

**AGENDA MANAGEMENT SHEET**

**Name of Committee** Rugby Area Committee

**Date of Committee** 8th March 2006

**Report Title** Use of the Social Inclusion Fund and WellBeing Fund in Rugby

**Summary** Members are asked to approve a range of projects (as detailed in the report and its appendices) through the use of the Social Inclusion Fund and the Well Being Fund.

**For further information please contact:**

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No.

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**Would the recommended decision be contrary to the Budget and Policy Framework?**

**Background papers** None

**CONSULTATION ALREADY UNDERTAKEN:-**

Details to be specified

- Other Committees  .....
- Local Member(s)  Funding Sub-Group: Cllrs Vereker (Chair of the Area Committee), Timms, Roodhouse, Wells.
- Other Elected Members  .....
- Cabinet Member  .....
- Chief Executive  .....
- Legal  Peter Endall (Solicitor to the Area Committee)
- Finance  Dave Preece .....
- Other Chief Officers  Noel Hunter, Social Inclusion Network
- District Councils  .....
- Health Authority  .....

Police  .....

Other Bodies/Individuals  .....

**FINAL DECISION YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

Further consideration by  
this Committee  .....

To Council  .....

To Cabinet  .....

To an O & S Committee  .....

To an Area Committee  .....

Further Consultation  .....

## Agenda No

### Rugby Area Committee - 8th March 2006.

#### Use of the Social Inclusion Fund and WellBeing Fund

#### Report of the Strategic Director of Performance and Development

##### Recommendation

That members approve the use of the Social Inclusion Fund and Well Being Fund in accordance with the recommendations of the Funding Sub-Group as follows:

<b>SOCIAL INCLUSION FUND</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Funds Available (or provisionally allocated)</b>	<b>50,200</b>	<b>50,000</b>	<b>50,000</b>
Community Development In Targeted Communities	38,000	29,500	32,000
Rugby Borough Credit Union	10,000	0	0
<b>Total</b>	<b>48,000</b>	<b>29,500</b>	<b>32,000</b>

<b>WELL BEING FUND</b>	<b>2005-06</b>
<b>Funds Available</b>	<b>104,000</b>
Brownsover Community Information	20,000
Benefit Take-Up Project For Older People	13,095
Playing For Success	10,000
Domiciliary Care Agency: Staff Training	14,000
<b>Total</b>	<b>77,095</b>

That approval of funding for all years beyond 2005-06 is dependent upon the availability of funding and the performance of projects.

That where projects require additional funding from other sources in order to go ahead, the grant award is conditional upon this funding being made available.

#### 1.0 INTRODUCTION

1.1 The Rugby Area Committee Funding Sub-Group (comprising Cllrs Verker, Timms, Wells and Roodhouse) met on 22<sup>nd</sup> February to consider the use of the Social Inclusion Fund and Well Being Fund in 2005-2006.

1.2 This report provides summary details of all projects considered, along with the Funding Sub-Group's recommendations.

1.3 Full details of all projects are attached as appendices to this report.

1.4 The performance of all projects will be monitored closely by the Funding Sub-Group and reported to Area Committee every six months.

## **2.0 SOCIAL INCLUSION FUND**

### **2.1 Community Development in New Bilton/Newbold & Overslade (Lead Agency: Warwickshire County Council Rugby Area Team with New Bilton and Overslade Community Associations)**

2.1.1 The project will employ dedicated Community Development Officers to cover reNEW (the Borough Council's renewal area covering New Bilton and part of Newbold wards) and Overslade.

2.1.2 The project will ensure the full participation of the local communities in the planning and delivery of actions to improve quality of life of the residents of both of these neighbourhoods.

2.1.3 The role of the workers will include:

- Encouraging local people to get involved in community activity
- Developing the use of local facilities for community benefit
- Helping to develop new local initiatives
- Building the capacity of local community associations
- Acting as a link between the local community and service-providers
- Providing information to the local community
- Promoting the local area

2.1.4 The workers would be employed through the County Council's Rugby Area Team, but will be based locally (at the New Bilton Community Association and the rebuilt Overslade Community Association).

2.1.5 The cost of the project over three years is £65,000 per annum, of which the Social Inclusion Fund would provide £30,000 per annum, plus initial start-up costs of £10,000 in the first year (including support to enable the extension to the Overslade Community Association to provide a youth facility).

2.1.6 Rugby Borough Council will provide £20,000 per annum, and the Crime and Disorder Reduction Partnership is expected to provide £15,000 per annum.

#### **Funding Sub-Group Recommendation:**

That Area Committee supports the project 'Community Development In Targeted Communities' as follows – Year One £38,000, Year Two £29,500, Year Three £32,000.

That this support is conditional upon the other funding being made available as identified.

That continued funding in Years Two and Three is dependent on the continued availability of this funding through the Social Inclusion Fund.

## **2.2 Credit Union Development** **(Lead Agency: Rugby CVS/Rugby Credit Union)**

2.2.1 Area Committee has used the Social Inclusion Fund to support the development of Rugby Credit Union over two years, at a total cost of £33,000. This funding will have been spent by September 2006.

2.2.2 The Credit Union has requested a further £10,000 as a contribution towards its third year's costs. This will help to ensure the Credit Union's continued development as it moves towards independence and self-sustainability.

### **Funding Sub-Group recommendation:**

That Area Committee awards a further £10,000 in support of the Credit Union project

## **3.0 WELL-BEING FUND**

### **3.1 Brownsver Community Information** **(Lead Agency: Rugby Borough Council/Better Brownsver Partnership)**

The Better Brownsver Partnership Board, which includes the local elected members from the Borough and County Council alongside other community representatives, agreed in December to pool all resources available to the Partnership in order to develop comprehensive community information provision within Brownsver.

This would include leasing a shop-site within the Brownsver Central Precinct to act as a Community Information Point, run by the local Community Association. This will act as a base for a range of services including housing, benefits and jobs advice, credit union, signposting to other services, and a meeting space. This would be a short-term arrangement while more substantial facilities are developed on the estate.

The project will also see the development of a range of community information provision including a community newsletter and community notice-boards, and will provide an office base for the Community Development Worker in Brownsver.

The estimated total cost of the project is £50,000 per annum, plus some initial start-up costs.

Rugby Borough Council will take the lead on this project. They have made £30,000 per year available to the Better Brownsver Partnership, and are using some of the initial allocation to pay for project management to develop proposals and costings in more detail.

Rugby PCT are looking to contribute around £7,000.

### **Funding Sub-Group Recommendation:**

That Area Committee allocates an initial £20,000 from the Well-Being Fund in support of the Brownsver Community Information Point and related activities, with the following conditions:

- The project should be flexible enough that it can be adapted and incorporated into any future developments

- Capital costs should be kept to an absolute minimum
- The grant is conditional upon the Funding SubGroup's approval of a fully costed business plan
- Area Committee may wish in future to make further contributions towards this project and to support the Better Brownsover Partnership.

### **3.2 Playing For Success**

***(Lead Agency: Warwickshire County Council Children, Young People & Families in partnership with DfES and Number Ten Bowling Company)***

Number Ten Bowling Company, Rugby has approached Warwickshire County Council to work in partnership to develop a 'Playing For Success' Centre in the Rugby Area, which will receive funding through the Department For Education and Skills.

The aim of the initiative is to raise standards of achievement in literacy, numeracy and ICT and to target disadvantage.

The total cost of the project is £100,000 revenue per annum and £50,000 Capital.

#### **Funding Sub-Group Recommendation:**

The Funding Sub-Group is minded to support the Playing For Success project, but felt that it did not have sufficient information to reach a decision. If this information is provided to the satisfaction of members, then Area Committee might wish to make a contribution of £10,000 towards capital costs.

### **3.3 Domiciliary Care Agency: Staff Training (Lead Agency: RmH Homes)**

RmH Homes, also known as Rugby Mencap, is looking to set up a supported living programme for 40 disabled people currently living in residential care homes. This is part of an on-going process through which RM Homes is seeking to give greater choices to its service-users, and so that people's living and care arrangements are more clearly based on their own identified needs.

A contribution of £14,000 from the WellBeing Fund would support RM Homes to provide training for personal care staff so they are fulfilling equipped to meet the requirements of the new care arrangements. The total cost of the training is around £25,000.

#### **Funding Sub-Group Recommendation:**

That Area Committee awards £14,000 in support of this project.

### **3.4 Benefit Take-Up Project for Older People**

***(Lead Agency: Warwickshire Welfare Rights Advice Service)***

3.4.1 A contribution of £13,095 would enable Warwickshire Welfare Rights to build on its existing work and to develop a targeted campaign in the Rugby area to encourage the take-up of social security benefits amongst those who are 60 or over. Warwickshire Welfare Rights will work in partnership with Rugby Borough Council

and Age Concern to contact pensioners who may not be getting all the benefits to which they are entitled.

3.4.2 The project will offer free benefits checks to 300 pensioners. Based on the results of previous work, this is likely to lead to 100 claims arising, securing £200,000 additional benefits.

**Funding Sub-Group Recommendation:**

That Area Committee awards £13,095 in support of this project

DAVID CARTER  
Strategic Director of the  
Performance and  
Development Directorate

Shire Hall  
Warwick

23 February 2006

## Warwickshire County Council Rugby Area Committee PROJECT DEVELOPMENT FORM

<b>A. PROJECT TITLE</b>	<b>COMMUNITY DEVELOPMENT IN TARGETED COMMUNITIES</b>
<b>Lead Organisation</b>	Warwickshire County Council (Rugby Area Team)
<b>Responsible Officer</b>	Nick Darwen (Rugby Area Manager)
<b>Address</b>	C/o Rugby Town Hall
<b>Telephone</b>	01788 533570
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### B. PROJECT SUMMARY

*Please explain briefly what the project is, who will deliver it, and how much it will cost?*

A total of £99,500 from the Social Inclusion Fund (spread over three years) will enable the Rugby Area Team to employ two Community Development Officers – one for Overslade and one focussed on the Borough Council’s Renewal Area – ‘reNEW’ (covering the Borough Council’s New Bilton ward and part of Newbold ward).

