

**WOUGHTON COMMUNITY COUNCIL**

**Services & Communities Committee**

**Monday 29<sup>th</sup> June 2020**

**PURPOSE OF REPORT:**

To update committee on a grant application from Tinker Bridge Residents Association and propose a wider decision.

**RECOMMENDATION:**

- 1. That the committee notes the report.**
- 2. That the committee agrees to:**
  - a. Funding in principle for TBRA for a post CV19 celebration, to a limit of £300.**
  - b. Funding in principle for all local RA's for post CV19 celebrations**
    - i. On a 'cost per resident' basis**
    - ii. On a '£300 per estate' basis**
    - iii. To a total across the parish of £3000, with a 'cut off' for applications.**

**MAIN ISSUES AND CONSIDERATIONS:**

Tinkers Bridge Residents Association have had an information discussion with the Council Manager regarding a 'celebration' to take place at the end of the current restrictions relating to the CV-19 pandemic. As a result of this, they have submitted an application for an 'in principle' decision regarding funding towards this.

There have been discussions with a number of councillors over the past months regarding this idea and as such, the Council Manager has expanded the scope of the TBRA application to include all Resident Associations within the parish, enable a more effective planning and budgeting process and enabling a decision to be made that is fair and equitable for ALL within the locale.

It is also likely that there will be extremely limited scope for any large gatherings, especially indoors, during the current calendar (and probably financial) year. Given this, agreeing funding at this stage also enables people to plan ahead and reduces the impact on grant funding during the 2021/22 financial year, where significant financial impacts are likely to be felt.

It is also likely that WCC will want to hold some sort of celebration which can be funded via the Events budget, with no impact on the grant pot.

The decision to make is whether this should be viewed as a simple application from one RA (in which case it is hard to quantify, given the 'in principle' nature of the

application) or, as recommended above, an agreement is reached to provide support to all for a post CV19 celebration.

**FINANCIAL IMPLICATIONS:**

We currently have spent nothing from this year's grants fund – there is £14,500 remaining. We are also likely to have a 'refund' from some of last years spending, as awards for trips were made with those trips now not happening.

**STAFFING IMPLICATIONS:**

None.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

Tinkers Bridge Residents Association Communities & Environment Fund Application.

**AUTHOR**

Steve McNay – Council Manager



## Woughton Community Council Communities and Environment Fund

Name of organisation Tinkers Bridge Residents' Association

Date of Application 15.06.2020

Status of organisation

Charity

Company Limited by Guarantee

Registered charity number

Company number

Other (please state): Residents' Association

Address

Telephone Number

Email address

Website <http://tinkersbridge.org.uk>

Contact Name Sheila Taylor

Position On behalf of Grants sub-group of TBRA  
(someone who has full knowledge of this application)

Address (if different from above)  
As above

Telephone Number  
As above

What are the aims and objectives of your organisation?

In summary, TBRA exists to:

- Improve Tinkers Bridge, including housing, environment, facilities, community spirit, way of life and services for all residents including council tenants
- Respect and support the residents of the area and to help solve any problems which may affect Tinkers Bridge.
- Represent the interests of residents and put forward the collective viewpoint following active consultation.
- Enhance the quality of life on Tinkers Bridge
- Sign post residents in the right direction for their issues

**Amount requested:** Up to £500

What do you require the grant for?

We are planning one or more summer activities or events to enable our community to come together in the current emergency, either by having a socially distanced event, such as a picnic with games for children, or by planning something for when restrictions are relaxed. We hope that, by accessing an "in principle" grant, we will be able to involve the whole community in deciding how best to benefit our residents.

How have you identified a need for the project?

Through consultation on our Action Plan, which shows that residents value activities which promote good relationships in the community. Families tell us they find the long summer holidays difficult, especially when they cannot afford expensive holidays and day trips. This problem is much greater now that schools are closed. In previous years, a seaside coach trip has been very popular, and we are very grateful to WCC for making this possible by grant funding part of the coach cost. At our AGM in February 2020, residents told us that they wished to do this again this year, but it seems unlikely that a trip of this sort will be feasible before September.

How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area?

