
5	The Essex Community Tree Network	2500	To print a 40 page A5 booklet to residents in Brentwood North, Shenfield and Pilgrims Hatch, outlining details of partners who can support mental health and wellbeing of residents and their services.	78	1950
6	Wilderness Foundation UK	2000	To fund families and individuals with nature therapy sessions to support at risk members of the community. Sessions include family work, campfire, bush craft, walks, nature photography and art as an alternative to talking therapies. The organisation connects vulnerable young people with nature to positively change lives and improve wellbeing.	74	1480
7	The Well and Healthy Co	2291.81	To deliver a 6 month wellness programme to support attendees mental health through online and face to face delivery. The project will better equip people to manage their mental health, offer monthly relaxation classes and signposting.	64	1467
TOTAL ALLOCATION					£15,622
	24 Fingers	2130	To deliver an 8 week programme online for all ages and genders, focussing on physical and mental wellbeing with an entrepreneurial component to support business start up skills.	0	0- Reapeat funding of Community Fund

	<i>The PCC of the Ecclesiastical Parish of All Saints with Saint Peter Hutton</i>	2444.16	<i>The grant is for materials to support the new arts and crafts cafe and equipment, storage and a tutor for a repair and gardening cafe, aimed especially at engaging men.</i>	0	<i>0 - Repeat funding of Community Fund</i>
	<i>BMWP Ltd</i>	2500	<i>To provide funded hypnotherapy sessions for 10 people to deal with stress and/or anxieties as a result of their circumstances.</i>	0	<i>0 - Did not meet the criteria</i>
	<i>Mellow Moments</i>	2500	<i>To engage families from a variety of backgrounds to access a 10 week programme on mindfulness skills, yoga and meditation to enable this to become regular practice to benefit the wellbeing of the family.</i>	0	<i>0 - Did not meet the criteria</i>
	<i>Kids Inspire</i>	1572	<i>To support a therapeutic service for 12 children and young people aged between 5-29 years affected by emerging or exacerbated mental health issues as a result of COVID 19 lockdown. Sessions will be provided online or face to face and may include creative approaches such as art therapies. Each attendee will receive a 'treasure bag' with art/ play/sensory materials to use.</i>	0	<i>0 - Application withdrawn</i>
TOTAL FUNDING REQUEST		29937.97			

Scoring matrix for Brentwood Mental Health and Wellbeing Small Grant Scheme 2020

Each Brentwood Mental Health and Wellbeing Small Grant Scheme application will be scored against the following key criteria

Criteria/score		0%	Up to 33%	Up to 66%	Up to 100%	Total Weighting
1	The application demonstrates how the project meets the criteria (see page 2 of the information and guidance notes).	The application shows no evidence of how the project meets the criteria.	The application shows there are tenuous links between the project and the set criteria.	The application demonstrates some good links between the project and the set criteria.	The application clearly demonstrates the links between the project and the set criteria and how all of the project activities contribute to them.	40%
2	The application demonstrates how those with lived experience have been involved in the planning and delivery of the project and shows evidence of need.	The application shows no evidence of those with lived experience have been involved in the planning and delivery of the project and no evidence of need.	The application shows a small amount of evidence that those with lived experience have been involved in the planning and delivery of the project and a small amount of evidence of need.	The application shows reasonable evidence that those with lived experience have been involved in the planning and delivery of the project and reasonable evidence of need.	The application clearly demonstrates how those with lived experience have been involved in the planning and delivery of the project and clear evidence of need.	20%
3	The application demonstrates how the applicant will measure the success of the project through identifiable outcomes.	The application shows no evidence on how the applicant plans to measure the success of the project or any identifiable outcomes.	The application shows a small amount of evidence of how the the success of the project will be measured with some identifiable outcomes.	The application shows reasonable evidence of how the success of the project will be measured with good identifiable outcomes.	The application clearly demonstrates how the success of the project will be measured with clear and robust identifiable outcomes.	20%
4	The application demonstrates that the applicant has sought additional external funding or in kind value for the project - such as the use of volunteer time 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 a small amount of 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.	10%
5	The application demonstrates how the project will be sustainable after the small grant scheme has ended.	The application shows no evidence of how the project will be sustainable once the small grant scheme has ended.	The application shows a small amount of evidence of how the project will be sustainable once the small grant scheme has ended.	The application demonstrates reasonable evidence of the sustainability of the project once the small grant scheme has ended.	The application demonstrates clear and robust evidence of the sustainability of the project once the small grant scheme has ended.	10%
TOTAL						100%