The Officers will be employed for three years (dependent on the continued availability of funding), and will be based within these targeted communities to support residents to identify local issues and work with a range of agencies to develop a co-ordinated response to these issues.

The total cost of the project is:

Year One: £73,000 (£38,000 required from the Social Inclusion Fund)

Year Two: £64,500 (£29,500 required)

Year Three: £67,000 (£32,000 required)

Rugby Borough Council have allocated £20,000 per annum and the CDRP is expected to provide £15,000 per annum through the Safer and Stronger Communities Fund.

£10,000 of the Year One cost is allocated for start-up costs and the setting up of an ‘office base’ for each worker, and also to support Overslade Community Association to draw up plans to extend the Community Association building to create a dedicated youth facility.

### C. THE PROBLEM

*Please explain the problem the project is seeking to address and how this has been identified.*

#### Overslade

The Index of Multiple Deprivation (IMD) 2004 identifies Overslade North and Overslade North West as among the five most deprived Super Output Areas (SOAs) in Rugby. These SOAs are second and third highest in Rugby for income deprivation and deprivation relating to education, skills and training, and also score highly within employment and health domains. Of particular concern is income deprivation affecting children, where Overslade



North West and North are 16<sup>th</sup> and 18<sup>th</sup> in Warwickshire respectively (out of 333).

Northern Overslade ranks in the bottom 10% in Warwickshire and in the bottom 20% in England with regard to the incidence of crime. In the last couple of years, Northern Overslade has experienced an upsurge in criminal activity and anti-social behaviour, including an arson attack on the local Community Centre. Anecdotal evidence suggests that a large proportion of crime in Rugby originates from Overslade.

These are entrenched issues which are going to require long-term collaborative solutions. There is considerable enthusiasm within the local community to tackle these problems, but currently little in the way of support to harness this into a co-ordinated approach, and to fully engage the range of agencies who may be able to help.

### **New Bilton & Newbold**

Rugby Borough Council has declared an area including New Bilton and part of Newbold Wards as a Renewal Area. New Bilton and Newbold also feature highly in the Index of Multiple Deprivation, and features in the bottom 10% in Warwickshire with regards to crime and the quality of the living environment (both indoors and outdoors).

The aim of a Renewal Area is “to halt the decline [of the local area] and to increase public confidence by improving housing conditions and creating attractive places to live in a safe environment in housing that meets their needs and in which they will wish to continue to invest”, and this will see considerable investment in the area over a ten year period.

### **D. PROJECT DEVELOPMENT, OPTIONS & STRATEGIC FIT**

*Please explain who has been involved in developing the project, what options have been considered in tackling the problem (as described above), and how the chosen option will fit with and complement any other initiatives and activities in this area of work.*

The need for a Community Development Worker in the Renewal Area has been identified by the Renewal Area Partnership, including community representatives, elected members and key agencies.

The need for a Community Development Worker in Overslade has been recognised by the Crime and Disorder Reduction Partnership (including officers from the Borough Council, County Council and the Police).

The County Council’s Rugby Area Team has been working with senior officers of Rugby Borough Council and with other partners through the LSP’s Community Participation Theme Group to look at developing a co-ordinated strategy to provide dedicated community development support in Rugby’s most disadvantaged communities as identified through the Index of Multiple Deprivation (Brownsover South, Overslade, Newbold, New Bilton and Newbold-On-Avon).

This strategic approach builds on the success of existing community development workers in Brownsover South and Benn.

Partners initially considered seeking funding for a single Community Development Worker who could cover both ‘neighbourhoods’.

However, the Crime and Disorder Reduction Partnership has advised that the problems in Overslade are such that full-time intensive support is required. Similarly, the Renewal Area

Partnership feels there would be considerable benefits to having a full-time worker based within the local community.

Given that more than half the cost of these posts is provided through other sources, it is suggested that Area Committee provides sufficient funding to enable two full-time posts to be created.

Dedicated community development support is essential if local communities are to be fully engaged in activities designed to improve their quality of life. It will aid communities to tackle issues relating to multiple deprivation, and allow communities to communicate their needs to agencies in a more systematic way.

This approach will also directly support the County Council's modernisation agenda, enabling a co-ordinated and targeted approach to providing access to services within local communities, and will help to enable community engagement within emerging neighbourhood structures.

## **E. PROJECT DESCRIPTION**

*Please explain in detail the key project objectives and activities.*

The County Council will employ Community Development Officers for three years in Northern Overslade and New Bilton, with the following key objectives:

### ***Establish an accurate position of community activity and identify gaps in provision within the community.***

As a first step it will be necessary to evaluate the situation within the area to ascertain the level of community facilities and community activity, and to identify those areas that need support and development. This will initially involve contacting community groups, elected representatives and local service providers.

### ***Help to facilitate a community identity***

The Community Development Officers will work imaginatively to encourage local people to get involved in community life. This will include:

- Encouraging people to get involved in plans to improve the area
- Encouraging and supporting people to volunteer in a range of local activities - sustaining, supporting and building on existing volunteer networks
- Promoting the local area to partners and to the media
- Providing a range of information to the local community – for instance through a community newsletter, notice-boards, web-site or other mechanisms.
- Help to organise and promote community events

### ***Increase the capacity of the local Community and Residents' Associations.***

Small community associations already exist in both areas. A key element of the project will be to increase the groups' capacity and linking other local groups into them so they can take a strategic approach to community issues. 'Capacity Building' might include:

- Supporting the development of local initiatives
- Helping groups to access funding
- Helping individuals and groups access appropriate training
- Providing or sourcing advice on practical issues regarding the running of a local community group (for instance – constitutions, policies etc.)
- Where appropriate – arranging meetings and organising events on behalf of local groups.

***Develop the use of local facilities for community use***

- The workers will seek to develop local community facilities as a ‘hub’ for a range of services, both voluntary and statutory, and to ensure that provision is complementary within a network of local facilities (such as Family and Children’s Centres).
- In particular the project will see the development of the New Bilton Community Association and Overslade Community Association buildings for greater community use.
- The project will pay for a the development of plans to extend the Overslade Community Association to provide a facility for local young people.

***Help to develop services to meet community needs***

- The workers will facilitate the input of voluntary and statutory service-providers to meet identified community needs – acting as a link between service-providers and the local community.
- The workers will help to get new projects off the ground. particularly where these are community-led.

***Encourage community participation in decision-making structures.***

- The CDOs will be responsible for ensuring that local residents and community activists are empowered within decision-making structures, including the Renewal Area Partnership and emerging neighbourhood structures. Liaison with Elected Members will be vital in this regard.

***Work with hard to reach communities such as BME communities, older people and people with disabilities.***

- The CDOs will work with groups that have traditionally found it difficult to access services and have been excluded from decision-making processes – such as young people, older people, BME Communities, and disabled people.
- The CDOs will advocate on behalf of these groups where necessary to ensure that services are tailored to their needs.
- The CDOs will aim to ensure that community associations are representative of the diversity of their communities.

**F. PUBLICITY AND TARGETED COMMUNITIES**

Please explain who the intended beneficiaries of the project are, and list any specific targeted user-groups. Please explain how you will publicise the project and how you will access the intended beneficiaries.

Both workers will be expected to maintain a high profile within their respective communities through a range of mechanisms – including ‘door knocking’, newsletters, events etc.

The workers will liaise with partners around the most effective mechanisms to engage targeted groups.

## G. MILESTONES

Please list the most important things that will happen during your project:

Task	When?	Who by?
CDRP Funding Awarded	March 2006	CDRP
Overslade Community Association Feasibility Study complete	May 2006	OCA
Steering Groups established	May 2006	Hannah Cramp
Workers Appointed	June 2006	Nick Darwen
Community Mapping Complete	November 2006	CDOs
Community Event	Annually in each area	CDOs
Mid-term evaluation	October 2007	Nick Darwen
Succession Strategy Developed	January 2008	Nick Darwen
<b>Project Finish</b>	<b>June 2009</b>	

## H. PROJECT OUTPUTS

Please quantify what the project will actually deliver (for instance: number of beneficiaries, number of training sessions held etc.). Where appropriate please include targets for beneficiaries from Black & Minority Ethnic Communities or other target groups.

OUTPUT	TARGETS			TOTAL
	Year 1	Year 2	Year 3	
Total volunteers	30	50	70	70
New community association members	5	10	10	30
New community initiatives or services	4	6	6	16
Events	0	2	2	4
<b><i>These outputs will be refined and further outputs developed in consultation with local community associations following the initial mapping exercise.</i></b>				

## I. OUTCOMES

How will you know that the project has been successful? How will you measure this?

The project will have been successful if:

- In both areas local people are fully engaged and participating in plans and activities to improve local quality of life.
- Dedicated community development support is no longer needed, because the local communities are strong enough to sustain their own activities and robust structures are in place
- Agencies have a better understanding of local community needs and an on-going dialogue with the local community.
- Local people feel they have made a difference to improving quality of life, and local residents feel things are improving.
- Community facilities in both areas are being fully utilised for a range of activities
- Both communities are beginning to see real changes and improvements regarding quality

of life

These outcomes will be measured through detailed evaluations at the middle and end of the project, using interviews, surveys and statistical evidence. We will investigate mechanisms of 'peer evaluation' so that a Community Development Worker within one community can assess the success of community development work in another area.

## **J. CONTINUATION/EXIT STRATEGY**

*Please explain what will happen once the grant has been spent.*

Part of the remit of the workers is to develop local structures to ensure that local people and groups have increased capacity and therefore require less external support.

Both areas are likely to see sustained interventions and investment from partner agencies over a long period of time, and it is essential that local partnerships consider how community engagement can be supported over the longer term.

The Community Development needs of local communities in Rugby will continue to be looked at strategically through the 'Stronger Communities' strand of the Local Area Agreement.

