

HOME-START RUNNYMEDE AND WOKING – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>Home-Start Runnymede and Woking offers support, friendship and practical help to families in their own homes who are under stress, with at least one child under the age of 5, helping to prevent family crisis and breakdown in the Borough. Based in Walton Road, Woking, the Group's main aim is to prevent existing difficulties from developing into more serious situations which may require the intervention of statutory services, and to give young children the best possible start in life.</p> <p>Home-Start Runnymede and Woking has applied for revenue funding of £7,500 in 2018/19 to pay for ten additional co-ordinator hours each week, enabling the service to recruit, train and support ten new volunteers who will provide a home-visiting service to ten new Woking families.</p> <p>The work of the Group supports those families experiencing difficulties, whatever the cause, with a view to assisting them through the worst times to avoid family breakdown. It is proposed that the Council again supports the Group in the coming year and that funding should be continued for 2018/19 at the same level of £7,500, as provided over the past five years.</p>	

Recommendations	
Reasons for Decision	To support the service of Home-Start Runnymede and Woking for families in most need of assistance residing with the Borough of Woking.
Legal Authority	S142 Local Government Act 1972 S111 Local Government Act 1972
The Executive is requested to:	RESOLVE That a grant of £7,500 be awarded to provide additional support to families in Woking.
Conditions	<p>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 for other years may also be required.</p> <p>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.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p>Payments. Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p>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</p>

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	<p>before the end of the award year.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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).
Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users in the past quarter.</p> <p>Enquiries. The Organisation to provide a breakdown of the enquiries received 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 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that</p>

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contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. 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.

The Executive has authority to determine the above recommendations.

Background Papers:

2018/19 Application Form.

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1.0 Summary of Application	
1.1 Status and Aims	<p>Home-Start Woking was founded in 1994. On 1st January 2015 the Group merged with Home-Start Runnymede to form Home-Start Runnymede and Woking.</p> <p>The Charity's aim is to offer free confidential support, friendship and practical help to families with at least one child under five who are experiencing difficulties and struggling to cope with the challenges of parenting. The staff assess each family's individual needs and assign an appropriately skilled and experienced volunteer.</p> <p>All volunteers are parents and undergo a high-quality training course and receive continuing support from staff. A volunteer will visit the family once a week in their own home for up to a year and will work co-operatively to enable their family to cope with the demands of being a parent, to develop resilience and independence in the family and prevent the need for intervention by statutory services.</p>
1.2 Employees	4 comprising the Scheme Manager (25 hours per week), two coordinators (working a combined total of 50 hours per week) and an administrator (25 hours per week).
1.3 Volunteers	<p>61 volunteers, including eight trustees responsible for governance. Volunteers are trained to provide home-visiting support for parents with at least one child under five through a six week training programme.</p> <p>Families need support and practical help for a variety of reasons including family breakdown, illness or disability, domestic violence, multiple births, bereavement, isolation or a combination of factors. Volunteers provide support in the home and accompany families to a range of appointments with professionals and help them to access services on a regular basis including Children's Centres. The support given is non-judgmental, confidential and aims to increase the confidence and self-esteem of the family, developing their independence and improving their ability to cope.</p>
1.4 Clients/Users	85. During 2016-17 the Group increased the number of families with young children living in Woking who are supported by a home-visiting volunteer to 65. As the number of home-visited families has increased, the Group has been able to reduce the number of families who receive only occasional support. Across the scheme as a whole, in 2016/2017, Home-Start received an increased number of referrals from vulnerable families including those on Child in Need and Child Protection plans. High numbers continue to be received of referrals from families with Domestic Abuse issues and those receiving multi-agency support.
1.5 Members	8
1.6 Sum Requested	£7,500 (Revenue)
1.7 Project	Salary costs of the Co-ordinator.
1.8 Cost breakdown:	The grant will fund 10 Co-ordinator hours per week, enabling Home-Start Runnymede and Woking to provide a home-visiting service to 10

