



Fitness & Fun Dance Class

Somerset County Council **County Councillor Health and** **Wellbeing Budget Scheme** **2015-16**



Minehead Tea Dance Group

Introduction to the Scheme

We are pleased to announce that the County Councillor Health and Wellbeing Budget Scheme is to run again this year.

The scheme provides a fixed sum of £5,000 to each Member to support local voluntary and community group initiatives in their division. This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that foster better links between the people living there. One of the most important things we can do to help improve health and wellbeing is to support locally-led activity that encourages people to connect together, particularly people who find it hard to integrate into their local community.

This grant scheme has been designed to provide support for the local delivery of the Health and Wellbeing Strategy and this year projects are particularly encouraged which address loneliness and address health inequality.

In line with all council expenditure, it is expected that value for money is achieved from this funding and Members are responsible for ensuring that the money allocated to communities is spent for the purpose for which it was allocated.

The enclosed guidance notes set out how the scheme is to be administered, the necessary controls and governance arrangements, and clear practical advice to Members on which schemes can be supported and how to access their funding.

Briefing sessions are being provided and further advice is available directly from by the Public Health team.

The new scheme will commence delivery of tangible benefits to the people of Somerset from **1st September 2015 and closes on 31st January 2016**. We would encourage you to spread your applications over the five month period to ensure smooth administration of the project.

John Osman

Leader of the Council

Anna Groskop

Cabinet Member for HR,
Health and Transformation

Health and Wellbeing Fund Guidance Notes 2015-16

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Section 1: What does the scheme aim to do?

- 1.1 The Health and Wellbeing Budget Scheme enables each County Councillor to put forward grant proposals which support local initiatives that empower communities to take responsibility for their own health and wellbeing and help people to become better integrated in their community, particularly those people who currently find it difficult to join in.
- 1.2 This funding is designed to support the delivery of the Health and Wellbeing Strategy at a very local level. Grants should support the three priorities of the Somerset Health and Wellbeing Strategy which are:
- People, families and communities take responsibility for their own health and wellbeing
 - Families and communities are thriving and resilient
 - Somerset people are able to live independently.
- 1.3 Appendix 1 gives a list of possible examples for use of the fund and Appendix 2 is the application form, which can either be completed electronically or by hand once printed out. Appendices 3 and 4 are the consent forms for photographs being used by Somerset County Council.

Section 2: How can the money be spent?

- 2.1 £5,000 is again available per member this year and applications are required to be received by Public Health by **31st January 2016**. Any unspent sums at that date will be returned to the Public Health budget.
- 2.1 The Health and Wellbeing Budget Scheme allows Members to have a genuine impact on their area, though not exclusively restricted to their electoral division. Within the Terms of Reference of the scheme, discretion resides with the County Councillor over how this is best achieved.
- 2.3 Members are asked to be mindful of the amount of work involved for the team processing the grant applications and awards. Early applications are encouraged and members are asked to spread their submissions over the four month period, this supports the smooth administration of the scheme. Carefully completed applications are also helpful.
- 2.4 The fundamental principle is that the Health and Wellbeing Budget Scheme should benefit the Member's own division and / or its residents (albeit not exclusively). However, two or more Members may still submit a joint proposal benefiting their respective divisions or a wider area. However, in all cases the grants provided must be for projects within Somerset.
- 2.5 Members are encouraged to work collaboratively (e.g. with District and Parish Council colleagues and other partners) to avoid duplication and prevent possible double-funding of projects.
- 2.6 It is envisaged that most grants will be to Parish Councils and local voluntary sector organisations as this is most likely to benefit people at a very local level.
- 2.7 Members have no legal powers to certify expenditure. Therefore ultimate authorisation of a grant rests with the Director of Public Health. However, there is a presumption that projects will be approved if they meet the basic scheme requirements.
- 2.8 Public Health will maintain a record of expenditure in each division and keep Members informed on a periodic basis.
- 2.9 Members are asked to send in a photograph where possible of each project, these will be used to assist with the evaluation and ensure robust practices. Please ensure that permission has been obtained from the project and the individuals concerned.