Families will have an enjoyable activity to break up the long summer holidays. It will provide a fun experience; it will help people to get to know each other in a relaxing environment. It will also engage residents with the Action Plan.

A scheduled activity in period when schools are closed breaks up the duration of closure. It gives residents a point of common interest, helping relationships to be built. It allows some who otherwise would tend to simply stay at home to become more active and involved. It will broaden horizons.

It is hoped there will be a resulting reduction in anti-social activities on the estate.

What are the consequences of not undertaking this project?

We would miss an opportunity to achieve the benefits of the project.

When will the project/ activity start and finish?

To be confirmed

Who will benefit from the grant?

Children (0-11yrs)  
Involved adults

Young People (12 – 18yrs)

How many beneficiaries of the project/activity reside or work in the Woughton Parish area? How have you come to this conclusion?

All of the beneficiaries live in the Woughton Parish area



Have you made an application to other funders for this project/activity? Or do you intend to? If so please tell us who they are, how much you have requested and when you expect a response.

FUNDER	AMOUNT REQUESTED	AMOUNT AWARDED	RESPONSE DATE

How will you know if the project has been successful?

We will seek feedback on social media and our website, in our monthly newsletter and in meetings and future consultations.

Please provide details of 2 **independent** referee's (this cannot be someone that is related to the applicant or living in the same property) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name John Orr

Address

Telephone number

Name Rosemary Englander

Address

Telephone number

Have you contacted an Officer and/or a Woughton Community Councillor regarding this application?

- Community Officer
- Woughton Community Council Officer
- Woughton Community Councillor

If so who? I have been in correspondence with Steve McNay about this application.

In the event that your application is successful please state who the grant cheque should be made payable to. Tinkers Bridge Residents' Association

COMMITTEE

Chairperson John Orr Telephone

Treasurer Anthonia Lifu Telephone

Secretary Vacancy Telephone

I confirm that the information contained within this form is correct and that I have attached the required documents

Name Sheila Taylor Position On behalf of Grants sub-group

Signature Sheila Taylor Date 15 06 2020

**Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the Grant has benefited the local community.**

By returning this form you will have given permission under the Data Protection Act 1998 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information.

Please return the completed application form and supporting documents to:

Community Services Manager

Woughton Community Council Hub  
Local Centre  
Garraways Coffee  
Hall Milton Keynes  
MK6 5EG

Woughton Community Council –  
Community Officer -

Checklist - In order for you application to be considered, the following documents are required  
**Please note if you have already applied in this financial year and we have the following documentation, we will only require a copy of your current bank statement**  
**Please tick:**

- Fully completed application form
- Evidence of cost (quotations)
- Audited accounts if your group is **more** than one year old or project/activity budget if group is **less** than one year old
- Signed copy of constitution or rules
- Equal Opportunities Policy or statement
- Child Protection Policy – please forward if your group works with children and young people under the age of 18
- A copy of current / latest bank statement
- A copy of the groups meeting minutes agreeing your application submission

I have read the terms and conditions as stated within the Communities and Environment Fund Guidance notes and agree to abide by these should the application be successful

Name Sheila Taylor

Signature Sheila Taylor



**WOUGHTON COMMUNITY COUNCIL**

**Services & Communities Committee**

**Monday 29<sup>th</sup> June 2020**

**PURPOSE OF REPORT:**

To update Services Committee on this years' Service plan and projects.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

**Wellbeing room** - the wellbeing room closed in mid-March, as part of the general shutdown of the Council offices. Since then, most wellbeing activities have been taken online, mainly through our Facebook page, with a schedule of links to activities. We are providing regular telephone support to residents and have been able to resolve many issues that were being faced by vulnerable people. We are also running weekly Chatter and Natter groups via Zoom, to continue engagement with residents.

**Woughton Advice Service** – the advice service is operating remotely (from Northampton) and is able to provide the majority of its normal workload, with the exception so far of face to face work. We have the ability to carry out remote face to face calls with our Wellbeing Advice Officer using a laptop set up in the wellbeing room. So far, this has not been necessary. See attached WAS Report.