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Committee(s): Community and Health Committee	Date: 15 December 2020
Subject: Event Plan 2021-2022	Wards Affected: All
Report of: Kim Anderson, Partnership, Leisure and Funding Manager	Public
Report Author: Kim Anderson, Partnership, Leisure and Funding Manager Telephone: 01277 312500 E-mail: kim.anderson@brentwood.gov.uk	For Decision

Summary

Currently the Council organises Strawberry Fair, Family Fun Days, Lighting Up Brentwood and Shenfield Christmas Fayre. The planned event programme for 2021/22 is before Members today in Appendix A, which will be subject to Members agreement and also subject to the annual budget setting process.

Recommendation(s)

Members are asked to:

R1. Agree to the Event Plan for 2021/22 as set out in Appendix A, subject to the annual budget setting process.

Main Report

Background

1. The Council's Community Event programme is a well-established series of popular annual events that support a number of strands in the Corporate Strategy and is an opportunity to support the objectives of other service areas in the Council, to promote any new initiatives, campaigns or consultations.

Issue, Options and Analysis of Options

2. It is proposed that the Council organises and delivers the community events listed in Appendix A.
3. This year, due to the Covid-19 pandemic, the Council was unable to deliver the events to the usual format and moved most of the programme online. Events were delivered virtually in order to support local organisations and keep the local community engaged in a positive activity during a difficult period with coronavirus restrictions. Most recently, the Council has delivered

a virtual Lighting Up Brentwood and launched the local Nutcracker trail across the Borough to encourage families to take part in a safe, and socially distanced outdoor activity in their own time.

4. For the 2021-2022 programme, the Council is looking to continue the usual programme of events, with variants on delivery options to adapt, alter and restructure the plans to ensure events are safe, appropriate, enjoyable and accessible for the community. It is planned to secure sponsorship to cover any additional cost of safety measures needed for Covid-19 restrictions.
5. All of the community events set out in the plan will be submitted to the Brentwood Safety Advisory Group for any advice and guidance where relevant.
6. The Council will also look at maximizing sponsorship and income opportunities that will support the events and therefore the relevant sponsorship packages are reviewed annually.

Strawberry Fair

7. The traditional Summer Fair has been delivered directly by Brentwood Borough Council since 2009 and has grown over the last few years. There is a main performance area providing live music within a large marquee in the centre of Shenfield Common. The event also provides opportunities for the selling of traditional local arts and crafts. There are small fun fair rides, bouncy castles and a number of free children's activities. The Council prioritises local stall holders and food providers. For the last few years 'Doddinghurst Road Church' have provided the strawberries and cream for the event, with Brentwood Breakfast Rotary Club providing the local beer and Pimms area. Income for the event is achieved through stallholder pitch fees and sponsorship opportunities. The event provides a great opportunity for local organisations, businesses and performers to promote themselves in front of a larger audience. The Council also liaises with the provider for the rides and bouncy castles to ensure that their price structure continues to be affordable.

Family Fun Days

8. It is proposed that there will be six in total, which will be held on each Friday during the school summer holidays in July and August. As usual the events will be held in a different location each week for accessibility to the more rural areas. Locations for these are yet to be decided and some will depend on the proposed construction stage at King George's Playing Fields.

9. It is proposed to continue to charge for a wristband which will include use of the bouncy castles and the small children's rides. Wristbands will be charged at £4.00 as per agreed fees and charges from last year. It will not increase this year. A separate report which sets out all the Fees and Charges relevant to this committee is also before Members tonight.
10. There will be a small charge for commercial stalls and face painters as set out in the proposed fees and charges document. The Family Fun Days also include Punch and Judy plus free taster sessions from local partner agencies and sports clubs, who will not be charged a fee so long as they provide a free family activity for attendees to enjoy.