## **K. FUNDING**

### **K1. PROJECT COSTS**

ITEM	COSTS		
	Year 1	Year 2	Year 3
New Bilton Worker salary plus employers costs	25,000	25,000	25,000
Overslade Worker salary plus employers costs	25,000	25,000	25,000
Overslade feasibility study	5,000		
Start-up costs (including recruitment, equipment)	5,000		
Accommodation and related costs	5,000	5,000	5,000
Events and Community Initiatives	3,000	3,000	3,000
Management Costs	4,000	4,000	4,000
Expenses and Training	1,000	1,000	1,000
Inflation @ 2.5%		1,500	3,000
<b>TOTAL</b>	<b>73,000</b>	<b>64,500</b>	<b>67,000</b>

**K2 OTHER FUNDERS**

*Please explain any costs which are being funded through other sources, or for which you are seeking funding*

It is proposed that the project is funded as follows:

<b>FUNDER</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>
WCC Social Inclusion Fund (awaiting decision)	38,000	29,500	32,000
CDRP (awaiting decision)	15,000	15,000	15,000
Rugby Borough Council (awarded)	20,000	20,000	20,000
<b>TOTAL PROJECT COST</b>	<b>73,000</b>	<b>64,500</b>	<b>67,000</b>

The Rugby CDRP is looking to make £15,000 per year available through the Government's Safer and Stronger Communities Fund (SSCF) as a contribution towards a full-time Community Development Worker in Overslade. A decision is expected early in March.

Rugby Borough Council has awarded £20,000 per annum towards the cost of a full-time Community Development Officer based within the Renewal Area.

**K3 CAPITAL ASSETS**

*Please explain what will happen to any major items purchased by through the project upon completion of the project:*

Any items purchased through the project will continue to be used for the benefit of the local communities, and where appropriate will be transferred to the ownership of the local community associations.

**L. VALUE FOR MONEY**

*Please explain why this project represents value for money. Where possible, please provide comparative evidence.*

The project provides significant 'Value For Money' for the Area Committee for the following reasons:

- Over half the project costs are provided from other sources
- The project will be managed through the existing Rugby Area Team as an extension of its work
- The project will create substantial increased investment within the two targeted communities – through increased commitment from local people as volunteers and activists, through increased involvement of agencies, and through increased funding available to community initiatives.

The Community Development Worker salaries are due to go to the County Council's Grading Committee to ensure they are comparative to other workers performing similar roles.

**M. MANAGEMENT AND PARTNERSHIP ARRANGEMENTS**

*Please explain who will manage and deliver this project, including the use of existing staff or the recruitment of new staff. Please explain why your organisation or department is best placed to deliver this project, including if appropriate your 'track record'. Please also explain*

*the involvement of any partners in the delivery of the project.*

The workers will be employed by Warwickshire County Council and line-managed through the Rugby Area Team, but will be accountable to steering groups made up of local community representatives and key partners.

Progress will be monitored and reported to the Area Committee Funding Sub-Group every six months.

## Warwickshire County Council Rugby Area Committee PROJECT DEVELOPMENT FORM

<b>A. PROJECT TITLE</b>	Rugby Borough Credit Union
<b>Lead Organisation</b>	Rugby Borough Credit Union
<b>Responsible Officer</b>	Michael Glynn
<b>Address</b>	CVS House 19-20 North Street Rugby
<b>Telephone</b>	(01788) 574258
<b>Email</b>	Michael@rugbycv.org.uk

### B. PROJECT SUMMARY

*Please explain briefly what the project is, who will deliver it, and how much it will cost?*

- ❑ Rugby Borough Credit Union is a not-for-profit savings and loans co-operative. It was registered with the Financial Services Authority in June 2004. It aims to provide affordable, quality financial services to people living or working in the borough.
- ❑ This is an application for a grant for a third year of development for the Credit Union (CU). Whilst the CU has made a good start and become established it is not yet in a position to be self-sustaining.
- ❑ The CU has a Board of Directors drawn from its membership (which is steadily rising). The CU has 2 part-time staff, a Development Officer and an Administrative Assistant. It is based at Rugby CVS who employ and manage the staff.
- ❑ The cost for a third year of operation is £46,500. Rugby Group Benevolent Fund has agreed to fund £16,000 for the third year and the CU has requested £16,500 from the Tudor Trust. Income from loans is expected to be £4,000. Therefore the CU is requesting a grant of £10,000 from the Social Inclusion Fund

### C. THE PROBLEM

*Please explain the problem the project is seeking to address and how this has been identified.*

- The ever increasing availability of credit.
- Rising levels of personal debt.
- Larger numbers of people unable to access the mainstream, 'High Street' financial services providers.
- 'Door-step' loan providers charging very high rates of interest.



- A lack of financial literacy and budgeting skills.
- All of these factors have a disproportionate impact on the poor, those in receipt of benefits, single parents and other socially disadvantaged groups.

#### **D. PROJECT DEVELOPMENT, OPTIONS & STRATEGIC FIT**

*Please explain who has been involved in developing the project, what options have been considered in tackling the problem (as described above), and how the chosen option will fit with and complement any other initiatives and activities in this area of work.*

- The Credit Union has been running for nearly two years with support from the Social Inclusion Fund, Rugby Benevolent Fund and the Tudor Trust.
- The Credit Union Board recognised at an early stage that despite increasing numbers of members, the project would not be self-sustaining after two years.
- Through the development of its business plan and fundraising strategy, The Credit Union has considered a number of options as to how the organisation can develop. It has recognised that at this stage of its development the Credit Union requires dedicated professional support. As the organisation does not yet have the capacity to generate sufficient resources of its own to employ such staff, then external is required.
- The Credit Union is a not for profit organisation. It offers comparatively low rates of interest and often attracts those who do not have bank accounts or don't use 'High Street' financial services.
- A study group of local people developed the Credit Union and has developed into the Board of Directors. The CU has been assisted by the Coventry and Warwickshire Co-operative Development Agency (CDA).
- The CU has close links with Rugby CAB. Both organisations sign-post clients to the other as appropriate.
- The CU has worked closely with Rugby Borough Council during the development of the 'green loans' scheme and in establishing a payroll deduction scheme.
- WCC Education service is working with the CU to develop the young savers scheme in schools.

#### **E. PROJECT DESCRIPTION**

*Please explain in detail the key project objectives and activities.*

The CU employs 2 part-time workers, the Development Worker, Brian Geary and Administrator, Pauline Masterman. The workers are developing the membership of the CU. This includes supporting volunteers and the Board of Directors.

The workers promote the CU and give talks and presentations. The Development worker is able to encourage budgeting and financial planning skills via one-to-one meetings with members applying for loans. The workers maintain accurate computerised records of each member and his/her financial records.

The Development worker meets with statutory agencies and local businesses to promote new schemes (such as green loans or junior savers).

The CU aims to:

- Encourage savings by its members.
- Provide low cost loans.
- Promote good budgeting and financial planning.
- Increase the number of collection points (to 10).
- Increase the number of volunteers (to 20).
- Introduce new products such as special savings, junior savers, the development of 'green loans' & joint savings accounts.

At all times the CU operates within Financial Services Authority regulations.

## F. PUBLICITY AND TARGETED COMMUNITIES

Please explain who the intended beneficiaries of the project are, and list any specific targeted user-groups. Please explain how you will publicise the project and how you will access the intended beneficiaries.

- ◆ The CU 'common bond' means that it is open to anyone living or working in the Borough of Rugby.
- ◆ The CU is specifically targeting people in areas of social disadvantage such as Overslade, Brownsover, Benn and New Bilton.
- ◆ Publicity is achieved via leaflets, posters, talks & presentations, collection points, a dedicated website, and the local media. The CU is also working on promoting its service via employers, such as RBC and WCC and by working with schools.
- ◆ All publicity will recognise the contribution of the County Council.

## G. MILESTONES

*Please list the most important things that will happen during your project:*

Task	When?	Who by?
Project Start	October 2006	
Brownsover Collection Point established	November 2006	CU Development Worker
WCC Payroll deduction scheme established	February 2007	CU Development Worker
Roll-out of Young Savers Scheme (following piloting at Oakfield Primary School)	April 2007	CU Development Worker
Satisfaction Survey of CU Members	August 2007	CU Development Worker
Funding secured for Year 4	August 2007	Rugby CVS

		Director
<b>Project Finish</b>	End of September 2007	

## H. PROJECT OUTPUTS

*Please quantify what the project will actually deliver (for instance: number of beneficiaries, number of training sessions held etc.). Where appropriate please include targets for beneficiaries from Black & Minority Ethnic Communities or other target groups.*

OUTPUT	TARGETS			TOTAL
	Year 1 Achieved	Year 2 Projected	Year 3	
Members	150	350	600	600
Total Savings	£25,000	£66,00	£161,000	£161,000
Total Loans	£23,000	£65,000	£160,000	£160,000
Volunteers	10	20	20	20
Collection Points	4	7	10	10

## I. OUTCOMES

*How will you know that the project has been successful? How will you measure this?*

The project will have successful by the end of the third year if:

- Rugby has a thriving Credit Union with over 600 members.
- These members have built up savings of over £160,000, and have been able to access a total of £160,000 in loans.
- 9 out of 10 members are paying off their loans within agreed time schedules.
- The Credit Union's medium-term future is secured.
- The Credit Union will have increased its membership from targeted communities.
- The Credit Union's members will report greater financial stability since joining.

The Credit Union will survey its members at least once during the year to evaluate the quality of the service.

## J. EXIT STRATEGY

*Please explain what will happen once the grant has been spent.*

- As the membership grows the CU will increase its income from interest on loans. This income is the bedrock of long term financial sustainability.
- In the medium term (October 2007 onwards) the CU will apply to the Esmee Fairburn Foundation whose social programme includes grants to established Credit Unions with a membership of over 500.

## K. PROJECT COSTS

### *K1. Please detail the costs of the project.*

<b>ITEM</b>	<b>Budget</b>
Salaries	£26,000
Equipment (incl Computer Hardware & Software)	£400
Rent	£4,600
Promotion	£3,600
Management Fee	£4,600
Insurances & auditing	£3,850
Postage, Telephone, Stationery	£2,450
Training	£1,000
Pre-payments	0
<b>TOTAL</b>	<b>£46,500</b>

### **K2 OTHER FUNDERS**

*Please explain any costs which are being funded through other sources, or for which you are seeking funding*

- The cost for a third year of operation is £46,500.
- £10,000 of this is requested from the Social Inclusion Fund.
- Rugby Group Benevolent Fund has agreed to fund £16,000 for the third year and the CU has requested £16,500 from the Tudor Trust. (decision expected in March).
- Income from loans is expected to be £4,000.