You can



- Apply for up to £5,000 between 1st September 2015 and 31st January 2016
- Support any number of projects, albeit with a minimum of £250 per award

You can't



- Commit to a project in which you have a Disclosable Pecuniary Interest, Personal or Prejudicial Interest - unless you clearly set out the details of your interest in your application

- Support projects inside your electoral division
- Support a project that is ‘ultra vires’ for the County or is contrary to Council policy (see below)
- Consult partners to guard against duplication and double funding
- Carry forward funds – unspent allocations will be returned to Public Health on 29th February 2016 and late applications will not be accepted after the 31st January 2016.
- Attract and secure matched funding or third party sponsorship
- Commit to on-going funding beyond 31st January 2016
- Make combined allocations with other Members to support larger projects
- Use your budget for making hospitality payments
- NB. Combined applications only require one application form. This will need to be signed by all contributing Members indicating allocations from each
- Seek to fund lobbying, political activity or general electoral division publicity
- Make payments to individuals in their own right or support initiatives where the final beneficiary is an identifiable individual or family other than those identified through a subsequent transparent selection process
- Payments should not be used for salaries or any project which could leave an on-going liability

2.10 Councillors are reminded of the need to observe the authority’s Code of Conduct for Members. If you have any queries pending that advice please contact Julian Gale or Honor Clarke for further advice.

Note: The Health and Wellbeing Budget Scheme funding is public money and the same criteria of ensuring Value for Money and appropriate accountability will apply in the same way as all other County expenditure. All spending will be subject to County Policy, Standing Orders and Financial Regulations.

Note: Wellbeing powers

- The General Power of Competence under the Localism Act 2011 enables every local authority to do anything which an individual may generally do. Since the Act came into effect councils no longer need to demonstrate that their activities are of direct benefit to the authority, its area or persons resident or present in its area. The scheme will also contribute to delivery of the Council’s responsibilities under the Health and Social Care Act 2012.
- This has direct implications on partnership working as local authorities are permitted to work with partners to deliver services promoting or improving the economic, social or environmental wellbeing of their area, even if the services are not normally provided by local authorities (provided they are not prohibited by statute).

Section 3: How is a payment made?

- 3.1 In order to make a Health and Wellbeing Budget payment, the application form provided will need to be completed. Please complete all non-shaded boxes. Please ensure all information requested is included on the form to save time and enable your application to be processed quickly.
- 3.2 The completed form will need to be sent to Bethany Lee, Public Health (PP2 B3S County Hall). Forms may be completed electronically (bcllee@somerset.gov.uk), but if this is done the form must be sent from the Member's own SCC address box (wherever possible). Hard copy forms can be sent by either internal or external mail, however, please ensure that the form is both signed and dated.
- 3.3 Each application must include:
- Specific details of the proposed use of grants to avoid misunderstanding or the possibility of alternative use.
 - The name and designation of an appropriate representative of the recipient body to whom the County Councillor has explained the terms under which the grant is made. The terms are that the grant will be applied in full and exclusively to the purpose specified in the application. If it is not, the full sum (or residual sum for part-use) is repayable to the Council unless a fresh application is approved.
 - **The full address, post code and contact number** of the recipient organisation otherwise this will delay the payment.
 - Details for electronic bank transfer including account name, sort code, account number.
 - Additional useful information can accompany the application form on a separate sheet.
- 3.4 Every effort will be made to ensure that **fully completed application forms** will be sent to the Accounts Payable Team for processing within two weeks of receipt by the Public Health Team once approved. All payments will be made via BACS to ensure payment is banked immediately and received by the recipient faster.
- 3.5 Please indicate on the application form who the payment should be allocated to. **Payments can only be made to organisations and not individual's bank accounts.** Please provide the name on the bank account, sort code and bank account number.
- 3.6 Members can use Health and Wellbeing Budgets to 'lever in' match funding from other organisations, for instance, using Health and Wellbeing Budget resources to kick-start a project that is then funded from other sources. If this applies, it would be appreciated if details could be provided in the appropriate box on the application form, or additional information attached.