**Community Fridge** – the fridge closed in mid-March, and has moved to a delivery model, in conjunction with SOFEA, a local food charity. We have been operating a network that at it's peak has supplied over 140 parcels every week to all the estates on our parish. This has been achieved with the help of council Officers, Councillors, Residents Associations and the Woughton Ecumenical Partnership. At the end of May, we reached a significant milestone when we delivered our 1,000<sup>th</sup> parcel, to a resident who has lived on Tinkers Bridge since the estate was built. With the re-opening of non-essential shops and businesses from 15/06/20, we have been planning to re-open the Community Fridge (whilst maintaining social distancing guidelines) and reduce the food parcel deliveries. Our team is making regular face to face and telephone wellbeing checks to all the residents who have been receiving food, to advise that the parcels will be reduced for those that no longer need them, but that support will be available for those who do.

We are also receiving regular supplies of short-date chilled and frozen food from local BP/Marks & Spencer service stations, which are being distributed to residents on a daily basis.

**Community Development and Events** – With the Covid-19 lockdown in place, all community events (social gatherings) planned for March, April, May and June have been put on hold. The Beanhill Community Garden was started at the beginning of June adjacent to the Rainbow Park, using a “no dig” method to plant vegetables and wild flowers. This project is being run in collaboration with the Residents Association, Community Groups and Councillors, and will be part of the wider Beanhill In Bloom project, which was put on hold due to the Covid-19 situation.

We held an online Residents Association Forum on June 10<sup>th</sup>, to share the work that each group had been doing during lockdown, and look at using online platforms to facilitate Residents Association meetings, until such time that face to face meetings can be held again. We are exploring the options around broadcasting meetings live on social media channels, and recording meetings for publication at a later date.

**FINANCIAL IMPLICATIONS:**

Service plan budget.

**STAFFING IMPLICATIONS:**

Woughton Community Council Officers and volunteers.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

Woughton Advice Service Report up to End of May 2020.

**AUTHOR**

Sean Perry  
Community Services Manager

## **WOUGHTON ADVICE SERVICE REPORT – TO END OF MAY 2020**

### **Adjusting the Advice Service**

We have adapted as best we can to the circumstances, working with residents mainly over the phone and through emails. I have been keeping up to date with the guidance, and I schedule half an hour each day to look for changes to government regulations, policies, and local services. Benefits advice is the most common and there has been a lot of welcome changes and we hope to see more. We have had challenges, for instance some residents do not have a phone or wi-fi. We purchased a printer; postal supplies, and I have written to residents. A big part of the role is helping fill in forms, and we have been able to do some of this remotely through online forms. However, there has been a lot of signposting advice and guidance through telephone and email, for some residents this works well, often it is empowering to do it for yourself. Although, there are residents who need more support, and will struggle with forms. We are looking at ways to do face to face contact in a safe way and preparing for the eventual opening of the offices. In the meantime, we are considering opening computer access to residents, and we would be able to do face-to-face video calls. We are looking forward, planning for the future, and creatively thinking about what the service will look like in a years' time.

### **Advice in May**

Throughout May there was a lower number of advice enquiries, however this gave an opportunity to focus on some complex cases and help some particularly vulnerable people in the parish. We have not yet had financial outcomes for May; however, we have been supporting with longer term complex cases and we will see the outcomes further down the line.

We supported one resident, who is extremely vulnerable, to source filtered masks to go for their hospital appointment. We also helped the same resident with an environmental health issue and a housing repair, they have had contact with the MKC environmental health team. They also had a call from Mears ensuring that repairs will be done as soon as it is possible. This person was also suffering with a low mood, and with our encouragement, they have had telephone appointments with their GP and enquired with Mind about wellbeing calls. We have also advised on a PIP appeal, and we are waiting to hear back from them to help with a form.

We worked collaboratively with MKC adult social care and welfare rights workers to support a disabled resident who fled domestic abuse. This involved advice and guidance around universal credit; completing an online council tax reduction and housing benefit form with them over the phone; and advising on a PIP appeal. We have also advised on a housing issue and worked with MKC Adult Social Care to give consistent advice and ensure their housing needs are properly considered. Further, we have completed a referral to British Red Cross, who will offer support with an immigration issue once solicitor's surgeries are available.

