

**Report to** Corsham Area Board  
**Date of meeting** 19<sup>th</sup> January 2017  
**Title of report** Health and Wellbeing Funding

**Purpose of the Report:**

To consider the applications for funding listed below together with the recommendations of the Health and Wellbeing Group.

Applicant	Amount requested	Health and Wellbeing Group recommendation
Springfield Arts Group	£350	To agree to the funding request
Centre for Sustainable Energy	£1k	To agree to the funding request

**1. Background**

The recommendation from the Health and Wellbeing Group has been made in accordance with the following guidelines:

- **Health and Wellbeing Groups Spending Guidelines**

Members of the Health and Wellbeing Group have considered this application and identified it as a priority for Area Board funding.

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that Health and Wellbeing Groups awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to be assured that carers, older and/ or vulnerable people will benefit from the funding being awarded. The money must be used to invest in projects that will support adults living within a community area. While not exclusively restricted to older people, the investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding older and vulnerable people.

**3. Environmental & Community Implications**

Health and Wellbeing Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

**4. Financial Implications**

Financial provision had been made to cover this expenditure

- 4.1. Corsham Area Board was allocated £6700

4.2. The Corsham Area Board Health and Wellbeing Funding balance for 2016/17 is £6,700

4.3. All decisions must fall within the Health and Wellbeing Funding allocated to Corsham Area Board.

4.4 If funding is awarded in line with the Health and Wellbeing recommendations outlined in this report

**1. Legal Implications**

There are no specific legal implications related to this report.

**2. Human Resources Implications**

There are no specific human resources implications related to this report.

**3. Equality and Inclusion Implications**

Ensuring that Community Area Boards and Health and Wellbeing Groups fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

**4. Safeguarding Implications**

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Engagement Manager has assessed this application agreed it meets safeguarding requirements.

**5. Applications for consideration**

**6.**

<b>Application ID</b>	<b>Applicant</b>	<b>Project Proposal</b>	<b>Requested</b>
Cor001	Springfield Arts Group	To help with running costs	£350
<b>Project description</b>			
The group is a self-help social and creative group supporting mental and emotional wellbeing that builds upon the Artlift project. The group is formed from members from the three courses run at Springfield Campus over the past year. The final course has just finished and there are now 12 members of the group. Where they can afford to, they do pay subs. The group is also undertaking fundraising. The additional funding will ensure that the group can continue to meet and grow over the next year.			
<b>Recommendation of the Health and Wellbeing Group</b>			
The Health and wellbeing group agreed that they wish to prioritize support for groups that have shown their value over starting new ones. They recognize that the group has just been brought up to its full membership and recommend that the additional funding of £350 should be allocated with a view that the group, if it wishes to then continue, becomes self-sustaining.			
<b>Recommendation:</b>			
That the application meets the grant criteria and is approved for the amount of £350			

Application ID	Applicant	Project Proposal	Requested
Cor002	Centre for Sustainable Energy	To run cookery and advice sessions	£1k
<p><b>Project description</b></p> <p>To run two groups each having 3 cookery sessions each of two hours in order to help those who are struggling gain the skills and knowledge to be able to eat healthily and heat their homes without having to worry about the costs.</p> <p>To offer alongside of the cookery sessions, advice on energy and related issues.</p>			
<p><b>Recommendation of the Health and Wellbeing Group</b></p> <p>That the application meets the grant criteria and is approved for the amount of £1k subject to an evaluation being carried out on the success of the project.</p>			

No unpublished documents have been relied upon in the preparation of this report

**Report Author**      Name: Richard Rogers  
Email: Richard.rogers@wiltshire.gov.uk

# Health and Wellbeing projects and activities FUNDING APPLICATION

## 1. Applicant:

Name	Shirley Lewis
Organisation	Springfield Arts Group
Address	8 Charles Street, Corsham
Phone number	07816976407
Email address	Kerri-ann.harmer@wiltshire.gov.uk