If funding cannot be found from the Tudor Trust then other funding will be sought, and the project would be run in the interim with reduced staffing.

### **K3 CAPITAL ASSETS**

*Please explain what will happen to any major items purchased by the project upon completion of the project:*

The only significant capital purchased has been computer equipment. We anticipate this equipment will continue to be used by the CU when the development funding ceases, or is taken over by another source.

### **L. VALUE FOR MONEY**

*Please explain why this project represents value for money. Where possible, please provide comparative evidence.*

The continuation of the project represents value for money because the staff are already in post (so no recruitment is needed and little training). The project already has computer equipment and an established office base. The project (along with Rugby CVS) has excellent networks within the borough.

Credit Unions in South Warwickshire (Leamington and Stratford) are funded for development work to the tune of £270,000 over 4 years. This funding is to increase the membership by

400. By comparison Rugby CU plans an increase in membership of 250 in its third year, with a budget of £46,500.

#### **M. MANAGEMENT AND PARTNERSHIP ARRANGEMENTS**

*Please explain who will manage and deliver this project, including the use of existing staff or the recruitment of new staff. Please explain why your organisation or department is best placed to deliver this project, including if appropriate your 'track record'. Please also explain the involvement of any partners in the delivery of the project.*

- The Credit Union is an established organisation with firm foundations. It is well placed to develop into a robust and sustainable long term service. However, at this stage it needs more time to develop and fulfil its potential.
- The Credit Union is governed by its membership who make up the board of directors. The membership has evolved from a study group formed in 2002/3.
- The staff are employed and managed by Rugby CVS. Rugby CVS has a successful history of hosting and developing new voluntary and community projects (such as Rugby Carers and Rugby Young Carers).
- The Credit Union works closely with Rugby CAB. It is working closely with Rugby Borough Council and the Energy Efficiency Advice centre on the Green Loans project. It is working with RBC via its payroll deduction scheme and is developing links with other large employers to introduce similar initiatives.
- The CU is working with one local school, Oakfield Primary School, and hopes to expand this initiative in collaboration with WCC Education department.

## Warwickshire County Council Rugby Area Committee PROJECT DEVELOPMENT FORM

<b>A. PROJECT TITLE</b>	Brownsover Community information
<b>Lead Organisation</b>	Rugby Borough Council
<b>Responsible Officer</b>	Karen Stone
<b>Address</b>	Rugby Town Hall, Evreux Way, Rugby CV21 2LB
<b>Telephone</b>	01788 533850
<b>Email</b>	<a href="mailto:Karen.stone@rugby.gov.uk">Karen.stone@rugby.gov.uk</a>

### B. PROJECT SUMMARY

*Please explain briefly what the project is, who will deliver it, and how much it will cost?*

The Project will:

- Rent a vacant shop at Brownsover Central and convert this into a Community Information Facility.
- Develop a range of information provision for the local community – including community newsletter, notice-boards, web-site etc.
- Provide office space for the existing Brownsover Community Development Worker at the local GP surgery

The shop will be a local access point for a range of public and community services, including (as potential examples): housing advice, jobs advice, citizens advice bureau, credit union, access to ICT, health advice, volunteering information, a small meeting place for community groups, surgery for police/councillors.

Although it is envisaged that the project would need a part-time Shop Manager, much of the 'people' resources required to make the project work would be through the input of existing staff from a variety of agencies and through local community volunteers (for instance, the local church action group has already agreed to take the lead on the newsletter element).

The project is initially seen as a two-year venture. It may be that in as more substantial community facilities are developed on the estate there is no longer a need for a separate shop space.

The total cost of the project is estimated at around £50,000 per year.

Rugby Borough Council has committed £30,000 per annum, and is employing a project manager to develop a detailed business plan for the project, and draw up plans and costings in more detail.

It is suggested that Rugby Area Committee contributes an initial £20,000 from the Well-Being Fund, and that this is awarded pending approval of the business plan.

### **C. THE PROBLEM**

*Please explain the problem the project is seeking to address and how this has been identified.*

The Index of Multiple Deprivation (IMD) 2004 identifies an area of Brownsover South as among the bottom 10 Super Output Areas in Warwickshire, and amongst the worst 20% in England.

An area known to the statisticians as 'Brownsover South Lake District North' experiences the worst deprivation in Warwickshire outside of Nuneaton and Bedworth, and out of 333 Super Output Areas in Warwickshire ranks as follows:

- 1<sup>st</sup> for numbers of lone parents with dependent children
- 1<sup>st</sup> for unemployment amongst women of working age
- 2<sup>nd</sup> for proportion of women of working age who are economically active because they are looking after dependents
- 2<sup>nd</sup> for unemployment amongst men of working age
- 3<sup>rd</sup> for income deprivation
- 4<sup>th</sup> for income deprivation affecting children.
- 20<sup>th</sup> for crime
- 26<sup>th</sup> for health deprivation (despite being one of the youngest communities)

While there is now real commitment from partners – particularly the local authorities, PCT and Police – to address these issues, these efforts are hampered because communities in Brownsover find it difficult to access services. Although many agencies have expressed a desire to 'target' Brownsover and provide outreach services – there is a lack of space from which to do this.

Similarly there is a lack of a space through which the local community can develop its own responses to some of these problems.

### **D. PROJECT DEVELOPMENT, OPTIONS & STRATEGIC FIT**

*Please explain who has been involved in developing the project, what options have been considered in tackling the problem (as described above), and how the chosen option will fit with and complement any other initiatives and activities in this area of work.*

The project has been developed through the Better Brownsover Partnership including the local elected members of both the Borough and County Councils, along with community representatives, and forms an integral part of the Action Plan developed through this Partnership.

The Partnership has looked at a number of options for using locally available funds, and has agreed that as far as possible, funds should be pooled to support the development of the Community Information Shop and associated provision.

The project will support the County Council's modernisation agenda in terms of providing a local access point to a range of services.

The project supports the priority of partners within the Local Strategic Partnership to tackle deprivation within Brownsover South.

## E. PROJECT DESCRIPTION

*Please explain in detail the key project objectives and activities.*

***This is a summary of the project which will be worked up in more detail into a fully costed business plan before funds are released.***

The Project will:

- Rent a vacant shop at Brownsover Central and convert this into a Community Information Facility.
- Develop a range of information provision for the local community – including community newsletter, notice-boards, web-site etc.
- Provide office space for the existing Brownsover Community Development Worker at the local GP surgery

The shop will be a local access point for a range of public and community services, including (as potential examples): housing advice, jobs advice, citizens advice bureau, credit union, access to ICT, health advice, volunteering information, a small meeting place for community groups, surgery for police/councillors.

The shop would also be a place where partners can publicly display plans for consultation – for instance around the regeneration of the shopping precinct.

Although it is envisaged that the project would need a part-time Shop Manager, much of the 'people' resources required to make the project work would be through the input of existing staff from a variety of agencies and through local community volunteers (for instance, the local church action group has already agreed to take the lead on the newsletter element).

The project is initially seen as a two-year venture. It may be that in as more substantial community facilities are developed on the estate there is no longer a need for a separate shop space.

The project will be managed through the Borough Council's Housing Department, but the aim is that the local Community Association will manage the shop on a day-to-day basis with support from a part-time Shop Manager and the Community Development Worker.

Rugby Borough Council is commissioning a 'project manager' to develop a business plan and full costings for the project.

There will be some initial costs required to refurbish the shop, provide disability access and ensure health and safety criteria are met.



## F. PUBLICITY AND TARGETED COMMUNITIES

*Please explain who the intended beneficiaries of the project are, and list any specific targeted user-groups. Please explain how you will publicise the project and how you will access the intended beneficiaries.*

This is an 'information' project, and publicity within the local community will be integral to its success.

## G. MILESTONES

*Please list the most important things that will happen during your project:*

Task	When?	Who by?
Business Plan produced	April 2006	Rugby Borough Council
Community Development Worker office base opened	April 2006	
Lease of shop signed	April 2006	
Refurbishment of shop	May 2006	
Launch of Shop	July 2006	
Succession Strategy produced	April 2007	

## H. PROJECT OUTPUTS

OUTPUT	TARGETS			TOTAL
	Year 1	Year 2	Year 3	
Detailed outputs will be provided as part of the Business Plan				

## I. OUTCOMES

*How will you know that the project has been successful? How will you measure this?*

The project will have been successful if there is a thriving Community Information Shop where:

- It is well-used by the local community
- Local volunteers are involved in the running of the shop
- A range of services are being provided in the shop
- The involvement of different agencies with the shop has helped to co-ordinate local provision
- The shop is an integral part of the regenerated shopping precinct

The project will have been successful if:

- Local people feel they have better access to a range of services and better information about what's going on in their local community.
- A range of agencies feel that they are better able to provide services to the local community
- The Community Association feels it has adequately facilities to develop community activity

Partners will measure the success of the project through a detailed evaluation in the second year.

## **J. CONTINUATION/EXIT STRATEGY**

*Please explain what will happen once the grant has been spent.*

At the end of the two-year period, information and access to services will be better integrated into mainstream provision through the 'neighbourhoods' agenda. In particular, Brownsover may see the development of a children's centre, extended schools, and an extended GP Practice.

There may also be potential to increase revenue available to the project through the development of land (owned by RBC) around the Brownsover Central area.

The success of the project will be evaluated in the second year, and the continued need for the shop will be re-assessed.

## **K. PROJECT COSTS**

*K1. Please detail the costs of the project.*

**NB Project Costs are estimates pending the creation of a fully costed business plan.**

<b>ITEM</b>	<b>Year 1</b>	<b>Year 2</b>
Shop Rent, bills and insurance	£10,000	£10,000
Office Rent, bills and insurance (for Community Development Worker)	£2,000	£2,000
Refurbishment, equipment & disability access	£10,000	
P/T Shop Manager plus on-costs	£20,000	£20,000
Information Provision (newsletter, notice-boards etc.)	£5,000	£5,000
<b>TOTAL</b>	<b>£47,000</b>	<b>£37,000</b>

## **K2 OTHER FUNDERS**

*Please explain any costs which are being funded through other sources, or for which you are seeking funding*

Rugby Borough Council have allocated an initial £30,000 towards this project. Up to £15,000 is likely to be available through the PCT and Government Office West Midlands

## **K3 CAPITAL ASSETS**

Any equipment or furniture will continue to be used for community use in Brownsover, and where appropriate their ownership will be transferred to the Community Association.