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	<p>Woking families including approximately 20 to 25 children. The calculation is as follows:</p> <p>Co-ordinator NJC Scale point 26 is £23,983, pro-rata for 10 hours per week = £6,482</p> <p>+ employer's NI contributions = £453</p> <p>+ workplace pension (5%) = £327</p> <p>= £7,261</p> <p>The sum requested also reflects travel expenses and pay rises according to the NJC Agreements.</p> <p>The new grant would be used to continue to fund co-ordinator hours thereby ensuring that the Group is able to support the same number of families and volunteers in Woking in 2018/19. Without the funding the Group would have to reduce staff hours, would be unable to recruit, train and support the same number of volunteers and in turn would be unable to provide the same level of service to families in Woking who need support.</p>
1.9 Community Benefit	<p>Apart from the direct benefit felt by parents and children assisted through Home-Start, the local community will experience indirect benefits:</p> <ul style="list-style-type: none">- The dependence on statutory services can be reduced if the Group assists families that would otherwise need their help. In more serious cases, Home-Start Runnymede and Woking can signpost families to other, specialist charities (e.g. substance abuse, domestic violence).- Volunteers trained through the scheme can take their new skills elsewhere in the longer term, benefiting the local labour market (social care sector).

2.0 Financial Background

2.1 Budget	<p>At the time of the application, the Group held £78,098 in the bank. This sum is held to cover:</p> <ul style="list-style-type: none">o Six months expenditureo All outstanding liabilities at the end of the yearo All necessary termination costs in the event of closure, ando £12,226 potential liability to the Pensions Trust. <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £103,087 against an anticipated expenditure of £101,398, resulting in an anticipated surplus/deficit of £1,689.</p> <p>Anticipated income includes:</p> <ul style="list-style-type: none">o Home-Start Surrey - £55,000o Children in Need - £22,587o Fundraising - £11,000 <p>Items of expenditure include:</p>
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	<ul style="list-style-type: none"> ○ Salaries, NI and Pensions - £78,674 ○ Office Rent - £7,500 ○ Staff expenses - £2,750 ○ Volunteer expenses - £2,750
2.2 Accounts	The Group has submitted accounts for 2016/17 which show an income of £84,414 (£99,491 in 2015/16) against expenditure of £87,725 (£79,094 in 2015/16), resulting in a deficit of £3,311 (a surplus of £20,397 in 2015/16). The sum of £59,578 was carried forward at the end of the 2016/17 year.
2.3 Support over the past five years	2017/18 – £7,500 2016/17 – £7,500 2015/16 – £7,500 2014/15 – £7,500 2013/14 – £7,500

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 	Yes Yes No Yes Yes Yes Yes Yes No Yes N/A Yes
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>Home-Start is a well-established charity which supports many families with pre-school aged children in Woking. The Charity has requested £7,500 to enable the continued oversight of a volunteer co-ordinator for Woking families, enabling 10 families in one year to have regular support from a Home-Start volunteer.</p> <p>Home-Start is well known to services that provide Early Help to families and is able to work with families according their needs in their home environments. Volunteers are provided with robust training and co-ordinators engage with wider support processes such as multi-agency meetings which enables them to work in partnership with other professionals. The Family Support Programme in Woking Borough Council refers many families to Home-Start and the provision is much valued by staff and residents.</p>	

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3.3 Assessment

Home-Start Runnymede and Woking aims to offer free confidential support, friendship and practical help to families with at least one child under five who are experiencing difficulties and struggling to cope with the challenges of parenting. Reasons for referral include isolation, family breakdown, illness, disability, bereavement, multiple births, housing issues and financial hardship. 80 referrals were made in Woking in 2016/17, with high numbers from families with domestic abuse issues and those receiving multi-agency support (including from the Woking Borough Family Support Programme).

Following a referral, the Group's staff assess each family's individual needs and assign an appropriately skilled and experienced volunteer. The current trend is that Home-Start Runnymede and Woking is increasing the number of home visits, reducing emphasis on occasional support.

The applicant has indicated that consistent and frequent help empowers families manage better and enables them to eventually become self-sufficient. On this basis the Group's work can reduce dependence on statutory agencies in Woking, and if the issues encountered are more serious, signpost to specialist charities (e.g. in cases of substance abuse, domestic violence). The work undertaken represents a high quality and cost effective service to vulnerable families in Woking.

The applicant has advised that a reduction in funding from Woking Borough Council would lead to a reduction in its staff hours and in turn reduce the level of service to families. To-date, the grant has maintained the level of support to families and reduced waiting times, and will continue to do so if funding is continued. Aside from the Borough Council's grant, the Group has received funding of £22,587 from Children in Need and £7,000 from The Henry Smith Charity for the coming year. It has also applied for £4,000 from the Surrey Community Foundation.

The work of the Group continues to support those families experiencing difficulties, whatever the cause, with a view to assisting them through the worst times to avoid family breakdown.

It is proposed that the Council again supports the Group in the coming year and that funding should be continued at the same level of £7,500, as provided over the past five years.

REPORT ENDS