## 2. Amount of funding required from the Area Board:

£0 - £1000	350
£1001 - £5000	
Over £5000 (please note – our grants will not normally exceed £5000)	

## 3. Are you applying on behalf of a Parish Council?

Yes	
No	NO

## 4. If yes, please state why this project cannot be funded from the Parish Precept?

--

## 5. Project title?

Springfield Arts Group
------------------------

## 6. Project summary: (100 words maximum)

Artlift is an arts programme that works with NHS patients who are referred to it. It uses art to help build their confidence, wellbeing and self-resilience.

The first Artlift project ran in Springfield Community Campus and ended about a year ago. Some of the members of that group were keen to continue to meet and with support formed the Springfield Community Campus. The group is a self-help social and creative group supporting mental and emotional wellbeing. Artlift has since run two more programmes at Springfield and some of these people have now joined the Springfield Arts Group. Although the members pay some subs, a small amount of additional funding is required to establish the group on a strong footing.

**7. Which Area Board are you applying to?**

**8. What is the Post Code of the place where your project is taking place?**

**9. Please tell us which themes best describe your project:**

<input type="checkbox"/> Intergenerational projects	<input type="checkbox"/> Heritage, history and architecture
<input checked="" type="checkbox"/> Older People Support/Activities	<input type="checkbox"/> Inclusion, diversity and community spirit
<input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input checked="" type="checkbox"/> Arts, crafts and culture	<input type="checkbox"/> Other
<input type="checkbox"/> Safer communities	

If Other (please specify)

**10. About your project**

**Please tell us about your project (a strong application will address all of the following):**

How does your project support local needs and priorities?

Key local priorities identified through the JSA process include mental health and social isolation and loneliness

The project has already been running for a year and the results have shown that the members have grown in confidence and are now also starting to get involved with other activities playing a fuller role in society.

If the members of the group are no longer needing to go to the GP, take medication and can now play a fuller part in society, this will save money for the NHS and other public services

How many older people/carers do you expect to benefit from your project?

The group currently has 12 members w ho have come through the Artluift programme and joined the Springfield Arts Group

How will you encourage volunteering and community involvement?

The members of the group are becoming more self-resilient and engaging more in society

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

The dynamics of the group mean that membership needs to be carefully monitored w ith membership coming thro

How will you work with other community partners?

The group has started to work with other partners including mens shed, creative writing, health and wellbeing group

## 11. Safeguarding

**Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):**

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

The venue is checked, staff are on hand and professional support is on place if the group want advice or support  
There is no lone working or professional/volunteer support at the sessions  
All members of the group are over 18 and are referred having gone through the Artlift project previously

## 12. Monitoring your project.

**How will you know if your project has been successful? \*required field**

The group will continue to flourish and the members become more involved in society and self sustainable.

**13. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

New members have been added to the group and we plan to continue through subs and fund raising

**14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost**

N/A

**15. Finance:**

**15a. Your Organisation's Finance:**

**Your latest accounts:**

Month  Year

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£

**Why can't you fund this project from your reserves:**

There are only a small amount of reserves and these are already required for immediate running costs

We are a small community group and do not have annual accounts or it is our first year:

**15b. Project Finance:**

Total Project cost £



Total required from Area Board £

**Expenditure**                    **£**                    **Income**                    **£**                    **Tick if income confirmed**

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#))  
 (Planned Income [help](#))

Room hire	800	Subs and fundraising	450	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<b>Total</b>	<b>800</b>	<b>Total</b>	<b>450</b>	

**16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? \*required field**

- Yes  
 No

**17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

## 18. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

**Quotes:**

- I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Project/Business Plan:**

- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

**Accounts:**

- I will make available on request the organisation's **latest accounts**

**Constitution:**

- I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

- I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

- I confirm that the information on this form is correct, any award received will be spent on the activities specified.