We have also advised a resident on how to complete a PIP application, this was done over the phone and through email. We have worked with the Citizen's Advice Bureau to help a resident with their child benefit appeal, and once they have a tribunal date,

they can be referred to the free representation unit. For another resident, we completed a homelessness prevention team referral and will stay in contact to help the resident through the process. We gave telephone and email advice and guidance to a resident who was struggling with a housing issue, and they have emailed to let us know they have found a private rental.

### **Wellbeing-Mental Health Awareness Week**

We focused on what we could do online for Mental Health Awareness week and worked collaboratively with the youth team to increase mental health awareness in Woughton. We went with the theme of kindness and did a series of Facebook posts to promote kindness in Woughton. We helped to organise a Chatter and Natter video call, which went well, and we will continue to organise and promote these video calls. We are also going to enquire with other community groups to see if a video call would work for them, and how we might support them during lockdown.

**Ben Gregory**  
**Wellbeing Advice officer**

**WOUGHTON COMMUNITY COUNCIL**

**Services & Communities Committee**

**Monday 29<sup>th</sup> June 2020**

**PURPOSE OF REPORT:**

To update the committee on the impact of CV-19 on the Service Plan and review items that fall within the purview of this committee.

**RECOMMENDATION:**

1. That the committee notes the report.
2. That the committee agrees to the following recommendations regarding the specific elements relating to this committee oversight, namely:
  - a. MK Storehouse (presentation planned for this meeting – decision following this)
  - b. That the issues noted below are acceptable to the committee and that Council Manager and other officers are tasked with delivery and updates as necessary, with agreed updates on progress in September, December and within planning for 2021/22.

**MAIN ISSUES AND CONSIDERATIONS:**

Following the Coronavirus pandemic, the closure of WCC offices and buildings, shops, schools, etc. and the ongoing impact of the restrictions relating to the pandemic, the service plan that was agreed for delivery this year is in need of review to reflect this impact.

The service plan has 21 items on it, of which 10 sit within the Services Committee. Some are unaffected, some will need adjusting and some will not be met this year. Briefly, this breaks down as:

1 – Woughton on the Road. The trailer is up and running and the wrapping should happen, if somewhat later than anticipated. Usage will need to be managed more carefully (ensuring social distancing, etc.) and many of the larger events that were planned will NOT happen, so the trailer will not be used at these.

2 – Community Allotments. Transfer is progressing. Planning being considered. Big Lottery have halted ALL non-CV-19 funding for six months, so progress will be slowed by this. However, alternatives will be investigated, and work can start once land transfer is agreed and planning permission given. Proposal that we continue as far as possible with planning and engagement with local residents, continue to explore alternative funding options but accept less likely to be concluded this year.

6 – Increase the equipment library. Due to MKC refusing permission for additional storage, the 'hold' on the community growing space and the need to reduce

spending, we will replace broken but not increase the number of items this year. However, some new equipment already bought (e.g. carpet cleaner, power washer) so could include these within the overall scheme. Improvements to the publicity, booking system and website to take place.

8 – Resident Skills Development. No face-to-face training at the current time, but potential for some 'online' options. Options to be investigated and provided if appropriate, alongside further discussion with RA's around what is wanted / needed and plans in place for delivery as and when possible.

10 – Waste, recycling and the environment. Difficult currently and impact on summer plans likely. Building understanding, volunteer teams and similar restricted by situation, but work is continuing, nevertheless. Significant work to do to promote Woughton cleanliness.

12 – Community Development – continuing, but in a different way. Some good work started (e.g. Beanhill Comm Garden, online Res Association Forum) but restrictions limit significantly.

13 – Events. Some have taken place online, but most of the big ones will not happen. Decisions to be made regarding post CV19 'celebrations' and funding towards this, if appropriate. See other paper for discussion.

17 – Youth Council. Unlikely in 2020, but potential for early 2021 for new council year / new school year (either May or September). Work will start on planning with agreed consultant to enable quicker delivery once possible. Potential for some 'online' work in advance.

18 – CCTV. Decision to make on spend, given impact of CV19 on budgets. Further paper to be prepared looking at costs, options, bringing additional cameras from NRA, etc. into the equation and seeing what is possible.

