

THE COUNSELLING PARTNERSHIP – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>The Counselling Partnership is a mental health charity which provides face to face therapy to anyone who needs it, offering a subsidised service for those who are on low incomes. The Charity supply up to one year of talking therapy to assist with issues such as relationship issues, bereavement, depression, domestic abuse and carers' issues.</p> <p>The Partnership relies on donations and one off grants, fundraising, donations and client contributions in order to continue to provide subsidised therapy to those on low incomes.</p> <p>In the last 18 months, including the financial year 2017-2018 a total of 1500 counselling sessions were held, of these 220 relate to residents of Woking Borough.</p> <p>The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator. The salary costs of a part-time administrator for 25 hours per week are estimated to be £17,049 per annum. Woking's part funding of the post is based on a budget of 20% of all enquiries received per annum from residents living in Woking. The administrator is essential to the charity and is for client's first contact with The Counselling Partnership's services. The role includes being the first point of contact for people in distress requesting one to one counselling, booking clients in for their initial assessment and subsequent talking therapy sessions.</p> <p>It is proposed that funding be awarded at the same level as 2017/18 to contribute towards the salary costs of a part time administrator, equating to the sum of £3,000 for 2018/19.</p>	

Recommendations	
Reasons for Decision	To enable the Counselling Partnership to continue their work within the Borough of Woking.
Legal Authority	S142 Local Government Act 1972
The Executive is requested to:	RESOLVE That funding of £3,000 be agreed towards the costs of services for Woking residents.
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>

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	<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> <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 2018-2019 does not imply that a similar application in 2019-2020 would be supported. In particular, it is emphasised that the Council is unlikely to be in a</p>

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position to award any sums above the 2018/19 levels.

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 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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Date Published:

6 December 2017

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1.0 Summary of Application	
1.1 Status and Aims	<p>The Counselling Partnership is a mental health charity which has been operating for fifteen years and prides itself on providing high quality fact to face therapy, regardless of financial circumstances with the aim to help improve mental wellbeing with the North surrey community. Many vulnerable clients who come to the charity include people in abusive relationships, have limited financial means and can not afford one to one therapy in the private sector.</p> <p>The key objectives are to:</p> <ul style="list-style-type: none"> ○ Promote the Charity's work across North Surrey where there are known pockets of deprivation or adults over the age of 17 who are on low incomes. ○ Provide one to one talking therapy to those who otherwise could not afford it ○ Provide good quality supervision/mentoring to train and support volunteer counsellors who in turn serve the clients ○ Develop partnerships with local voluntary services, including Carer support groups and Victim Support Surrey, to maximise their reach within the community.
1.2 Employees	2 x employees comprising the Office Administrator (25 hours per week) and the Clinical Service Manager (17 hours per week).
1.3 Volunteers	<p>29 x Volunteers, whose activities include:</p> <p>Trustees – 9 volunteers</p> <p>Counsellors – 19 volunteers</p> <p>Office Assistant – 1 volunteer</p>
1.4 Clients/Users	<p>36, comprising:</p> <p>13 male</p> <p>23 female</p> <p>0 disabled</p> <p>1 ethnic minority</p> <p>36 resident in Woking</p> <p>0 aged 0-5</p> <p>0 aged 5-10</p> <p>1 aged 11-18</p> <p>24 aged 19-65</p> <p>2 aged 65+</p> <p>9 age not disclosed</p>
1.5 Members	None.