## L. VALUE FOR MONEY

The project provides value for money for the Area Committee because:

- Over half the funding will come from other partners
- Using a vacant shop provides a cheap venue for providing a range of services within a community that many agencies wish to target
- Although it is anticipated that a part-time shop manager is required, much of the staffing of the shop will be through local volunteers and through agencies using the shop as a base to provide services.

## M. MANAGEMENT AND PARTNERSHIP ARRANGEMENTS

The project will be directly managed through the Borough Council's Housing Department, with support from WCC's Rugby Area Team and the Brownsver Community Development Worker. It is hoped that the new Brownsver Community Association will take an active role in running the shop.

The project will be overseen by the Better Brownsver Partnership including elected members, partner agencies and community representatives.

## N. RISK FACTORS

### **Safety**

Community facilities have previously been targeted by arson and other attacks in Rugby. In order to minimise the risk, the police need to be involved in this project from the beginning, and the safety of the Community Information Shop needs to be considered as part of an integrated review of the safety of the Brownsver Central Area – including CCTV.

### **Lack of take-up**

The shop is slightly hidden from the main shopping area, so there is a concern that there may be a lack of 'passing trade'. In order to minimise the risk, we need to (a) ensure that services are available at the shop which people have said that they want and need, and (b) advertise the shop widely within the community.

### **Shop is leased to someone else**

Until we have committed funds to this project, then the shop will still be on the market and may be leased to another interest. However, it should be noted that the shop has been vacant for three years. Partners do not want to prevent the use of the shop by a commercial interest – as this may help to regenerate the area – but this does appear unlikely at the moment.

# Warwickshire County Council Well-being Fund 2005/06

## Part A – Project Brief - To be completed by the commissioning theme group

**Name of Project:** Playing For Success

**Name of Local Strategic Partnership:** Rugby Forward

**Name of Theme Group promoting project:**

Area Community Learning Partnership (Lifelong Learning)

<b>Description of Project for which funding is sought from Area Committee</b>
<p>Number Ten Bowling Company, Rugby has approached Warwickshire Local Authority to work in partnership to develop a Playing for Success Centre in the Rugby Area.</p> <p>The aim of the initiative is to raise standards of achievement in literacy, numeracy and ICT and to target disadvantage.</p>
<b>Priorities, set by the County Council Area Committee, that will be addressed</b>
<p>Meeting community needs within Brownsover South.</p>
<b>Location of Project</b>
<p>The project will be based at Number Ten Bowling, Junction One Retail Park, Leicester Rd, Rugby. However, pupils will be drawn from across the Borough as schools identify individual need.</p>
<b>Who will benefit from the project?</b>
<p>NFER has carried out 4 national evaluations of Playing for Success centres and all show significant gains in pupils attending.</p> <p>Playing for Success has been seen to be very effective in raising standards and in motivating young people who are underachieving.</p> <ul style="list-style-type: none"><li>▪ On average primary pupils improved their numeracy scores by an average of 17 months, and secondary by 24 months</li><li>▪ Pupils made significant progress in their independent study skills and self-image, with parents and teachers noticing particular improvements in their attitudes to learning.</li></ul>
<b>When will it be delivered?</b>
<p>The centre will open to the first phase of young people in the autumn. It is likely that there will be a pilot event over the summer.</p> <p>The activity will be provided after school in small groups.</p>

**Expected Outputs**

The centre will cater for groups of up to 15 young people at a time.

Over the 3 year programme of the Playing for Success initiative is expected that 18 Primary, Secondary and Special schools will be targeted. The programme will involve 15 pupils per individual session (15 pupils x 2 sessions x 4 nights = 120 pupils per term) with 360 students attending the Playing for Success Centre over 3 terms.

In addition there will be 30 peer tutors or mentors (Key Stage 4) per annum.

**Expected Outcomes**

We would expect to see a rise in the numeracy and literacy levels of the pupils attending the centre.

**Proposed monitoring arrangements/Indicators of success**

We will need to closely monitor the progress of the pupils accessing the centre and regular monitoring reports will be made available to the Area Community Learning Partnership, WCC Area Committee and the DFES.

**What is the long term future of the project (If appropriate)**

The project is initially a three year partnership between the Local Authority, Number Ten Bowling Company and the DfES.

The availability of funding from the DfES beyond the initial three year period is not known at this stage.

It is possible that the Partnership between the Local Authority and Number ten will continue beyond the three year programme and exist strategies including identification of appropriate funding will be identified accordingly.

**Eligible for Main Programme or other funding? Yes/No?**

Mainstream funding not currently available to support this initiative.

**Details of other sources of funding.**

Warwickshire Education Department, Rugby Borough Council, Number Ten Bowling and the DfES will provide funding and in-kind contribution.

## Contact on LSP Theme Group

<b>Contact name</b>	Peter Thompson for ACLP		
<b>Address</b>	Partnership and Area Working Team County Education Office 22 Northgate Street Warwick CV34 4SP		
<b>Telephone No.</b>	01926 412888	<b>Fax No.</b>	01926 414101
<b>E-mail</b>	peterthompson@warwickshire.gov.uk		

## Well-being Fund 2005/06

### Part B – Expression of Interest - To be completed by the body/individual interested in undertaking a commission

Name of Project: Playing for Success

#### Details of body/Individual interested in commission

<b>Name of Organisation</b>	Playing for Success		
<b>Contact name</b>	Peter Thompson		
<b>Address</b>	c/o Partnership and Area Working Team County Education Office 22 Northgate Street Warwick CV34 4SP		
<b>Telephone No.</b>	01926 412888	<b>Fax No.</b>	01926 414101
<b>E-mail</b>	peterthompson@warwickshire.gov.uk		

#### Description of Project (from project brief)

Number Ten Bowling Company, Rugby has approached Warwickshire Local Authority to work in partnership to develop a Playing for Success Centre in the Rugby Area.

The aim of the initiative is to raise standards of achievement in literacy, numeracy and ICT and to target disadvantage.

#### Details of timescale. When would you be able to commence this project?

The project is a three year partnership between the DfES, The local Authority and Number Ten Bowling.

Work has already begun on pulling together priorities and protocols for working.

Staff appointments will be made once funding is in place.

We aim to open the centre to the first cohort of young people in the autumn.

#### Outputs – What can you offer the Project?

##### Examples of similar projects previously undertaken

Number Ten Bowling Company provides an extensive community education programme. As an organisation Number ten is fully committed to developing lifelong learning opportunities, particularly within areas of disadvantage.

The Local Authority has a wealth of experience in partnership working and is keen to pursue options available to offer alternative solutions to meeting priority need.

The DfES already funds and support over 100 Playing for Success Centres across the country. Each centre has the services of a 'Critical Friend' to offer support and guidance.

Playing for Success Centres are now part of a national network and are able to gain knowledge and support from colleagues across the country.

**Analysis of costs – Please be as precise as possible**

**One Year Costs**

<b>Total Project Cost</b>	<b>£ 103,700 Revenue</b> <b>£ 49,500 Capital</b>
<b>Staff (Salaries and Expenses)</b>	<b>£ 73, 500</b>
Centre Manager	35,000
Additional Teaching Staff	9,000
ICT technical support	20,000
Administrative support	8,000
Staff Training	500
Training for Volunteers	100
Travel for Volunteers	900
<b>Capital/Equipment</b>	<b>£ 49,500</b>
Decoration	2000
Sound Proof Doors	3000
Lighting	2000
Network and Power installation	8000
Carpets	1500
Furniture	5500
Computer Equipment (including server and licenses)	27,500
<b>Other</b>	<b>£ 30,200</b>
Annual Report/Newsletter/Publicity costs	4,000
Utilities	1,000
Telephone	400
Photocopier (including service charge)	2000
Security	2000
Stationery	1000
Pupil Travel Costs	15, 000
Consumables	500
Software	3,000
On-Line Subscriptions (Including Broadband)	1,000
Curriculum Resources	300
<b>Total</b>	<b>£ 152,200</b>



It must be stressed that the Playing for Success is a Partnership and that costs will be met jointly. To this end the Playing for Success initiative would ask Area Committee to consider commission contribution of £10,000 towards Capital Costs and £20,000 towards revenue costs.

## PROPOSALS AND BUSINESS PLANS

**Current Provision: A short description of any current education or other community provision at the club/centre**

Currently Number Ten Bowling Company provides an extensive community education programme. As an organisation we are fully committed to developing lifelong learning opportunities, particularly within areas of disadvantage. At present we are delivering our weekly, two hour, Bowl2Health programme at our Braintree site and this will be introduced at our Rugby site from January 2006. This adult programme combines the skills of bowling with health workshops and is delivered by a health professional. We have also developed a flexible educational programme in schools/colleges with a combination of visits to our Rugby Centre.

**Accommodation: Planned location of the centre and facilities (including IT equipment):**

The ICT Learning Resource Centre will be located in Number Ten Bowling Company's Rugby centre in their current Conference Room. This room will be refitted to make it an exciting, flexible teaching and learning environment. It will contain tables, chairs, 20 PCs with appropriate software interactive whiteboard and DVD player. The centre will be designed for flexible use, catering for a range of young people. There will be a lift for access for students with disabilities and toilets.

**Staffing: Centre Manager and support staff including: provision for Centre Manager cover; tutors/mentors; administrative and ICT technical support:**

The Strategic Management group (with LA and Number Ten representatives) will appoint a Centre Manager, part time teaching staff, a centre administrator and ICT technical support. Peer Tutors from local Rugby Schools

and FE Colleges will support the centre through the Warwickshire University of the First Age initiative.