19 – MK Storehouse. Decision to make on spend, given impact of CV19 on budgets. Hopeful of presentation at this meeting from Storehouse to clarify and support from some within the council is clear from Full Council meeting.

#### **FINANCIAL IMPLICATIONS:**

Discussed at Full Council and agreement reached that things would remain budgeted as agreed in January, with a review in September and ongoing monitoring.

#### **STAFFING IMPLICATIONS:**

None at the current time.

#### **OTHER IMPLICATIONS:**

None noted

**BACKGROUND PAPERS:**

FC 159/20 – Service plan paper to Full Council 15.06.2020

**AUTHOR**

Steve McNay – Council Manager

**WOUGHTON COMMUNITY COUNCIL**

**Services & Communities Committee**

**Monday 29<sup>th</sup> June 2020**

**PURPOSE OF REPORT:**

To update the committee on recovery / restart options for post Covid 19.

**RECOMMENDATION:**

1. That the committee notes the report
2. That the committee agrees priorities for restart
  - a. Re-opening of Hub Offices
  - b. Restarting of Community Fridge (with different approach)
  - c. Delivery of Play Rangers / Youth provision outdoors
  - d. External engagement via Trailer
  - e. Food provision for children over summer holidays
3. That there are further paper(s) provided looking more broadly at 'recovery' approaches for Full Council in September and then as and when necessary.

**MAIN ISSUES AND CONSIDERATIONS:**

As the country starts to move towards re-opening of services (where these have been stopped), planning has been taking place to start to do likewise within the council. Whilst safety remains the priority, with relaxations in the government guidance, we can begin to restart some services and options that have been 'on hold'. These may look different, have restricted attendance or access, provide an alternative approach but will aim to provide some of the support that has been absent over the past few months. This paper looks at the options, the resource implications and the benefits, alongside asking the committee for priorities if unable to deliver all within current staffing models.

Re-opening the Hub offices. Significant work has been undertaken to enable the offices to reopen, with signage, a 'one way' system, movement of desks, provision of foot operated door openers, hand sanitiser and similar to enable risk to be sufficiently managed. Our maintenance providers will be fitting equipment over the coming week, meaning that we will be in a position to re-open. The only outstanding issue is that of a Perspex screen for the reception desk, which is in the process of being sorted. *Anticipated date for re-opening; July 6<sup>th</sup>.*

Restarting the Community Fridge. This links to the Hub opening but provides additional challenges. Food collections from supermarkets, use of volunteers / Food Connect / etc. all mean that additional risk management is essential to protect officers. This is in hand and we are currently awaiting contact from Food Connect to find out what the next steps are for use of this service. However, we can start



collections using the existing van, time dependent (see below re: vehicle use) *if* this is considered a priority for the committee. It should also be noted that the fridge can be time consuming for officers – it is approximately a full-time demand (40 hours per week) with sessions, collections, weighing in, cleaning, etc. The fridge would have to be delivered in a very different way – no access to the building, but simply approaching a ‘desk’ at a doorway, looking at a list of what is available,

requesting items which would be put into a single use bag by whoever is staffing the fridge and then handed over to the resident. Social distancing would be needed for queuing (potentially around the building, which would take some management from a use of pavement viewpoint) and based on previous use, opening times would have to be extended to prevent large crowds gathering, potentially with bookable slots (although this would make it a considerably bigger ask). *Anticipated date for re-opening; July 13<sup>th</sup>*

Delivery of Play Rangers sessions. The Youth Manager has been looking at the potential for socially distanced sessions in outdoor spaces, using a variation of the ‘Play Rangers’ model, with ‘stations’ for activities that are limited to individuals within the same household. MKC have agreed that spaces can be painted onto the grass in open spaces to ensure social distance, and there are a range of activities that can be safely delivered using this model. The proposal is that over the summer holiday period, 4 weeks of sessions are delivered, with 6 sessions per week (each estate, with Two Halls Park covering both Coffee Hall and Leadenhall). This could be linked into the proposed delivery of trailer engagement sessions, which would be helpful from a staffing / resource viewpoint. There would be a need to use of a vehicle and potentially additional vehicles used to transport other staff members (due to social distancing). This could also enable previously planned ‘joint’ sessions with Simpson and Ashland PC, using space on Groveway that is accessible via underpass to TB, to continue. *Anticipated date for starting; July 20<sup>th</sup>*