Lighting Up Brentwood

11. For many years the Council has delivered a Christmas, Lighting Up event culminating in the Mayor switching on the lights. There is a dedicated working group for Lighting Up Brentwood which involves the local churches, Brentwood Rotary and the Baytree Centre. The event plan is updated annually and is submitted to the Council's Safety Advisory Group. The High Street is closed to traffic for the duration of the event. The event plan to have an area of activities such as small rides behind a main truck stage located outside of Marks and Spencer. A number of stalls are planned along the length of the High Street to the junction with Crown Street, hot food and drink providers and two designated alcohol areas. Live music will be planned on the main stage together with walkabout acts that interact with the crowds in and around the High Street.
12. The planning of the event is undertaken by the Lighting Up Working Group which meets from the end of August onwards until the event date in late November. To keep the event fresh the Council introduces new content and entertainment each year. The main stage is hosted by Brentwood Baptist Church and priority is given to local groups and individuals to perform. The culmination of the event is the switch on of the festive lights by the Mayor of Brentwood at 5pm together with the winners of the Mayor Christmas Card and Poetry Competition.
13. An evaluation of the event is undertaken by the Lighting Up working group plus any feedback from the public to provide input into any future event.
14. This year's Lighting Up Brentwood event included a virtual live-streamed, hour-long video, hosted by Brentwood Baptist Church with performances

from local groups. The Council will continue to support local performers and organisations usually involved in the Christmas events by posting their videos on our social media channels throughout December.

Shenfield Christmas Fayre

15. In 2014, Brentwood Borough Council staff organised an event in Shenfield to celebrate the switching on of the festive lights and trees. The event proved to be very successful with good input from the local traders' cluster groups, providing several free activities for all the family. Evaluation of the event is undertaken by officers, the business clusters and feedback from the public to provide input into any future event.
16. Shenfield is unique in that it has two business clusters with a residential area in between. While Hutton Road is usually closed for the event from Shenfield Station to the junction with Chelmsford Road, access is provided to residents who are escorted to and from their properties.
17. Live music is usually performed from a stage outside of Shenfield Library with included local school choirs. Additional activities are positioned along Hutton Road including rides and inflatables plus a number of market stalls selling arts and crafts, gifts, food and drink. The event is fully supported by the Brentwood Business Partnership.

Family Trails

18. 2020 provided the Council with a unique opportunity to explore the provision of a new format of community activity which was safe and appropriate for Covid-19 restrictions.
19. The Nutcracker trail launched on 3rd December and has 12 6ft Nutcrackers dotted around Brentwood, Shenfield and Ingatestone for children to find throughout the month. Children need to find the names of all the Nutcrackers to enter a prize draw to win some high value prizes.
20. The trail has had an excellent response from local businesses and sponsorship was secured to cover 100% of the cost from the event company. There is currently much interest in the event and it is expected to be popular with residents.
21. The Council is proposing to run 2 family trail events in 2021-2022, again at Christmas, yet also during the Summer, to keep families engaged in the holidays and encourage walking and outdoor activity.

22. It is planned to secure sponsorship to cover the costs of both these events.

Additional events

23. In addition to the larger community events, there are a number of national campaigns and activities that are supported by the Community Services team such as World Mental Health Day, Time To talk and Health in the Workplace packages for staff.

24. Active Brentwood and the Brentwood Health and Wellbeing Board jointly fund the Brentwood Sport and Health Awards which takes place in November.

25. The Sports Awards did not run in 2020 due to the COVID-19 pandemic, although local Activity Heroes were recognised through a socially-distanced prize-giving initiative. For the 2019 Sports Awards there were 10 categories: Changing Lives through Physical Activity/Health Initiatives, Coach of the Year, Community Club of the Year, Young Volunteer (U18), Education Champion of the Year (Junior and Senior), Inclusive Communities Awards, Unsung Hero (Volunteer of the Year), Sports Personality of the Year and Young Sports Personality of the Year (U18). The Awards were held at Hutton Poplars Hall with the then Mayor of Brentwood, Councillor Keith Parker presenting the awards to the winners in each of the categories. The winners of the Brentwood awards are automatically entered into the Active Essex Sports Awards.