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1.6 Sum Requested	£3,400 (Revenue)
1.7 Project	<p>The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator.</p> <p>The administrator is the first point of contact for people in distress requesting one to one counselling, booking clients in for their initial assessment and subsequent talking therapy sessions, ensuring all client paperwork is completed correctly, liaising with the charity's volunteer counsellors and their supervisors, providing administrative support to the Clinical Services Manager, liaising with local partner organisations, arranging suitable venues so that confidential counselling can take place and collating office statistics.</p>
1.8 Cost breakdown:	<p>Administration Officer salary (25 hours per week)</p> <p>Net Pay: £14,638 PAYE: £1,044 NIC: £1,049 Pension: £318 - includes both employee and employer contributions Total: £17,049</p>
1.9 Community Benefit	<p>The charity will use the fund to benefit vulnerable people with Woking to address stressful personal issues. This will include:</p> <ul style="list-style-type: none"> - positive changes to people's mental health and well being; - positive impact on families, friends and children through the work of the charity with young people from the age of 17 years as well as older clients and carers; - improved outlook and attitudes through long term counselling to 'move on with their lives' and understand how to cope with future events; and - improved social interaction through the counselling sessions by building confidence and developing a greater sense of autonomy and self esteem. <p>During the last 18 months the charity has offered over 1500 counselling sessions to people in need of help with a total of 220 provided to Woking residents. The aim of the charity is to improve these numbers year on year.</p>

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £47,984 in the bank. The sum of £30,000 is held as reserves. £7,685 is restricted grant funding. The remaining £10,299 is required for the day to day running of the office and payment for the supervisors.</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £60,228 against an anticipated expenditure of £64,174, resulting in an anticipated deficit of £3,946.</p> <p>Anticipated income includes donations (£40,148), local community grants and contributions (£15,000), Gift Aid (£5,000), and bank interest (£80).</p>

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	Items of expenditure include salaries (£21,024), supervision (£9,000), venue hire (£3,500), clinical services (£18,400), Walton Charity Office Support (£2,500), fundraising expenses (£2,500), IT and telephone (£2,350), postage and stationery (£1,600), office sundries (£2,700) and insurance (£600).
2.2 Accounts	The Group has submitted accounts for 2016-2017 which show an income of £126,501 (£137,017 in 2015-2016) against expenditure of £115,853 (£124,898 in 2015-2016), resulting in a surplus of £10,648 (a surplus of £12,119 in 2015-2016). The sum of £54,760 was carried forward at the end of the 2016-2017 year.
2.3 Support over the past five years	2017/18 – £3,000 towards the cost of services within Woking 2016/17 – £3,000 towards the cost of services within Woking 2015/16 – £3,000 towards the cost of services within Woking 2014/15 – £3,000 towards the cost of services within Woking 2013/14 – £3,000 towards the cost of services within Woking

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 	<ul style="list-style-type: none"> Yes Yes No Yes Yes Yes Yes No No Yes N/A No
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The Counselling Partnership clearly has an important part to play in helping to improve life outcomes for many and from the information provided it is clear that the service is of particular value for those who require immediate counselling. It is however a sad indictment on our society that the number of referrals from Woking residents continue to grow steadily year on year.</p> <p>I am particularly pleased to see the continued development of their service and that increasing efforts have been made by the Applicant to work with local groups including those that work with some of the most vulnerable persons in our community.</p> <p>I am supportive of this application at the same level of funding as in previous years, noting that the funding level is proportionate to the numbers of clients from Woking.</p>	

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3.3 Assessment

The Counselling Partnership is a mental health charity which provides face to face therapy to anyone who needs it, offering a subsidised service for those who are on low incomes. The Charity supplies up to one year of talking therapy to assist with issues such as relationship issues, bereavement, depression, domestic abuse and carers' issues.

The Partnerships relies on donations and one off grants, fundraising, donations and client contributions in order to continue to provide subsidised therapy to those on low incomes.

In the last 18 months, including the financial year 2017-2018 a total of 1500 counselling sessions were held, of these 220 relate to residents of Woking Borough.

The Counselling Partnership has requested funding of £3,400 in 2018-2019 to part fund the salary of the Charity's administrator. The Gross salary costs of a part-time administrator for 25 hours per week are estimated to be £17,049 per annum. Woking's part funding of the post is based on a budget of 20% of all enquiries received per annum from residents living in Woking.

It is proposed that funding be awarded at the same level as 2017/018 to contribute towards the salary costs of a part time administrator, equating to the sum of £3,000 for 2018/19.

REPORT ENDS