Community Engagement – use of Trailer / Gazebos. The trailer has been refurbished and is currently being stored in Buckingham (where the work was completed). Due to the current situation, holding sessions outdoors, where risk is reduced and where the council can take themselves to local communities, rather than people coming to Coffee Hall, the Council Manager was asked to look into the possibility of holding sessions across the parish. Linking these sessions with the proposed Youth sessions would provide a clear focus for local people (where this is possible) and the visual size and scope of the trailer may provide the stimulus needed for people to engage with the council. These sessions would be primarily around simply letting people know we are here – we would not be able to offer ‘sessions’ as such, but would be able to have distanced conversations with people, provide information and signposting, potentially dog waste bags and, if restarted, collection of clear recycling sacks. Staffing of the trailer would need someone able to tow and set up / take down, alongside staffing (both officers and members could play a part in this). The trailer will need to have the blue pickup to tow it (see below for vehicle impact issues) and will need 30 – 45 minutes each end of any session for set up / take down. *Anticipated date for starting; as and when, dependent on staffing resources.*

Summer food provision. This is currently an unclear situation, but something that we need to be aware of and potentially make provisions. Whilst following the

intervention of Mr Marcus Rashford, the government has agreed to fund families on low incomes for lunches during the holidays (a £15 per week voucher to be provided), this funding does not always reach those most in need. This may be due to not meeting the threshold, that the funding is used by the family in ways that don't benefit the children or for other reasons. Traditionally, our youth provision offers food to those in attendance. This has not happened recently, due to restrictions on the youth service. Our Youth Manager and Community Services Manager both feel that there may be a way of providing some additional support, either through excess food parcel food or by the creation of meals utilising volunteers and the CHMP kitchen, which are then passed to identified young people. *Anticipated date for starting; unclear at this time, as need is unclear. However, project being worked on.*

Existing provision. Alongside the elements noted above, we will also continue to deliver the regular activities; advice and wellbeing (online only, currently), landscaping (see below for vehicle impact), environment team (may play a part in any engagement activities), youth provision (online and individual / family support where necessary) and the current food delivery assistance\*. These all have different demands in terms of officer time and some questions for some around continued need / variations in approach.

Vehicle challenges. The impact of CV19 has been felt in many ways but impact on vehicle use is significant. Our teams cannot travel together in a vehicle, meaning that Landscaping are needing both van and pickup, despite also having two ride-on mowers. Youth delivery will require a van, plus additional transport for other workers (based on three people per session, this means van plus two additional vehicles). Community Fridge / food parcels use a van and often an additional vehicle due to size of collections / deliveries at times. To deliver all that is wanted / needed means that additional capacity will be essential.

Landscape – two vehicles, all the time

Youth delivery – one van, middle of the day

Food collections – one van, flexible timings

Trailer – pick up throughout session times plus 1 hour either side (approx. 4 hours per day)

With these demands in mind, it is anticipated that, with careful planning, one additional vehicle would be sufficient to enable the delivery noted above. This will cost around £500 per month (possibly less if longer period agreed) for an extra van.

Staffing challenges. There is limited capacity within the teams currently, due to the issues of CV19, staff leaving and not being replaced, and the additional service demands of the pandemic. Both our Community Services Manager and Community Development Worker have been committed to the food parcel delivery and this is likely to continue, although possibly at a different level, for some time yet\*. Our advice and wellbeing workers are both working from home and, with the current restrictions, should remain there at this time. There are additional challenges with childcare issues for some officers. In reality, the demands of the proposed provision above are:

- a. Re-opening of Hub Offices – Booking and Reception Officer, plus two additional officers to enable Lone Working policies to be complied with

(likely to be RFO and Finance Officer (AM only) and RFO plus A.N Other (PM only) which will need confirming).