26. It is proposed that the 2021 event will be held at the beginning of November and the categories will be line with the Essex awards for 2021.

Reasons for Recommendation

27. The Community Event programme provides a platform for all service areas across the Council to promote new initiatives, projects or as a means of consultation with the public. The Council will work with the local business clusters, community groups and voluntary sector organisations to develop the community events so that they will enhance and support the local community.

References to Corporate Plan

28. The Community Events programme sits under the 'Developing our Communities' priority in the Corporate Strategy.

Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts

**Tel & Email: 01277 312500 / Corporate Director (Finance & Resources)
jacqueline.vanmellaerts@brentwood.gov.uk**

29. The fees referred to in this report will inform the 2021/22 budget setting process.

30. The financial implications are set out in the table below, all other costs are within existing budgets.

Event	Direct Costs 2021/22 £	Expected Income 2021/22 £	Net costs to BBC 2021/22 £
Strawberry Fair	8,280	5,250	3,030
Family Fun Days	12,110	11,960	150
Summer Family Trail	7,000	7,000	0
Brentwood Sport & Health Awards	1,000	1,000	0
Lighting Up Brentwood	20,520	7,800	12,720
Christ Family Trail	7,000	7,000	0
Shenfield Christmas Fayre	19,260	13,100	6,160
TOTAL	75,170	53,110	22,070

31. Figures are based on 2019/20 income received for the events. As Brentwood High Street is a licensed street, £30 of the stallholder's pitch fees will go to the Council's licensing department for the stallholder's street trading license.

32. Some of the Fees and Charges for these events are increasing for 2021/22. These are outlined in the Fees & Charges Report. The budgets reflect the demand and proposed increases.

33. It should also be noted that Shenfield Christmas Fayre was supported by Brentwood Business Partnership via the business clusters applying for funding to support the event. It is expected that the Partnership will continue to sponsor the event with a £4,500 contribution per annum.

34. The community events also attract additional sponsorship income which supports the events. This is included within the total expected income figures, however, Members should note that expected sponsorship levels may not be secured.

35. In the event that sponsorship funding ceases, other sources of funding would need to be sourced and/or a revision to events and associated costs to ensure the net budget is not exceeded.
36. In addition to the direct costs of the delivery of the events, there are other costs to the Council such as the planning and administration which are covered through existing staff costs. A saving on indirect costs may not always be achievable by stopping an event.
37. Members also need to bear in mind that the events in the proposed Event Plan for 2021/22 are outdoors and subject to the British weather. In the event of severe weather conditions events may have to be cancelled which will affect the expected income, however, cancellation insurance will be obtained to minimise the impact.

Legal Implications

Name & Title: Amanda Julian, Director of Law and Governance
Tel & Email: 01277 312705 / amanda.julian@brentwood.gov.uk

38. All relevant licences and permissions are applied for in relation to the Council's community events.

Risk Management Implications – All events are evaluated and reviewed after they have been delivered. The Council also undertakes an annual review of the relevant Event Managements Plans, Risk Assessments, Fire Risk Assessments for each of its community events.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning & Economy)
Tel/Email: 01277 312500 philip.drane@brentwood.gov.uk

39. The Community Events programme can have a positive impact on the local economy. The events support local businesses through participation and sponsorship opportunities. The Brentwood Business Partnership is engaged in many of the events and there is an increase in local volunteering and visitor numbers from outside the Borough.

Other Implications

Equality and Diversity Implications

40. All of the proposed community events are free for the public to attend to ensure that they remain as accessible as possible for all members of the community to enjoy. The Family Fun Days does incur a small wristband

charge for some attractions, however, there are plenty of free activities for families to enjoy offered by a diverse range of community providers.

41. Stallholder spaces at events are prioritised for local businesses, charities and community organisations to ensure that there is representation from all corners of the community.

