

SURREY CARE TRUST – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life.</p> <p>The Charity enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The organisation nurtures skills for life, work and learning which creates a brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild confidence.</p> <p>The Charity has submitted an application for revenue funding of £1,600 for the coming year. The grant will be used to run the free STEPS Youth Counselling service in Woking specifically to help support cost of employing the Counselling assessor/supervisor who is a lynchpin of the service. The service is available to those aged 16 to 25.</p> <p>The Borough Council recognises the importance and benefit of the services offered by Surrey Care Trust and the recommendation is that a grant of £1,600 be awarded for the financial year 2018/19.</p>	

Recommendations	
Reasons for Decision	To enable Surrey Care Trust to continue to run the STEPS Youth Counselling service free of charge to 16 to 25 year olds in Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	RESOLVE That a grant of £1,600 be awarded towards the free STEPS Youth Counselling service 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. 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 before the end of the award year.</p>

Surrey Care Trust – Application For Financial Assistance

	<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>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 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 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</p>

Surrey Care Trust – Application For Financial Assistance

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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Surrey Care Trust – Application For Financial Assistance

Surrey Care Trust – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>Established in 1982, Surrey Care Trust provides learning, training and mentoring to support young people and adults in improving their chances in life.</p> <p>The Group enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The organisation nurtures skills for life, work and learning which creates brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild confidence. Not only do individuals benefit personally from the work that Surrey Care Trust undertakes, but the Group believes that the wider community also gains when people are better equipped to make a positive contribution to society.</p>
1.2 Employees	36, comprising the Chief Executive (4 days per week), the Deputy Chief Executive (4.5 days per week), Central Support staff (Financial Administrator / PA to Chief Executive / HR Officer / Senior Fundraiser / Fundraiser - Data Protection Officer / Events Officer / Marketing Officer – all part time), eight Adult learning, mentoring and quality (3 days per week), five STEPS learning centre (5 days per week term time) and six Stanwell Children’s Centre (5 days per week).
1.3 Volunteers	254, whose activities include Mentoring, Counselling STEPS learning centre, admin, fundraising events, activities on the Swingbridge boats.
1.4 Clients/Users	<p>3,700, comprising:</p> <ul style="list-style-type: none"> 1,850 male 1,850 female 200 disabled 555 ethnic minority 250 resident in Woking 670 aged 0-5 200 aged 5-10 250 aged 11-18 1,960 aged 19-65 600 aged 65+
1.5 Members	None.
1.6 Sum Requested	£1,600 (Revenue)
1.7 Project	The grant would be used to run the free STEPS Youth Counselling service in Woking specifically to help support cost of employing the Counselling assessor/supervisor who is a lynchpin of the service. The service is for 16 to 25 year olds. The organisation offers extended counselling where it is needed. The service and the work of the

Surrey Care Trust – Application For Financial Assistance

	<p>assessor/supervisor is now being managed by one of the Surrey Care Trust's mentoring team, who is a trained counsellor, with admin support.</p>
<p>1.8 Cost breakdown:</p>	<p>Assessor/Supervisor £3,263 Staffing, management and admin £5,916 Staff travel 3110 Volunteer Training £100 DBS checks £50 Volunteer Expenses £1,320 Publicity £312 Telephone £454 Total £11,525</p>
<p>1.9 Community Benefit</p>	<p>Surrey Care Trust works with young people whose emotional distress is limiting their ability to engage fully in the present and prepare for a fulfilling future. The presenting issues and background issues are varied but anxiety or depression is often cited as a summary of a client's problems. Anxiety is a constant factor for young people supported by the Charity, affecting everyday life in all kinds of ways from the immediate impacts of coping with life now to the longer term issues of completing education and being able to sustain employment.</p> <p>Young people will benefit by feeling supported and valued, less helpless and able to live more positively and fully.</p> <p>Providing free counselling, with the aim of offering the first session within four weeks, gives young people the opportunity to speak and be listened to about their troubled feelings. This in itself can make them feel supported and valued.</p>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £99,500 in the bank. The sum of £5,000 is reserved for depreciation of the minibus and the Swingbridge canal boat.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £1,277,000 against an anticipated expenditure of £1,249,000, resulting in an anticipated surplus of £29,000.</p> <p>Anticipated income includes statutory income of £947,000 and voluntary income of £330,000. Items of expenditure include Children's Centre (£240,000), STEPS to 16 Woking (£189,000), mentoring (£250,000), Swingbridge (£50,000), adult learning (£90,000); counselling (£14,000). parenting (£141,000) and PHT (£92,000).</p>
<p>2.2 Accounts</p>	<p>The Group has submitted accounts for 2016/17 which show an income of £981,336 (£792,856 in 2015/16) against expenditure of £939,992 (£859,053 in 2015/16), resulting in a surplus of £41,344 (a deficit of £66,197 in 2015/16). The sum of £102,523 was carried forward at the end of the 2016/17 year.</p>

Surrey Care Trust – Application For Financial Assistance

2.3 Support over the past five years	<p>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>
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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>Officer Comment</u></p> <p>The proposed use of this grant application by Surrey Care Trust to run free youth counselling is particularly welcomed since it not only supports the Borough's Integrated Youth Strategy but delivers against the Borough's Health and Wellbeing Plan priorities. Offering support to young people aged 16-25 years will help individuals feel less helpless and more supported and valued thus enabling them to live life more positively and fully.</p> <p>I would be supportive of their application.</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.</p> <p>The Group enables people to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances. The Organisation nurtures skills for life, work and learning which creates brighter future. Setbacks in life such as illness, addiction, family breakdown and unemployment can also leave people facing hardship and needing to learn new skills and rebuild</p>	

Surrey Care Trust – Application For Financial Assistance

confidence. Not only do individuals benefit personally from the work that Surrey Care Trust undertakes, but the Group believes that the wider community also gains when people are better equipped to make a positive contribution to society.

Surrey Care Trust is working with young people whose emotional distress is limiting their ability to engage fully in the present and prepare for a fulfilling future. The presenting issues and background issues are varied but anxiety or depression is often cited as a summary of a client's problems. Anxiety is a constant factor for young people we work with, affecting everyday life in all kinds of ways from the immediate impacts of coping with life now to the longer term issues of completing education and being able to sustain employment.

Young people will benefit by feeling supported and valued, less helpless and able to live more positively and fully.

Providing free counselling, with the aim of offering the first session within four weeks, gives young people the opportunity to speak and be listened to about their troubled feelings. This in itself can make them feel supported and valued.

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.

The Borough Council recognises the importance and benefit of the services offered by Surrey Care Trust; as is noted in the Officer comments, the proposed project not only supports the Borough's Integrated Youth Strategy but delivers against the Borough's Health and Wellbeing Plan priorities. Accordingly, it is recommended that the application is supported and a grant of £1,600 be awarded for the coming financial year.

REPORT ENDS