**Report to** Corsham Area Board  
**Date of meeting** 19<sup>th</sup> January 2017  
**Title of report** Health & Wellbeing Procurement

**Purpose of the Report:**

To consider the listed procurement purchases of positive activity providers; using Health and Wellbeing funding, as detailed below, together with the recommendations of the Health & Wellbeing Group.

H&WB Provider	Amount requested	Health & Wellbeing Group recommendation
Centre for Sustainable Energy	£1k	To recommend to the Area Board to fund this project

**5. Background**

The recommendations from the Health & Wellbeing Group has been made in accordance with the following guidelines:

- Health & Wellbeing Spending Guidelines
- Procurement Policies and Guidelines <http://thewire.wiltshire.council/index/service-areas-carolyn-godfrey/business-services-procurement/procurement-policies-and-guidance.htm>

Health & Wellbeing Groups have considered these and identified them as a priority for Area Board funding.

**6. Main Considerations**

- 6.1. Councillors will need to be satisfied that Health & Wellbeing Funding awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 6.2. Councillors will need to decide and be assured that the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes, as identified in the CAJSA's.
- 6.3. Councillors will need to ensure measures have been taken in relation to safeguarding older and vulnerable people
- 6.4. Councillors will need to ensure that older people & carers have been central to each stage of this Health & Wellbeing Funding procurement process, through the Health & Wellbeing Group.
- 6.5. Councillors will need to be satisfied that procurement policies and guidelines have been adhered to.

**7. Environmental & Community Implications**

Health & Wellbeing Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

**8. Financial Implications**

Financial provision had been made to cover this expenditure.

**9. Legal Implications**

There are no specific legal implications related to this report.

**10. Human Resources Implications**

There are no specific human resources implications related to this report.

**11. Equality and Inclusion Implications**

Ensuring that Community Area Boards and Health & Wellbeing Groups fully consider the equality impacts of their decisions in designing local Health & Wellbeing solutions is essential to meeting the Council’s Public Sector Equality Duty.

**12. Safeguarding Implications**

Wiltshire Council has ensured that the necessary policies and procedures are in place; through its’ procurement process, to safeguard older and vulnerable people. However, the Area Board needs to be satisfied that the providers being procured have everything necessary in place.

**13. Procurement for consideration**

<b>Procurement purchase ID</b>	<b>Provider</b>	<b>Project Proposal</b>	<b>Requested</b>
Cor002	Centre for Sustainable Energy	To run cookery and advice sessions	Up to £1,000
<p><b>Provider</b> Centre for Sustainable Energy working with Wiltshire Council’s ‘Warm and Safe’ Team and ‘Any Body Can Cook’</p> <p><b>Positive activity description</b></p> <p>The Heat and Eat campaign model report from the sessions run at Corsham in 2016 can be viewed in Appendix 1 t. The costs can be found in Appendix 2 but £180 needs to be added in order to pay for the advisors. Two groups of about 8-10 people each will both receive three sessions each lasting 2 hours each.</p> <p>The proposal is to build upon this success and to not only offer skills and advice but also create a strong sustainable social element. This will help tackle loneliness and isolation which was identified in the recent ‘Our Community Matters’ conference as a key local priority..</p> <p>The dates when these courses are to be run has not been decided. It may be that September 2017 would be a good time.</p> <p><b>Explanation why chosen this supplier</b></p>			

This supplier is the one we have already been working closely with which makes the project far easier and cheaper.

**Recommendation of the Health & Wellbeing Group, with any conditions**

That this procurement purchase meets the Health & Wellbeing funding criteria, meets the needs identified in the CAJSA, and is approved for the amount of £1k

Background documents used in the publication of this report:

- Quotation form (from the procured service provider).