Appendices

Appendix A – Proposed Event Plan for 2021/22

Date	Event	Detail	Direct costs	Income	Income Streams	Net costs/BBC subsidy/Budget requirement	Staffing requirements	Implementation timescales	Council priority	Expected outcomes	Communication channels
19 June 2021	Strawberry Fair	Large community Fair on Shenfield Common	*£8,280	*£5,250	Stallholder income, sponsorship	£3,030	Community Services Depot staff and volunteers on the day, EHO, Licensing as part of the planning	February – June	Community, Health and Economic Development	Attracts visitors and participants from outside the borough, increases community cohesion, increases volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
23 July – 27 August 2021	Family Fun Days	Proposed location (TBC) Hutton, Warley, Ingatestone, Bishops Hall, Doddinghurst and West Horndon	*£12,110	*£11,960	Stallholder income, wristbands, sponsorship	£150	Community Services staff on the day	February – August	Community, Health and Economic Development	Attracts visitors and participants from outside the Borough, promotes the Borough’s green spaces, increase community cohesion, increased volunteering and local community involvement	Press release to confirm dates and venues, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
23 July – 1 September 2021	Summer Family Trail	Find characters located across the Borough for a chance to win prizes	£7000	£7000	Sponsorship	£0	Community Services to coordinate	March - September	Community, Health, Economic Development	To promote locations across the Borough, to support local businesses, increasing walking and community involvement. Attracts visitors from outside the Borough.	Press release, advertise sponsorship opportunities, marketing to promote sponsors, social media.
November 2021 (date tbc)	Brentwood Sport & Health Awards	Celebration of sporting and wellbeing achievements in Brentwood	*£1,000	*£1000	Sponsorship, Active Brentwood, Health and Wellbeing Board and in-kind support	£0	Community Services and Brentwood Health and Wellbeing Board, Active Brentwood support	August - November	Community, Health	Provides an opportunity to celebrate local sport and health projects and individuals in the Borough who are exemplars in their fields	Press release to confirm date and ask local clubs and schools to nominate individuals or teams for the awards, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
27 November 2021	Lighting Up Brentwood	Biggest annual community event in Brentwood, which culminates with the switching on of the Christmas lights. Large community & schools involvement on the day	*£20,520	*£7,800	Stallholder income, Sponsorship	£12,720	Community Services Depot staff, Security staff, Enforcement team and volunteers on the day, EHO, Licensing as part of the planning	February - December	Community, Health and Economic Development	Attracts visitors and participants from outside the Borough, increases community cohesion, increases volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
27 November 2021 - 3 rd January 2022	Christmas Family Trail	Find characters located across the Borough for a chance to win prizes	£7000	£7000	Sponsorship	£0	Community Services to coordinate	August– January 2022	Community, Health, Economic Development	To promote locations across the Borough, to support local businesses, increasing walking and community involvement. Attracts visitors from outside the Borough.	Press release, advertise sponsorship opportunities, marketing to promote sponsors, social media

12 December 2021	Shenfield Christmas Fayre	Shenfield's largest community event which has huge local business and schools involvement together with activities, entertainment and a large number of stallholders selling a variety of goods	*£19,260	*£13,100	Stallholder income, sponsorship, Brentwood Business Partnership, in kind business support	£6,160	Community Services Depot staff, Security staff, Enforcement team and volunteers on the day, EHO, Licensing as part of the planning	February-December	Community, Health and Economic Development	Attracts visitors and participants from outside the borough, increase community cohesion, increased volunteering and local community involvement	Press release to confirm date, call for volunteers, advertise sponsorship opportunities, Marketing materials – posters, banners and social media posts
TOTAL			£75,170	£53,110		£22,070					

*Figures are based on 2019/20 income and expenditure

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) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Environmental Health
 - 9) Environmental nuisance and pollution controls
 - 10) Other miscellaneous powers enforced by Environmental Health
 - 11) Food safety and health and safety
2. To take the lead on community leadership and consultation with stakeholders.
3. To implement working parties as required.

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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.