Section 4: When can you make a payment?

- 4.1 The scheme begins on **1st September 2015** and payments can be made from then on once the application has been approved. The deadline for the receipt of completed application forms by the Public Health Team is **31st January 2016**. Any unspent sums at that date will be returned to Public Health, and any allocations that have not cleared Somerset County Council's bank account by 29th February 2016 will be cancelled.
- 4.2 Whilst Members are free to allocate their funding at any time between the commencement and deadline dates, they are encouraged to spread the applications over the period and avoid a last minute rush as this leads to an unacceptable burden on staff processing grant applications.

Note: County Councillor changes

If a Councillor retires from office, or ceases to be a Councillor for whatever reason, then the allocation of their remaining uncommitted budget will be the responsibility of the Director of Finance and Performance in consultation with the Leaders of the Council's political groups. There will be a presumption to make the monies available to the new Councillor for the electoral division if there is sufficient time for funding applications to be made in accordance with the timescales set out above.

Section 5: What about publicity for the grant?

- 5.1 Members are asked to send in a photograph of each project where possible, by email to Bethany Lee BCLee@somerset.gov.uk, either at the time of presenting the payment or at a later date upon project completion – these will be used to assist with evaluation and ensure robust practices. Specimens of photography consent forms are attached (Appendices 3 and 4). Copies must be completed by each adult or parent/guardian for a child appearing in a photograph as they may be used in future publicity for the Budget Scheme. To obtain copies of the forms email Bethany Lee as above, or call 01823 357260.
- 5.2 The Council's Communications and Marketing Team are unable to promote individual projects, however will provide a summary of projects grouped by District. If you have any queries on any Communications related issue please contact Gillian Ohlson on 07584 151024 or email GOhlson@somerset.gov.uk.
- 5.3 All expenditure from County Council funds is considered to be information that is available to the public. Therefore details of any spending made from individual Member's Health and Wellbeing Budget will be provided to any internal or external enquirer upon request, and will be included as part of the Council's 'transparency' disclosures.
- 5.4 Public awareness of the availability of the Health and Wellbeing Budget is key to its successful application and to public participation in its use. Whilst a publicity campaign will be coordinated centrally, Members are encouraged to widely publicise the Scheme at local level.
- 5.5 Once grants have been made Members are encouraged to obtain appropriate publicity for the projects that have been supported. Permission should be sought from the project. The publicity should make it clear that the project has received funding from the County Council's Health and Wellbeing Budget Scheme and should refer to the proposed outcomes being supported.
- 5.6 In the event that an election or by-election is called, Members must not publicise expenditure from this Scheme once the Notice of Election has been issued until after the Council election / by-election has taken place. Under this provision Members must also ensure that any groups in receipt of funds under this Scheme do not publicise receipt of monies from a named Member during the pre-election period. For further information on this please contact the Deputy County Solicitor.
- 5.7 Once grants have been made to successful applicants, it is incumbent on individual County Councillors to ensure that the grant proceeds have been used, in full, for the specified purpose. In all cases (see Section 4) when completing an application the County Councillor needs to inform an appropriately designated representative of the benefitting organisation, the terms under which the grant is made. The individual's name and designation needs to be entered on the application form.
- 5.8 Should a Councillor discover that grants have not been used appropriately or residual funds exist, the Director of Finance and Performance should be informed immediately so that formal recovery procedures can be instigated.

Section 6: What support is there for Members?