**Report Author**

Name, Richard Rogers

[Richard.Rogers@wiltshire.gov.uk](mailto:Richard.Rogers@wiltshire.gov.uk)

# APPENDIX 1 – Draft Model Evaluation Report from Corsham

## Cookery Workshops

### Heat and Eat Campaign - a model that can be replicated

The Warm and Safe team put on two free cookery workshops at the Corsham Campus as part of our winter launch campaign 'Heat and Eat'. Due to the success of the sessions, it was felt that the model could be replicated across the County through the Area Boards Health and Wellbeing Boards and utilising the Campuses as a point of delivery.

The cookery workshops not only provided skills to the participants, it also provided an environment conducive to being able to relay helpful information to the target audience. In this case, energy saving information and signposting onto other services. This model demonstrates how using cookery workshops can be expanded to meet the needs of the target audience and council strategies.

### Background

For many households across Wiltshire the choice of having to spend money on food or keeping their home warm is an all too familiar situation. Evidence shows that people in fuel poverty will often choose between heating their home and eating. The buzz word for this in the media is 'heat or eat'. The Warm and Safe service, through a series of events across the county is challenging this notion by promoting our 'Heat AND Eat' campaign – by saving energy and lowering bills and learning to cook nutritious meals on a budget, families will no longer have to choose between the two.

The main event was held at Corsham Campus on Thursday 15th September where two free cookery workshops were held.

The aim of the session was to demonstrate that you are able to heat your home and eat healthily without worrying about the cost.

The cookery lessons were provided by Any Body Can Cook and participants prepared two low cost, healthy meals. The use of slow cookers was also talked about as they are a cheap, easy and energy efficient way of cooking healthy meals.

At the end of the cookery session the participants were invited to eat their lunch and have the opportunity to talk to a warm and safe advisor where advice was given about bill switching, the priority services register, the warm home discount etc. They were provided with healthy recipe cards, an LED lightbulb, information about the Warm and Safe service and a slow cooker to take away with them.

Although not stipulated on our poster the cookery sessions were aimed at the vulnerable and in particular older men living alone as this had been something requested at the Corsham campus. The cookery workshops were promoted to our target audience via channels such as:

Mens shed club

Carers Support  
Local GP practice  
Using the CEMs knowledge of local clubs  
Campus

This worked extremely well and the sessions were fully booked by people who genuinely could benefit from the Warm and Safe service.

### **Information pack to help run a cookery session**

- Booking Form – this can be adapted to provide you with the information that would be helpful from your target group
- Letter confirming workshop details and anything else you would like them to bring along eg most recent energy bill
- Excel spreadsheet for bookings
- Event poster – to be adapted for your target group
- Letter to be sent out with poster for promotional purposes
- Recipe cards/booklet
- Evaluation form
- Anybody Can Cook price list 2016

### **Additional energy saving advice session:**

- Uswitch <https://www.uswitch.com/>
- Fire Service <https://www.dwfire.org.uk/safety/safe-and-well-visits/>
- PSR – sign up on W&S site <http://www.warmandsafewiltshire.org.uk/priority-support>
- Warm Home Discount (with supplier)
- Draught proofing <http://www.warmandsafewiltshire.org.uk/>
- Benefits check or budgeting – W&S referral to CAB
- Warm & Safe home visit <http://www.warmandsafewiltshire.org.uk/>

### **Room Requirements**

A kitchen is not required, but a sink is helpful even if in another part of the building as water is required and people will need to be able to wash their hands. Woks needed to be washed up between dishes.

Tables for people to prepare their food. Some people may want to sit down to do this so some chairs are helpful.

Power points (may need some extension leads) as food is cooked in a wok on an electric induction plate. For a group of about 15 about 5 induction plates are used.

The campuses and village/town halls are all very good venues.

### **Cookery session**

Two 1 1/2 hour sessions were run and in that time a turkey bolognaise and a chicken chow mein were cooked.

All utensils and cooking equipment was brought along by Catherine Maxwell from ABC cookery. The utensils used were minimal and Catherine was able to tell the participants how much everything cost and where they were purchased from.

