

SURREY CARE TRUST – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life. The Group offers a one to one mentoring service for young people linking with local secondary schools; a free counselling service for young adults; STEPS to 16 – an Alternative Education Provision specialising in supporting and re-engaging those unable to access mainstream education; and parenting support with adult Learning opportunities.

All service users live with at least one disadvantage such as a child with additional needs, behaviour management and relationship issues, or poor mental health and emotional wellbeing. During the course of counselling, young people become able to identify the causes of their situation whilst developing coping strategies to help resolve and improve their circumstances. As they grow older they would be able to apply the learning received to other areas of their lives.

Two locations are offered for the free STEPS counselling service for young adults (16-25 years): Corner House and The Women’s Centre. Between August 2018 and August 2019 a total of 61 young people had made use of the service, 50% more than the organisation had expected at the start of the year. The service is only available to residents of Woking. In past years, the service has been largely funded through grants from voluntary funders, for example Comic Relief. Currently, the service is being funded through the Trust’s unrestricted funds, although this is stated to be not sustainable in the longer term.

Surrey Care Trust has applied for funding of £15,092 towards its free STEPS counselling service for those aged 16-25 years old. The Executive has previously supported the counselling service in the 2018/19 financial year, with funding of £1,600 awarded towards the service. Taking into account the consultee comments which state that there is an increasing need to support young people with mental health needs and the service is aligned with the Early Help offer for young people in Woking, it is felt that the application should be supported.

Given the ongoing financial constraints on the Community Grants Scheme, it is recommended that the Council make a contribution of £5,000 towards the STEPS counselling service, noting that the staff costs equate to circa £8,500. In addition, the Trust is recommended to consider whether clients who are able to should make a contribution towards the cost of the service received.

Recommendations

The Executive is requested to:	RESOLVE That a one-off grant of £5,000 be awarded towards the staff costs of the free STEPS counselling service.
Reason for Decision	To enable Surrey Care Trust to continue to run the STEPS Youth Counselling service for 16 to 25 year olds in Woking.
Legal Authority	S142 Local Government Act 1972
Conditions	Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts

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for other years may also be required.

Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.

Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.

Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter. Payments will be based on the cost assumptions of the Charity and the number of tea visits organised for Woking residents.

Payment Period. Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.

Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.

Homelessness Reduction Act 2017. With the introduction of new legislation from April 2018, the Council will expect the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations will be expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively, may put their Council support at risk.

Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).

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Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users in the past quarter including the number of Woking residents to benefit.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2020/21 does not imply that a similar application in 2021/22 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2020/21 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2021/22 have been drawn up in the event that the Council is unable to continue its support beyond April 2021. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

The Executive has authority to determine the above recommendations.

Background Papers:

2020/21 Application Form.

Reporting Person:

Ray Morgan, Chief Executive
Extn: 3333, Email: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk
Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Ayesha Azad
Email: Cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

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1.0 Summary of Application	
1.1 Status and Aims	<p>Surrey Care Trust was founded in 1982 to tackle disadvantage, social exclusion and hardship in local communities. Today, it continues this work through its unique skills training and mentoring approach, working to make Surrey a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential, make a positive contribution and create positive outcomes.</p> <p>The Group reaches out to vulnerable young people and families, supporting and equipping them with the skills they need to build their resilience and self-reliance, improve their economic situation, reduce their social isolation and build a more positive future.</p>
1.2 Employees	45, including the Chief Executive (full-time), HR Co-ordinator (25 hours per week), Finance Manager (25 hours per week), Fundraising and Marketing Manager (25 hours per week). Five of the Group's programmes have a full-time manager, each with a small time of mainly part-time staff. One programme, Swingbridge boats, is managed by a volunteer steering group.
1.3 Volunteers	250, whose activities include Mentoring, Counselling STEPS learning centre, admin, fundraising events, activities on the Swingbridge boats.
1.4 Clients/Users	<p>Approximately 3,000, comprising:</p> <ul style="list-style-type: none"> 1,500 male 1,500 female 900 disabled 300 ethnic minority 160 resident in Woking, of which: <ul style="list-style-type: none"> 110 aged 11-18 30 aged 19-65 20 aged 65+ <p>Only the Swingbridge boats make a small charge for some of the activities delivered. In most cases the charges are subsidised by the Trust, for example when activities are undertaken by other community groups or charities.</p>
1.5 Members	N/A
1.6 Sum Requested	£15,092 (Revenue)
1.7 Project	<p>Surrey Care Trust is seeking funding to support its free counselling service for 16-25 year olds living in Woking who may be struggling in their day to day lives, living in a context of economic and social disadvantage, educational struggles, or family dysfunction.</p> <p>The Group states that existing counselling services are stretched and only able to deal with the most extreme cases, particularly for 16-25 year olds who can no longer access support through school or college.</p>