- 6.1 The Public Health Team within the council will administer the Scheme, process grant applications, keep records of payments made on behalf of each member and issue reminders of key deadlines periodically during the period.
- 6.2 For assistance with the administration of the Scheme please contact:
Bethany Lee 01823 357260 BCLee@somerset.gov.uk
- 6.3 Grant applications will be considered by the Cabinet Member for Health and Wellbeing, the Cabinet Member for Resources and the Director of Public Health.
- 6.4 The following contacts are Public Health staff with responsibility for different areas which grants are likely to relate to. If Members wish to discuss the health and wellbeing needs of their area, or potential grant applications, they can contact the relevant Public Health Officer.

| | | |
|--|--------------------------|--------------|
| <u>Healthy lifestyle projects</u> | | |
| Louise Woolway | LWoolway@somerset.gov.uk | 01823 357269 |
| | | |
| <u>Children, youth and schools projects</u> | | |
| Fiona Moir | FXMoir@somerset.gov.uk | 01823 357253 |
| Andrew Wilson | ANWilson@somerset.gov.uk | 01823 357239 |
| | | |
| <u>Projects to address mental health and wellbeing including loneliness</u> | | |
| Louise Finnis | LFinnis@somerset.gov.uk | 01823 357252 |
| | | |
| <u>Projects to address Health inequality, poverty and financial exclusion</u> | | |
| Christina Gray | CZGray@somerset.gov.uk | 01823 357281 |
| | | |
| <u>Older peoples projects and/or maintaining independence including loneliness</u> | | |
| Carolyn Arscott | CArscott@somerset.gov.uk | 01823 357251 |
| | | |

- 6.5 In addition there will be two Member's information sessions on the Health and Wellbeing Budget Scheme run by Public Health on the following dates -

Examples of grants from 2014 - 2015 scheme

Appendix 1

- Help older people socialise and undertake gentle exercise
- Equipment for cricket and football clubs
- Outdoor activity equipment across the county (for young and old – as some adult equipment was approved)
- Disabled access to sports and community facilities in different areas
- Projects supporting families with activities to learn cooking skills and developing gardening schemes
- Falls prevention classes
- Projects with schools and young people's groups to develop gardening and growing food skills
- Promoting access to clubs for older more isolated members of the community
- Yoga teacher and memorabilia activities
- Projects supporting use of outdoor amenities and developing mental wellbeing

Further ideas for allocating your budget

- Allocating funding by applying the "Five Ways to Wellbeing".
 - * Connect
 - * Be active
 - * Take notice
 - * Keep learning
 - * Give<http://nhssm.org.uk/wellbeing-in-your-pocket-testing-the-five-ways-app/>
- Road closures – closing streets to allow residents to take part in sport and activity
<http://www.streetgames.org/www/content/about-us>
- Park Runs – free 5k runs (and walks) every Saturday in a local park
<http://www.parkrun.org.uk/>
- 321 Runs / Walks – running / jogging / walking routes for anyone to participate in
<http://www.runengland.info/page.asp?section=Title=Run+England+3-2-1>
- Intergenerational projects – perhaps involving volunteers going into schools i.e. reading projects, film projects, gardening
- Lunch clubs held in schools – so older people get a nutritious meal and children benefit from involvement in their class activities
- Increase older people's levels of activity – using activities which are appealing, such as dancing or Health Walks - <http://www.walkingforhealth.org.uk/>
- Community Games – <http://www.communitygames.org.uk/>
- Child accident prevention – <http://www.rospa.com/>

Addressing health inequality

Appendix 1

The following summary which is taken from the Impact Assessment identifies the groups who have been identified as having high levels of health need and experiencing health inequalities. Project may directly address these groups / issues or take steps to ensure that projects include some of these groups. It is not expected projects will in some way, include between one and three groups from this list and it would be good to see the whole range covered across Somerset.

Age: Somerset has an aging demographic; maintaining the health and wellbeing of older people is therefore a very high priority for the County. At the other end of the spectrum, from a healthy futures perspective, it is vital to encourage health and wellbeing activity among children and young people.

Maternity: Taking care of maternal health and wellbeing benefits both the future of the unborn child as well as the mother.