The Centre Manager will have access to Continuing Professional Development (CPD) through INSET at Warwickshire LEA, Extended Learning Strategy Group and support through the PfS local and national teams and QiSS Critical Friend networking opportunities. In addition the manager will be invited to attend appropriate training including budget, management and evaluation programmes. CPD needs will be monitored directly through Study Support line management and the Strategic Management group. The Centre Manager will also have access to relevant and appropriate in service training delivered by the Number Ten Group.

**Target Group:** **Pupil age range; pupil selection; number of schools to be targeted (primary, middle and secondary); pupils per cohort and per annum:**

Our key purpose is to focus on raising standards of Literacy, Numeracy and ICT skills in Key Stage 2 and Key Stage 3. The target group will be identified through the work of the Strategic Management Group with a focus on young people and their families in Warwickshire and on addressing disadvantage, linking with the National Strategies and local priorities such as the Rugby Area Community Learning Plan.

Over the 3 year programme it is expected that 18 Primary, Secondary and Special schools will be targeted. The programme will involve 15 pupils per individual session, (15 pupils x 2 sessions x 4 nights =120 pupils per term), with 360 students attending the PfS Centre over 3 terms. In addition there will be 30 peer tutors or mentors (KS4) per annum.

**Provision:** **Length of programmes; number of days and sessions per week; number of programmes per annum; pupil/mentor ratios; incentives; player involvement:**

The Centre will be open 4 days per week (Monday – Thursday.) There will be 2 sessions (per day (primary and secondary) each cohort will receive a 2-hour session for 10 consecutive weeks, followed by a game of tenpin bowling related to the programme. The ratio will be 4 pupils per member of staff (including mentors or peer tutors). Incentives will include pupil packs issued by Number Ten at beginning of programme; regular prizes culminating in a prize-giving end of programme event.



Bowling players and other local sporting role models will participate during the awards ceremony at the end of each 10-week session.

**Evaluation:** **Plans for monitoring and evaluating pupil and centre progress including both quantitative and qualitative data and information:**

The Strategic Management Group will develop a monitoring and evaluation system based on existing practices and procedures within Study Support in Warwickshire. In particular the QiSS DfES Study Support Code of Practice will be used to enhance the quality of provision at the PfS Centre. The Centre Manager will provide a termly report to the Strategic Management Group. We will also liaise regularly with the appropriate schools and their representatives to identify pupils' individual needs and assessments.

**Management:** **Details of Steering/Management Groups:**

In partnership with Warwickshire LA and Number Ten, a Strategic PfS Management Group will be set up, meeting once per term. The group will consist of: Study Support Coordinator, Centre Manager; LA representatives; Number Ten representative; head teachers and area community learning representative. The group will seek further advice from relevant personnel e.g. ICT, Literacy and Numeracy Inspectors. The Extended Learning Coordinator will meet fortnightly with the Centre Manager.

**Publicity:** **Plans for initial and ongoing publicity:**

Warwickshire PfS will launch in January 2007 in a joint partnership event hosted and organised jointly by the LA and Number Ten. The event will be widely publicised across the county and a wide-ranging audience including schools (staff, parents and pupils), community learning, LA, Number Ten representatives and councillors will be invited. Number Ten will also provide in-house publicity and publicise events on the website.

**Pupil presentation events and rewards/incentives:**

Each pupil will participate in an awards presentation at Number Ten Bowling Company Centre at the end of each 10-week session. Parents and school representatives will be invited to recognise and share in celebrating their pupils' achievements. A variety of rewards including free bowling tickets will be given to pupils.

**Transport of pupils:**

A minibus will be leased to ensure that all students can be transported efficiently and safely to the PfS Centre. As social inclusion is a key priority, Special Schools involved in PfS will use their own school minibus, adapted to their specific requirements.

**Health and Safety:**

Discussions have taken place to ensure that all Health and Safety issues are addressed as a partnership. The Strategic Management group will approve the PfS Health and Safety policy and appropriate risk assessments including aspects of duty of care, insurance, travelling to and from the venue and toilets.

**Sponsorship:**

As a partnership, the Warwickshire PfS Centre will form a strategy to secure sponsorship e.g. IT hardware, software, furniture etc. to enhance our provision. We will investigate examples of best practice from other PfS Centres across the country.

**Estimated Costs (See Paper 3 - Funding Proforma):**

See separate funding sheet

Broken down by:

- (a) Running/Revenue Costs (pro rata for first year and for a full year)
- (b) Capital Costs
- (c) ICT Costs
- (d) Details of the club contribution to costs

**Key contacts (name, address, email address, telephone):**

LA: Stella Bolitho, Extended Learning Coordinator, Manor Hall Educational Development Centre, Sandy Lane, Leamington Spa. CV32 6RD.  
[stellabolitho@warwickshire.gov.uk](mailto:stellabolitho@warwickshire.gov.uk)  
01926 413793 (m) 07984 171952

Club: Kashmir Sandhu Education Officer, Number Ten Bowling Company, 20b Margravine Gardens. Baron's Court, London. W6 8RH.  
[kashmirs@numbertengroup.com](mailto:kashmirs@numbertengroup.com) (m) 07795546269



## Additional Information

Proposals and Business Plans should also outline LEA support for the Centre including:

- **Identification of a line manager within the LEA with responsibility for day to day liaison with the Centre Manager and the key day to day contact at the club;**

The Lead officer for Extended Learning, Study Support in Warwickshire will be Stella Bolitho with responsibility for line managing the Centre Manager at Number Ten. The key day-to-day contact at the centre will be Kashmir Sandhu, Education Programme Manager for Number Ten

- **Plans for integration of the centre within the LEA's raising standards agenda, particularly in respect of its other study support and out of schools hours provision;**

Warwickshire LA will develop the PfS Centre at Number Ten as part of the overall strategy for Extended Services within the county. Study Support is firmly embedded within the Single Education Plan as a strategy to raise standards of achievement for young people and their families and to target disadvantage. In particular, Study Support addresses the Community Learning and Curriculum Enrichment targets within Warwickshire.

All PfS policies and strategies will relate to the Warwickshire Single Education Plan and Corporate Business Plan 2005-8, which promotes lifelong learning and personal development.

## **National Priorities**

- **National Priority 1**  
The National Primary and Secondary Strategies: Raising Standards, particularly in Literacy, Numeracy and ICT
- **National Priority 2**  
Every Child Matters
- **National Priority 3**  
Extended Schools
- **National Priority 4**  
Support for Schools facing Challenging Circumstances

Our aim is to improve learning for all in Warwickshire by raising achievement, widening participation and developing a more socially inclusive society, thereby improving people's quality of life. The PfS Centre will link directly to the Warwickshire Single Education Plan and to Warwickshire County Council Corporate Strategic Objectives. We will

also link to Every Child Matters (Being Healthy, Staying Safe, Enjoying and Achieving; Making a Positive Contribution; Achieving Economic Well-Being) and Extended Schools agendas.

- **Local Priority 1**

Promote Lifelong Learning and Personal Development: PfS will impact on raising self-esteem, confidence and link our effective University of the First Age (UFA) strategies in developing thinking skills and learning styles. The Centre will become a focus to lead on innovative Study Support Strategies across Warwickshire LEA and contribute to the INSET provision offer.

- Raising Standards
- Community Learning
- Access and Inclusion
- Excellence

- **Local Priority 2**

Promote the Health and Social Care of our Citizens

- **Local Priority 3**

Reduce Crime and Improve the Safety of the Community

- **Local Priority 4**

Develop and Maintain a Vibrant Local Economy which Promotes Employment and Property for all.

The Rugby Local Strategic Partnership priorities for partnership working are:

- Tackling deprivation in Brownsover South (which is identified within the Index of Multiple Deprivation as amongst the bottom 20% super output areas in England).
- Ensuring that the planned redevelopment of the station area and cattle market area provides maximum community benefit, with particular reference to housing, retail, employment, educational and leisure needs.
- (Junction One sits on the edge of both the redevelopment area and Brownsover South).

PfS will also contribute to the objectives of the local Rugby Crime and Disorder.

**Warwickshire County Council  
Rugby Area Committee  
PROJECT DEVELOPMENT FORM**

<b>A. PROJECT TITLE</b>	Domiciliary Care Agency: staff training
<b>Lead Organisation</b>	RmH Homes (the operational name of Rugby Mencap Hostels)
<b>Responsible Officer</b>	Iain Barker, General Manager
<b>Address</b>	27, Bilton Road, Rugby CV22 7AN
<b>Telephone</b>	576285 (direct, 24 hour)
<b>Email</b>	lf.barker@virgin.net

**B. PROJECT SUMMARY**

*Please explain briefly what the project is, who will deliver it, and how much it will cost?*

Establishment of domiciliary care for people with learning disabilities in Rugby. The application is for assistance with the costs of training staff to provide this new service. The full cost of the training programme will be up to £27,000. However, the training will be delivered in modules, all separately costed and so a contribution to overall costs could be identified with specific modules.

**C. THE PROBLEM**

*Please explain the problem the project is seeking to address and how this has been identified.*

The Government White Paper *Valuing People* advocated enabling people with learning disabilities to live more independent lives. Part of this is the provision of supported living, in which people live in homes of their own with proper support, rather than in traditional residential care homes.

RmH Homes is planning a major redevelopment of the services provided to our service users.

The charity has suffered from chronic under-funding and has no reserves. If RmH is to continue to support people with learning disabilities then it must develop the pattern of service delivery to meet modern standards.

**D. PROJECT DEVELOPMENT, OPTIONS & STRATEGIC FIT**

*Please explain who has been involved in developing the project, what options have been considered in tackling the problem (as described above), and how the chosen option will fit with and complement any other initiatives and activities in this area of work.*

Support services for people with learning disabilities are purchased by the Social Services Department of Warwickshire County Council (SSD). Both they and the Commission for Social Care Inspection (CSCI) are involved in specifying the type and level of services required.

The move by RmH to develop domiciliary care is in response to requirements of SSD, CSCI and *Valuing People*.



RmH is also implementing a programme of person-centred planning (PCP). This will be offered to all forty of our residents, and then be made available to other people in Rugby if desired. It is expected that the PCPs will show that a number of residents wish to move out of residential care and into supported living.