- b. Restarting of Community Fridge – can be built into current delivery of food parcels and make use of volunteers where possible. Will potentially contribute to overall Hub staffing levels, which could cover the PM delivery needed in (a). Will require at least one additional officer to ensure safety and compliance.
- c. Delivery of Play Rangers / Youth provision outdoors – can be covered by existing Youth Manager and team, with potential for some additional ‘bank’ hours, due to limitations of current staffing levels.
- d. External engagement via Trailer – likely to be Council Manager / Landscape Manager for transport / set up / take down, with a minimum of two additional people to staff the ‘stall’. This could be reduced to one if sharing space with Youth provision and councillors may wish to be involved if sessions take place within their estates. Could include Environment Team (with agreed impact on other areas), Council Manager and, if sufficient alternative coverage elsewhere, Community Team members.
- e. Youth Food. Project currently being investigated, but volunteers are one option and could work alongside the fridge, food parcels, etc. to form a wider ‘food’ element. Will need additional officer time, either to set up, to manage or a combination of the two.

It is also important to note that this doesn’t take into account any external elements, such as annual leave, sickness, etc.

\*it is unclear at this time how the food parcel scheme may develop. We are currently seeing a reduction in need, but are aware that redundancies, end of furlough scheme, etc. may come along and lead to additional demand. It has also been suggested that there are some within the parish who are unaware of the scheme and may benefit. Re-opening of the community fridge is considered to be an important step towards reducing dependency on the food parcels and this, alongside plans for a community larder, may mean that the food parcel scheme is not needed after the summer.

#### **FINANCIAL IMPLICATIONS:**

- a. Re-opening of Hub Offices – budget agreed at Full Council for immediate works needed to ensure safety. No additional costs currently anticipated.
- b. Restarting of Community Fridge (with different approach) – vehicle use (see below) plus additional staffing demands which are likely to be equivalent to a full-time post. May be able to utilise some volunteer support from previous engagement day.
- c. Delivery of Play Rangers / Youth provision outdoors – within existing budgets. Additional staffing may impact but countered by not employing replacements for those that have left.
- d. External engagement via Trailer – officer time. Based on half a day, 5 days per week, equivalent to a full-time officer (two officers needed to deliver). Additional needs through vehicle (see below). May be supported by councillors, reducing staffing impact.

- e. Youth Food project – unclear at this time, but likely to be within existing staffing model, supported by volunteers and utilising donated food stuffs. Some additional costs regarding ingredients almost certain.

### **STAFFING IMPLICATIONS:**

As mentioned above, staffing has been impacted by a variety of things, including CV-19. Some officers should remain working from home (reducing staffing by 2 FTE), some are furloughed and as such, cannot work (caretakers) and there is already a significant demand on officers to continue to deliver what has been in place over the past few months.

Hub reopening means that officers who are currently at home will move back into the Hub. We may need to restart gradually, with reduced opening hours and see how the public respond to this.

Community Fridge is a significant drain on staffing. Prior to closure, it used approximately 40 hours per week of officer time, and this is likely to be similar if / when restarted. Volunteers can help reduce the impact, but the community team are likely to be needed to support this alongside the existing work being undertaken (e.g. food parcels, etc.).

Youth play sessions – within current staffing models, supported by some bank hours.

Trailer delivery – two officers for half a day per session. The Council Manager has explored options and could cover most estates, in line with the Play Ranger plan (although not necessarily in the same venue – access is challenging), so equal to a FTE post.

### **OTHER IMPLICATIONS:**

These plans are all being made against an everchanging backdrop; restrictions are being lifted currently but may increase if any localised outbreak. 2 metre distancing may change to 1 metre between this paper being written and discussed. We may try and open the Community Fridge, only to find that people won't distance or queue safely, at which point we will need to close it again. And we have no idea on how people may choose to engage with us as a council – they may not wish to come to the offices or to the trailer OR we may find that we have people queuing round the block. There are many unknowns and we MUST ensure that we are able to react and respond to ensure safety.

As a result of these challenges, it is recommended that the Council Manager provides a fuller 'recovery' plan to Full Council in September and reports back to this committee any issues or changes relating to service delivery.

### **BACKGROUND PAPERS:**

FC 158/20 – Proposed actions re: CV-19 (went to Full Council on 15<sup>th</sup> June 2020).

**AUTHOR:**

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