

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 supplies up to one year of talking therapy to assist with matters such as relationship issues, bereavement, depression, domestic abuse and carers' issues.</p> <p>The Partnership relies on donations, one off grants, fundraising and client contributions in order to continue to provide subsidised therapy to those on low incomes. In the financial year 2017-2018 a total of 1,200 counselling sessions were held. For those living in Woking, the number of clients referred to the Charity equated to 24, with 11 receiving counselling courses totalling 107 sessions and the full allocation of the grant being used.</p> <p>The Counselling Partnership has requested funding of £5,000 in 2019/20 to contribute towards the salary of the Charity's Administrator and Clinical Services Manager. The amount requested represents an increase of £2,000 on the current year's level of support – the Council has to-date provided annual funding of £3,000.</p> <p>It is proposed that the Council continues its support of the Partnership. However, it is recommended that the level of funding is kept at the 2018/19 level of £3,000.</p>	

Recommendations	
The Executive is requested to:	RESOLVE That funding of £3,000 be agreed towards the salary costs of the part-time Administrator and Clinical Services Manager.
Reason for Decision	To enable the Counselling Partnership to continue their work within the Borough of Woking.
Legal Authority	S142 Local Government Act 1972
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 annual 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</p>

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	<p>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 year.</p> <p>Enquiries. The Organisation to provide a breakdown of the enquiries received during the last year.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last year.</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 2019/20 does not imply that a similar application in 2020/21 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 2019/20 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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:

2019/20 Application Form.

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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 nineteen 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	<p>2, comprising the Office Administrator (25 hours per week) and the Clinical Service Manager (21 hours per week).</p> <p>The Administrator is the first point of contact for people in distress who would benefit from counselling. Tasks also include day to day office management such as dealing with client bookings, arranging training and recruitment events and venues, management of non-clinical volunteers and production of analytical and financial information.</p> <p>The role of the Clinical Service Manager includes recruitment of volunteer counsellors, counsellor supervision and initial client assessments.</p>
1.3 Volunteers	<p>28.</p> <p>Three volunteers assist with non-clinical office work supporting the Administrator and six volunteers are Trustees. The remaining 19 volunteers are counsellors who have completed post graduate training course to provide one to one counselling for clients for up to three sessions per week. The counsellors are supervised in accordance with the requirements of the British Association of Counselling to which the Group is accredited.</p>
1.4 Clients/Users	<p>349, comprising:</p> <ul style="list-style-type: none"> 89 male 260 female 8 disabled 16 ethnic minority 48 resident in Woking 349 aged 19-65.

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	No charge is levied to the users although donations are requested from those who would be able to make a contribution. A counselling centre is held in Maybury for three hours, three times per week.
1.5 Members	28, comprising: 6 male 22 female 6 ethnic minority 2 resident in Woking 28 aged 19-65
1.6 Sum Requested	£5,000 (Revenue)
1.7 Project	The Counselling Partnership has requested revenue funding of £5,000 to part fund the salary of the Charity's Administrator and Clinical Services Manager. The combined annual cost is £37,080.
1.8 Cost breakdown:	Administration Officer salary (25 hours per week) Gross Salary – Administrator: £17,238 Gross Salary – Clinical Services Manager: £19,094 Pension: £748 (includes both employee and employer contributions) The Charities latest estimate is that the cost of one counselling session is £46, therefore £5,000 would provide 108 fully funded sessions to Woking residents.
1.9 Community Benefit	The Charity will use the grant to benefit vulnerable people in Woking to address stressful personal issues. This would include the following community benefits: <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 2017/18 the Group delivered more than 1,200 counselling sessions to people in need of help. The aim of the Charity is to improve this number year on year, with a capacity currently of 2,000 sessions. Approximately 15-20% of referrals come from within Woking and the Group has linked with organisations such as Woking Carers and Cornerhouse.</p>

2.0 Financial Background	
2.1 Budget	At the time of the application, the Group held £50,000 in the bank. The sum of £40,000 is reserved for the running of the Charity for six

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	<p>months in the event that funding difficulties were incurred.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £61,925 against an anticipated expenditure of £62,287, resulting in an anticipated surplus of £362.</p> <p>Anticipated income includes client contributions (£28,341), counsellor fees (£4,800), fundraising (£5,350), donations (£600), grants (£17,750) interest (£84) and Gift Aid (£5,000). Items of expenditure include office & admin (£45,576), training (£11,420), Fundraising (£1,500), advertising (£2,577), legal and professional costs (£1,214).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £116,705 against expenditure of £119,091, resulting in a deficit of £2,386. The sum of £52,374 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	<p>2018/19 – £3,000 towards the cost of services within Woking 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</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>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Counselling Partnership is a mental health charity with sites in Walton, Cobham and Woking which provides face to face therapy to anyone who needs it. A subsidised service is provided 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.</p> <p>14% of clients access the services at the Maybury Centre in Woking.</p> <p>The Counselling Partnership has requested a Revenue Grant of £5,000 to partially fund the Administrator and Clinical Services</p>	

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	<p>Manager posts (annual cost of £37,080). The Partnership has stated that the pro-rata cost for these roles is £5,191.</p> <p>I would suggest that funding remain at the same level as last year and £3,000 be awarded to support The Counselling Partnership.</p>
3.3 Assessment	<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 supplies 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 financial year 2017-2018 a total of 1200 counselling sessions held. The Counselling Partnership has requested funding of £3,000 in 2019-2020 to part fund salary costs. The salary of the part-time administrator for 25 hours per week is estimated to be £17,049 per annum. Woking's part funding of the post has previously been based on a budget of 20% of all enquiries received per annum from residents living in Woking.</p> <p>For those living in Woking, the number of clients referred to the Charity equated to 24, with 11 receiving counselling courses totalling 107 sessions and the full allocation of the grant being used.</p> <p>It is proposed that funding be awarded at the same level as 2018/19 to contribute towards the salary costs, equating to the sum of £3,000 for 2019/20.</p>

REPORT ENDS