There was a great deal of interest in the induction plates that were used to cook on which were purchased for £30 from Lidl and £40 from Argos. One lady who was in a wheelchair found being able to cook at table height using such equipment really helpful. Her words were to her husband 'You can go out now and I will be able to cook'. The cookery session taught her and her family how she could be more independent.

The meals cooked were only about 50p and she was able to provide information on where to buy the food and what ingredients could be used to make it cheaper and healthier.

Participants were able to eat what they cooked and take home the leftovers in takeaway containers.

### **Energy advice (advice session linked to participants)**

Participants signed up beforehand and completed a booking form which provided us with additional information to help us with the provision of additional advice and support, such as: detailing their age, health conditions and power supplier.

Participants booked onto the cookery workshop were asked to provide information via their booking form to help inform us prior to the event of what Warm and Safe could help with. Energy advisors were able to research who was eligible for the Warm Home Discount (a rebate of £140 from their energy company), the priority services register and help with switching. Having this information up front ensured tailored advice could be given to each participant and if necessary follow up phone calls were arranged to go through information and help in more detail.

### **Corsham Campus**

Two different rooms were used so it was hard having to pack everything up and move to a different room for the afternoon session.

The exhibition space would have been ideal to hold the workshops as plenty of plugs, light and airy and people passing by. The energy advice information could also be displayed in the same area making it easier to talk to participants if they had some spare time while waiting for food to cook instead of waiting until the end of the session.

### **Links to council documents and priorities**

- Stronger more resilient communities
- Obesity Strategy:

SP2. 4 Maximise the number of children starting and leaving school with a healthy weight. b. Children's centres to provide parental healthy eating and cookery skills programme



SP1.4 Facilitate joint working with community campuses, area boards and leisure services to create local level action plans for obesity prevention

SP1. Provide tailored, clear, accurate and consistent messages about the benefits of maintaining a healthy weight

- Reducing inequalities
- Fuel poverty
- Reducing excess winter deaths
- Transformation/campus programme
- Child poverty strategy

Useful website: <http://www.communityfoodandhealth.org.uk/>

Meal Makers <http://www.mealmakers.org.uk/> At the time of writing Meal Makers had made the following achievements:

Over 100 Cooks and Diners matches made

Over 800 meals shared

Over 400 befriending hours spent during meal shares

## APPENDIX 2 – Costings

### I. Pricing for ABC Cook! Heat and Eat sessions

II.

### III. Price breakdown for sessions

Travel @ £15.00 per hour:

Trowbridge 1 hour: £15.00  
Corsham 1 hour 15mins: £18.75  
Salisbury 1 hour 15mins: £18.75

Session rate @ £35 per hour

(includes business costs and staff payment etc)

Salisbury 2 hours - £70  
Corsham 4 hours - £140

IV.

V. Mileage @ 45p per mile

Trowbridge - 19mile round trip: £8.55  
Corsham - 37mile round trip: £16.65  
Salisbury- 42.8mile round trip: £19.26

Anticipated Ingredient cost per person £1.00-1.50  
or for demonstration overall: £1.00-2.00  
(dependent on recipes chosen and fluctuations in food prices)

Laminated recipe cards / information sheets:  
**12 free A4 laminated recipe cards per session**  
Additional laminates @ 50p each

All costs as per 2016 pricing schedule  
We operate on a not-for-profit model.

**Catherine Maxwell** - 0788 161 1691 - [www.anybodycancook.co.uk](http://www.anybodycancook.co.uk)

**Awarded a Health and Well-being Award 2014 & 2012 by the Royal Society for Public Health**

**Winner of the 2010 & 2013 Wiltshire Health Improvement Partnership Award for improved healthy eating in children, young people and adults**

*The Any Body Can Cook Community Interest Company,  
73 Westleigh, Warminster, BA12 8NJ.  
Company No: 9608596*