If RmH staff are properly trained, and RmH is registered, then the staff who currently support our residents will continue to support the same people when they move out. This continuity is important for the service users, their families, and for the maintenance of a quality service.

## **E. PROJECT DESCRIPTION**

*Please explain in detail the key project objectives and activities.*

Establish and register a domiciliary care service in accordance with the Care Standards Act 2000.

This will provide support to vulnerable people living in their own homes, some of whom will be people who at present live in residential care.

The training will be provided mainly by First Response Training, an established and proven organisation.

There will be a programme of training throughout 2006 in order to establish the service.

Once the domiciliary care service is up and running there will be a constant need to maintain the level of expertise, both for new staff entrants and to maintain standards. Section K of this form lists the modules. They are only a part of the requirements of the National Minimum Standards as laid down by the Care Standards Act, which stipulates 27 separate standards.

## **F. PUBLICITY AND TARGETED COMMUNITIES**

*Please explain who the intended beneficiaries of the project are, and list any specific targeted user-groups. Please explain how you will publicise the project and how you will access the intended beneficiaries.*

People with learning disabilities. Initially, these will be people in residential care provided by RmH Homes. Once the domiciliary care agency is established the support services will then be offered to anybody referred to us by Social Services.

It is known that there are some 240 people with varying degrees of needs within Rugby, of whom only 40 live with RmH. There must be, amongst those people, many who need such services. As time and the ageing process take place, the level of those needs will increase.

## **G. MILESTONES**

*Please list the most important things that will happen during your project:*

<b>Task</b>	<b>When?</b>	<b>Who by?</b>
<b>Project Start</b>	March 2006	RmH Homes
Recruitment of domiciliary care staff	March 2006 onwards	RmH Homes
Training of staff	March onwards	A variety of outside professionals
Deployment of staff	May 2006 onwards	Outside professionals
<b>Project Finish</b>	Dec 06 then new staff	

## H. PROJECT OUTPUTS

OUTPUT	TARGETS			TOTAL
	Year 1	Year 2	Year 3	
Number of beneficiaries, service users	10	14	6	30
Training sessions, staff	7	7	7	21
Parents of younger adults		4	4	8

## I. OUTCOMES

*How will you know that the project has been successful? How will you measure this?*

Residents successfully living in tenanted accommodation with problems being positively worked through and addressed. By offering domiciliary care to younger adults wanting to leave home.

The success of the training will be measured at different stages:

1. A training needs analysis is performed to specify the training required.
2. At the completion of training modules an assessment will be made of what has been learned.
3. Regular supervision is held with each member of staff and their line manager. Amongst the purposes of this is an assessment of the individual's level of knowledge.
4. Daily monitoring of performance of the team at work.
5. Quality monitoring programmes of the board of RmH Homes, with formal reports being made to the Commission for Social Care Inspection.

## J. CONTINUATION/EXIT STRATEGY

*Please explain what will happen once the grant has been spent.*

The grant is required to enable us to establish a service for which there is a known need. Once it is running it will become a routine service funded by the various benefits systems such as Supporting People, Independent Living Fund, etc.

This will then be an on-going, self-funding service to local people.

## K. PROJECT COSTS

### *K1. Please detail the costs of the project.*

ITEM	COSTS			TOTAL
	Year 1	Year 2	Year 3	
Lone working	£5610			
Essential skills	£2610			
Dementia	£4610			
Challenging behaviour	£1505			
Risk assessment	£2055			
Care planning & principles	£3220			
Communication	£3110			
<b>TOTAL</b>	<b>£22,720</b>			

### **K2 OTHER FUNDERS**

*Please explain any costs which are being funded through other sources, or for which you are seeking funding*

There is a simultaneous project to develop person-centred planning. This involves using consultants to train our staff in this skilled technique. The costs of this are being met by a donation from the Rugby Group Benevolent Fund. This donation is also assisting with the set up costs for the domiciliary care service.

### **K3 CAPITAL ASSETS**

*Please explain what will happen to any major items purchased by through the project upon completion of the project:*

There will be no capital purchases. The funding requested is for staff training.

### **L. VALUE FOR MONEY**

*Please explain why this project represents value for money. Where possible, please provide comparative evidence.*

The purpose of the project is to help modernise the services provided in Rugby. If RmH did not provide these services, it would be necessary for the Social Services Department to find providers elsewhere. For such providers to have the capability to expand into Rugby, they would necessarily be large organisations with higher costs. Thus, enabling RmH, as an established but small local provider, represents the best value for money for the foreseeable future.

**M. MANAGEMENT AND PARTNERSHIP ARRANGEMENTS**

*Please explain who will manage and deliver this project, including the use of existing staff or the recruitment of new staff. Please explain why your organisation or department is best placed to deliver this project, including if appropriate your 'track record'. Please also explain the involvement of any partners in the delivery of the project.*

RmH Homes is a local charity that grew out of the Rugby Society for Mentally Handicapped Children. In its different forms it has been providing care services in Rugby for over thirty years. Some of our residents have lived in our care homes for many years, and RmH is their family environment.

In response to *Valuing People* and other developments in standards of care and support RmH wants to provide a range of services that will more closely meet the needs and aspirations of our residents.

A close working partnership is being developed with the Social Services Department and this is being extended to include a housing association(s), Rugby Borough Council's Housing Department, the Supporting People service, and others.

**Warwickshire County Council  
Rugby Area Committee  
PROJECT DEVELOPMENT FORM**

<b>A. PROJECT TITLE</b>	Benefit take up project for older people
<b>Lead Organisation</b>	Warwickshire Welfare Rights Advice Service
<b>Responsible Officer</b>	Lynn Webster
<b>Address</b>	1 Stratford Street, Nuneaton ,CV11 5BS
<b>Telephone</b>	024 7637 2069 x26
<b>Email</b>	lynn.webster@wwrasnun.demon.co.uk

**B. PROJECT SUMMARY**

*Please explain briefly what the project is, who will deliver it, and how much it will cost?*

The project will encourage take up of social security benefits amongst those who are 60 or over. It will do this in partnership with Rugby Borough Council and Age Concern, using tried and tested targeting methods to contact Pensioners who are not getting all the benefits to which they are entitled. Once identified they will be advised and assisted to make claims to maximise their income.

The project builds on work previously done by WWRAS as part of a rolling programme of work across the county, the success of which is demonstrated by the attached report on work so far in 2005/6. The cost of the extra work in the Rugby area is £13095

**C. THE PROBLEM**

*Please explain the problem the project is seeking to address and how this has been identified.*

There is ample evidence that pensioners do not always claim their full entitlement to benefits. Over recent years the Department of Work and Pensions has tried to remedy this by increasing the benefits available to pensioners and promoting take up. However this publicity does not always reach those who should be claiming and many are reluctant to engage with a government body to seek advice on claims

WWRAS are an independent voluntary organisation with a 20 year track record of identifying under-claiming and encouraging take up and we have successfully sought additional funding over the last 6 years in particular to do specific work with pensioners. Through this we have offered free benefit checks to over 6000 pensioners and helped over a quarter of these claim extra benefits worth £3.5 million. This demonstrates the level of under-claiming and our success in tackling this.

#### **D. PROJECT DEVELOPMENT, OPTIONS & STRATEGIC FIT**

*Please explain who has been involved in developing the project, what options have been considered in tackling the problem (as described above), and how the chosen option will fit with and complement any other initiatives and activities in this area of work.*

The original work was commissioned as a pilot by the Policy for Older People committee of Warwickshire County council. Stratford District council provided data which identified pensioners in their area who could usefully be targetted. WWRAS provided the expertise to advise on claims and contacted potential claimants to increase take up of benefits.

The success was so huge (with a 50% response rate and 50% of clients claiming extra benefits) that WWRAS embarked on a long term fundraising programme to continue the work and expand it across the county. Since then we have worked with all 5 local councils using their Housing and Council Tax data to successfully identify claimants. Using Local authority data to target means that we can define the best criteria for targeting but the LA can select the target area according to their own priorities and thus enable us to work in areas of Rugby which require maximum input.

We are in regular liaison with them and also the Local Pension Service of the Department of Work and Pensions. This liaison ensures that we target different groups and we have clear cross- referral agreements to avoid duplication. The LA are specifically promoting take up of Housing and Council Tax benefit and the Pension Service are concentrating on Pension Credit and our work concentrates mainly on disability and carers benefits so we are all working to our strengths. Many clients can only access means tested benefits if they become entitled to disability and carers benefits so our work also directly contributes to the increase the number of Pension Credit and Housing/Council tax benefit claims which local authorities and the Pension Service are seeking to achieve.

Our targeted approach means we have specific pensioners to contact. Clearly there will always be new pensioner claimants coming on stream but our joint take up efforts should mean that over the next 2 years this work will reduce as new pensioners become aware of their rights and fewer should miss out on benefits in the future.

We are aware that many pensioners are not in contact with agencies that could help them to claim and hence our partnership with Age Concern and other community groups who can help promote our work and encourage referrals for benefits checks. They will distribute fliers and refer clients for support and thus enable us to also target those "harder to reach" pensioners. This is a separate and important strand to our targeted work.

Over the last six years WWRAS has successfully raised additional funds amounting to £177k to continue this work across the county. We have been less successful in securing funding from sources in the Rugby area and would like to target the Social Inclusion Fund allocated to this Area Committee to increase our work in the Rugby area. The campaign supports the Health and Social care of our Citizens, improves Access to Services, helps develop and maintain a vibrant economy and is a key objective in the Social Inclusion strategy.

#### **E. PROJECT DESCRIPTION**

*Please explain in detail the key project objectives and activities.*

The objectives are to;

- promote awareness of benefits to those 60 and over

- encourage potential claimants to accept our offer of a free benefit check
- assist with claims to secure extra entitlements where identified
- refer pensioners into other services once additional income is achieved.

We will promote take up using;

- our Local Authority partners to target potential clients
- Age concern and other community based workers to identify “hard to reach” pensioners

We will use specialist staff to advise on entitlement and help with claims. We will liaise with WCC, the borough council, The Pension service and local voluntary groups such as Age Concern and the CAB to ensure clients are referred to the most appropriate source of advice.