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	<p>Surrey Care Trust has developed a free Counselling service in Woking. The service is delivered by volunteer trainee counsellors, all of whom are members of the British Association of Counsellors and Psychotherapists (BACP) and in the final stages of their professional training. They are supervised by a trained supervisor.</p> <p>After an initial assessment, clients are offered a tailored course of 12 weekly, 50 minute counselling sessions with the same counsellor throughout the duration of their support. At the end of the course a further assessment is undertaken to ascertain if additional sessions are needed, or if a different approach would prove more effective, e.g. Surrey Care Trust’s mentoring programme.</p> <p>Currently counselling takes place in two locations in Woking: Corner House and The Women’s Centre.</p>
<p>1.8 Cost breakdown:</p>	<p>The following cost breakdown for Surrey Care Trust’s free counselling service for 16-25 year olds has been submitted for the 2020/21 financial year:</p> <p>Staff salary costs - £8,625</p> <p>Staff other costs - £5,250</p> <p>Volunteer costs - £2,100</p> <p>Additional costs - £780</p> <p>IT costs - £300</p> <p>Contribution to indirect costs - £2,558</p> <p>Total - £19,613</p> <p>Grant income of £2,375 has been received for the 2020/21 financial year.</p> <p>Assuming 50 clients, the average cost per client is circa £380.</p>
<p>1.9 Community Benefit</p>	<p>The Trust anticipates that at least 50 vulnerable young adults will directly benefit from the free counselling service, through referrals, including self referrals, made via a dedicated phoneline, local GPs, youth clubs, social workers, youth workers, family support coordinators, police, schools, colleges, and other volunteer organisations. The service is also promoted on social media, Twitter and Facebook. Others such as the client’s parents and siblings will benefit indirectly as each client’s mental wellbeing improves.</p>

<p>2.0 Financial Background</p>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £263,350 in the bank. The Reserves Policy states that the target amount of reserves is between £136,000 and £215,000, of which £110,000 equates to 11 weeks’ operational costs.</p> <p>The Group has not submitted a budget for 2020/21, however a cost breakdown for the project submitted is set out in section 1.8.</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2018/19 which show an income of £1,201,672 (£1,010,048 in 2017/18) against expenditure of</p>

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	<p>£1,130,965 (£987,350 in 2017/18), resulting in a surplus of £70,707 (a surplus of £22,698 in 2017/18). The sum of £255,928 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	<p>2018/19 – £1,600 towards the free STEPS youth counselling service in Woking 2017/18 – no grant awarded 2016/17 – no grant awarded</p> <p>It should be noted that the Council has previously supported the Charity, notably in respect of the costs of the Swingbridge canal boat.</p> <p>2007/09 – a grant of 1/3 of the costs of purchasing and fitting out a canal boat, up to a maximum of £10,000, awarded from the Council's Community Fund</p> <p>2004/05 – £3,368 as match funding towards the costs of the Swingbridge Community Boat Project.</p> <p>2003/04 – No grant awarded (revenue costs of the Boat Project). 2002/03 – No grant awarded (revenue costs of the Boat Project). 2001/02 – No grant awarded (revenue costs of the Boat Project).</p>

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>N/A</p> <p>N/A</p>
3.2 Consultee Comments	<p><u>Adam Thomas, Family Support Manager</u></p> <p>Surrey Care Trust are applying for £15,092 of revenue funds to support free counselling for 16-25 year olds in Woking from April 2020 to March 2021. We know that there is a growing need to support young people with mental health needs and that many services cannot provide intervention in a timely manner. In principle, this is worthwhile service and one that fits well with the wider Early Help offer for young people in Woking.</p> <p>I support this application due to the needs of young people in the Borough. I do question whether or not it needs to be a completely free service and sometimes clients are happy to contribute towards a worthwhile service if able.</p>	

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	<p>I support this and consider it worthwhile to offer 50 Woking young people mental health support at the time of need. Due to the increased demand of grants this year, if the full amount cannot be granted then I would recommend awarding the staff costs to cover this service which is £8,625.</p>
3.3 Assessment	<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life. The Group offers a number of services which are available in Woking:</p> <p>A one to one mentoring service for young people (11-25 years) linking with local secondary schools</p> <p>A free counselling service for young adults (16-25 years)</p> <p>STEPS to 16 – an Alternative Education Provision specialising in supporting and re-engaging 14 – 16 year olds unable to access mainstream education due to challenges such as social disadvantage, mental and emotional health</p> <p>Parenting support and Adult Learning opportunities at Woking Children’s Centre.</p> <p>All service users are living with at least one disadvantage such as a child with additional needs, behaviour management and relationship issues, or poor mental health and emotional wellbeing.</p> <p>Through counselling, young people are better able to pinpoint and discuss the causes of their troubled feelings and start to think about ways to cope with or change their situation. As young people feel stronger they can start to make positive changes that help them to cope with or change the situation which is causing their troubled feelings.</p> <p>Two locations are offered for the free counselling service for young adults (16-25 years): Corner House and The Women’s Centre. Between August 2018 and August 2019 a total of 61 young people had made use of the service, 50% more than the organisation had expected at the start of the year. The service is only available to residents of Woking.</p> <p>In past years, the service has been largely funded through grants from voluntary funders, for example Comic Relief. Currently, the service is being funded through the Trust’s unrestricted funds, although this is stated to be not sustainable in the longer term.</p> <p>The Group undertakes significant levels of fundraising, including applications to grant giving bodies; three bespoke fundraising events; participation in the London Marathon and Ride London; and activities such as Swingbridge Santa trips.</p> <p>Funding of £1,600 was previously awarded towards the free STEPS counselling service for 16-25 year olds during 2018/19. Taking into account the consultee comments which state that there is an increasing need to support young people with mental health needs and the service is aligned with the Early Help offer for young people in Woking, it is felt that the application should be supported.</p> <p>Given the ongoing financial constraints on the Community Grants Scheme, it is recommended that the Council make a contribution of £5,000 towards the STEPS counselling service, noting that the staff</p>

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costs equate to circa £8,500. In addition, the Trust is recommended to consider whether clients who are able to should make a contribution towards the cost of the service received.

REPORT ENDS