## **F. PUBLICITY AND TARGETED COMMUNITIES**

*Please explain who the intended beneficiaries of the project are, and list any specific targeted user-groups. Please explain how you will publicise the project and how you will access the intended beneficiaries.*

We are specifically targeting those who are 60 and over who are claiming Housing and Council Tax benefits but not getting their full entitlement to other benefits – in particular disability and carers benefits and the increases in means tested benefits which this brings.

Given the success of our previous methods these will be continued. They are;

- to use the Borough Council data to target groups according to our criteria but in areas of their choosing so they can focus on areas of deprivation
- to send out letters via the council, offering free benefit checks
- to work with Age Concern and other community based staff to identify “hard to reach” potential claimants who cannot otherwise obtain advice
- to employ specialist staff to deal with respondents and advise on and help with claims.
- to ensure benefits are paid and that clients are advised on the support services available on which they can spend these

## **G. MILESTONES**

*Please list the most important things that will happen during your project:*

<b>Task</b>	<b>When?</b>	<b>Who by?</b>
Project Start	As soon as funding available	WWRAS
WWRAS provide letters of invitation to claim and these are sent out by Rugby Council – 100 at a time	Within 1 month of funding being agreed	WWRAS/ RBC
Age concern and community groups are given fliers and referral forms to distribute to hard to reach groups	Regularly throughout the year	WWRAS/Age Concern
Contact respondents	Within 3 days of receipt of reply slip	WWRAS

Do full benefit checks	As soon as preliminary information has been obtained	WWRAS take up staff
Visit clients who have extra entitlements and help with claims	Within 2/3 weeks	WWRAS take up staff
Monitor outcomes and arrange next mailshot to go out	When initial work is nearing completion	WWRAS take up staff
Project Finish	When an extra 250 clients have been contacted and advised	

## H. PROJECT OUTPUTS

Please quantify what the project will actually deliver (for instance: number of beneficiaries, number of training sessions held etc.). Where appropriate please include targets for beneficiaries from Black & Minority Ethnic Communities or other target groups.

OUTPUT	TARGETS			TOTAL
	Year 1	Year 2	Year 3	
<i>(eg. Number of beneficiaries)</i>	10	20	20	50
<b>Number of pensioners offered a benefit check</b>	<b>300</b>			<b>300</b>
<b>Number of claims arising</b>	<b>100</b>			<b>100</b>
<b>Benefit gains secured (estimated)</b>	<b>£200,000</b>			<b>£200,000</b>
<b>Number of referrals to other non benefit services</b>	<b>300</b>			<b>300</b>

## I. OUTCOMES

*How will you know that the project has been successful? How will you measure this?*

Our success will be demonstrated by;

- the level of response to our letters of invitation offering a free benefit check.
- the numbers of clients who are found to be entitled to extra benefits
- the amount of money gained for clients relative to the funding spent
- any increase in take up of Age Concern, Social Services and other support

## J. CONTINUATION/EXIT STRATEGY

*Please explain what will happen once the grant has been spent.*

We will review the number of people remaining in our target group and identify whether the volume means that they can be absorbed into our core funded work.

If there are still sufficient numbers to make continued targeting worthwhile we will seek additional funds as in previous years.



Where these are not available we would seek to continue to publicise and promote take up and invite claims using our core funds but refer clients to the statutory services for help with claims. This method has been used in the past where funding was in short supply but is not favoured by clients who often prefer our direct encouragement support and help to claim.

As this work is targeted and clients are not aware of our service unless and until contacted it would be possible to completely withdraw the service without this being seen as a reduction in service delivery.

## K. PROJECT COSTS

### *K1. Please detail the costs of the project.*

ITEM	COSTS			TOTAL
	Year 1	Year 2	Year 3	
Staff costs	11095			11095
Travel	500			500
Telephones	500			500
Post	500			500
Stationary	500			500
<b>TOTAL</b>	<b>13095</b>			<b>13095</b>

### **K2 OTHER FUNDERS**

*Please explain any costs which are being funded through other sources, or for which you are seeking funding*

We have already secured a grant from the Department of Work and pensions for this work. However this was subject to a maximum limit (£60k of which £12k is allocated to Rugby) and does not cover the whole cost of doing the work at the level required. WCC and the local councils are keen for us to offer this service as quickly as possible so that potential claimants do not lose out for longer than is necessary. Additional funding this year would enable us to target more clients more quickly.

Extra funding has been secured over the last six years from other areas with the result that more pensioners have been contacted in those areas – In Stratford for example our targeted work has been completed due to local grants being awarded.

We now wish to increase our work in the Rugby area hence this application. Additional funds will enable us to target more local people and reduce the target group.

### **K3 CAPITAL ASSETS**

*Please explain what will happen to any major items purchased by through the project upon*

*completion of the project:*

N/A – we are only seeking revenue funding

#### **L. VALUE FOR MONEY**

*Please explain why this project represents value for money. Where possible, please provide comparative evidence.*

All our previous work has generated significant gains to pensioners. In the 5 years since we began work we have secured £177k in grants which has helped us to raise £3.5 million in extra benefits for over 6000 pensioners contacted. This represents a 20 fold return on the money invested and a large increase in disposable income for many pensioners.

Over and above this, almost half of the claims made were for disability benefits and successful claims also add to the amount of Central Government funding into Warwickshire from the Rates support settlement. Thus the local councils benefit directly from this work.

Finally the work meets corporate objectives as specified in section D.

#### **M. MANAGEMENT AND PARTNERSHIP ARRANGEMENTS**

*Please explain who will manage and deliver this project, including the use of existing staff or the recruitment of new staff. Please explain why your organisation or department is best placed to deliver this project, including if appropriate your 'track record'. Please also explain the involvement of any partners in the delivery of the project.*

WWRAS will manage the overall project, working in partnership with the Local Council to identify the target group. The funds will enable us to increase staff hours to the necessary level and cover the costs of contacting and working with more pensioners.

We will continue to liaise with the Pension Service to avoid duplication and work closely with Age Concern to ensure clients are signposted into non-benefit services (for example day care, domestic help, gardening etc) so that they can make positive use of their increased income to improve their quality of life.

We think the above information and the attached report amply demonstrate our capacity to deliver the project to the highest possible standards. We have 20 years of experience and the financial benefits shown in section L show excellent value for money as well as enabling the District and County Councils to meet their own objectives.

## WARWICKSHIRE WELFARE RIGHTS ADVICE SERVICE

### Take Up work with older people – summary of work done in 2005/6

We have secured new funding of £60,000 from the Department of Work and Pensions to continue our take up work with older people this year and this has continued across the whole county.

This is the sixth year of our work with older people and we continue to work predominantly through the District and Borough councils to target potential claimants, using Housing and Council tax benefit data to identify pensioners not getting Pension Credit and/or disability benefits.

This year we are additionally using Age Concern and other partner agencies to identify new claimants and refer them to us for a benefit check and help with claims. This is to try and reach those currently not in contact with the statutory authorities.

We have specific liaison arrangements with both Pension Service and Local authority take up staff to ensure we are working in partnership and to avoid duplication. This includes cross-referral arrangements whereby we can refer clients to the Pension Service and/or Council staff if the claim is solely for Pension Credit or HB/CTB and they can refer potential claimants to us where other benefits are involved.

#### Contacts in 2005/6

We have done mailshots to 1100 older people via the local Councils and taken 331 referrals from partner agencies. We have also distributed over 2000 fliers across the county for example at the Town and Country show and through partner agency Newsletters. A breakdown by area is given in the table below. .

2005/6

Area	Contacts	Referrals	LA replies	Total replies	Claimants	Claims decided	Total £
North Warks	300	33	101	134	38	26	£46,761.07
Nun & Bed	300	76	99	175	93	62	£176,585.99
Warwick	400	74	110	184	70	70	£122,886.26
Stratford	0	62	15	77	43	45	£130,233.61
Rugby	100	86	30	116	57	48	£65,889.52
Other	2413						
<b>TOTALS</b>	<b>3513</b>	<b>331</b>	<b>355</b>	<b>686</b>	<b>301</b>	<b>251</b>	<b>£542,356.45</b>

In addition we have continued to work with 172 clients whose claims are outstanding from last year.

This shows a response rate of 30% to date (though 200 of the mailshots only went out in late December so this will rise). No mailshots have been issued in Stratford as we have now targetted all potential claimants. The number of mailshots issued in Rugby is lower as the Council are having to re-analyse their database in order to identify our target groups

## **Claim outcomes**

50% of those who replied had extra entitlements to benefits and between them these 301 claimants have been assisted to claim 476 extra benefits. Just over half of these have been decided generating over half a million pounds in extra income. 57% of this was for disability benefits, 30% for Pension credits and the remainder for a mixture of other benefits, mainly HB/CTB or Carers allowance. It should be noted that there is significant under reporting of HB/CTB gains as we have had problems identifying gains in many cases. We aim to remedy this in the future and would ask for co-operation from the Councils in providing feedback on claims when requested.

As well as the gains for claims made this year we have secured a further £565,935 from claims outstanding from 2004/5 so the total gains achieved in this financial year have already exceeded the £1million mark.

## **Conclusions**

It is clear that notwithstanding the extra resources being invested in take up work by the Pension Service and local Councils our targeted work is still proving highly effective in reaching pensioners who are still not claiming their full entitlement. The results show that we are reaching claimants that the statutory authorities are not. Continuing partnership is essential to ensure that between us we reach all those who are eligible and that they are encouraged to claim.

The main area of under-claiming identified concerns Disability benefits and it is often only by accessing Attendance Allowance or Disability Living Allowance that pensioners can then become entitled to means tested benefits. WWRAS has a particular expertise in this area as witnessed by the high level of success on claims. Only 6 have been refused! Apart from the gains to clients local Councils also benefit from the increase in disability benefit claims as this increases the amount of central government grants coming into Warwickshire. Thus our work has bigger financial benefits than the gains to individual clients.

We have funding for this work until March 2007 and will seek to raise funds to continue for as long as the demand is there. A particular priority for this year is to raise additional funds for the Rugby area where there is still much work to be done and we have not managed to tap into local resources in the same way as in other areas.

**Lynn Webster**

**23/1/2006**