Disability: Disabled people experience considerably higher levels of health inequality than the general population; this is often exacerbated by low income. Enabling participation in health and wellbeing activities will help address this inequality.

Race (Religion): People from Black and minority ethnic groups are at greater risk of some health conditions than the general population and this risk will be reduced by participation in health and wellbeing activities. Gypsy and Traveller communities experience extreme health inequality, with average male life expectancy being under 50 years. Where race equality is combined with other protected characteristics (for example age, low income or disability) the impact multiplies.

LGB&T: Lesbian, Gay, Bisexual & Transgender people of all ages can experience barriers to participating in health promotion activities and in accessing health services; as well as experiencing poor health and wellbeing as a direct result of exclusion and discrimination.

Men: Men have poorer health outcomes than women; and on average die younger. Men's health is therefore a priority. Encouraging men to participate in health and wellbeing activities in non-traditional ways.

Women: It is well known globally that women are the key to changing a community; and this is also the case when we want to foster healthy futures.

Carers: Carers have known health needs and benefit enormously from being able to take time out to maintain their own health and wellbeing

Military: Somerset has a sizable population of service and ex -service personal and their families – whose particular health and well-being needs are well recognised in the Military Covenant and the military health programme.

Low income: Health outcome is closely associated with income inequality and financial exclusion. Taking positive action to support low income groups participate community activities and / or to engage in activities which might support their education or employment opportunities are all likely to have extremely positive health benefits.



HEALTH AND WELLBEING BUDGET SCHEME APPLICATION FORM 2015-16

FORM TO BE COMPLETED BY COUNTY COUNCILLOR ONLY
PLEASE READ THE 'HEALTH AND WELLBEING BUDGET SCHEME GUIDANCE NOTES 2015-16' BEFORE COMPLETING THIS FORM

Electoral division:

Councillor:

Purpose of Application (Please be specific as this helps to ensure that any grant is applied for the intended purpose. If necessary please attach a separate summary)

Name of recipient organisation

What is the need or issue the project is aiming to address?

.....

How will the project be delivered, and in what timescales?

.....

How might the project address loneliness and / or health inequality (see list in appendix 1)

.....

What do you expect will be achieved as a result of the project?

.....

Which Health and Wellbeing Strategy priority is met:

- ☐ People, families and communities take responsibility for their own health and wellbeing
- ☐ Families and communities are thriving and resilient

Recipient's Certification: All grants are made on the basis that they will be used in full and exclusively for the purpose specified in "Purpose of Application" (above). If for any reason the grant cannot be used in this way the full sum will be immediately be repaid to the County Council. **Members must make this clear to a representative of the applicant organisation when completing the application form, and enter the name of the individual and their designation below.**

Print name of individual

Position within recipient organisation

Contact telephone number & email address

PTO

Financial information

Amount applied for from Health and Wellbeing Budget: £

If this is a joint application with another County Councillor's Health & Wellbeing Budget then please provide details:

.....
.....
.....

Please provide a breakdown of how money is to be spent: (or attach details)

.....
.....

Does this scheme have any supporting funding available? Yes/No (If yes, provide details)

.....
.....

Payment details: Payment cannot be processed without all of these details, please complete legibly

Full name of payee:
(as appears on bank account)

Full address of payee:

Bank name and branch:

Sort code:

Account No:

Charity number: (if applicable)

In submitting this proposal, I have complied and will continue to comply with the Members' Code of Conduct and the Scheme Guidance.

Member's Signature

Contact Number ☎

Date

Please return completed form to:

Bethany Lee, Public Health, PP2 B3S, Somerset County Council, County Hall, Taunton, TA1 4DY (or e-mail to: bclee@somerset.gov.uk)

For office use only

Date logged in Public Health:

Date approved by member:

Date payment processed:

Photography consent form for the recording and use of images of adults

Dear:

Somerset County Council wishes to build up a bank of photographs that we can include in promotional material to highlight the Health & Wellbeing Budget Scheme projects.

We would like to ask your consent before Somerset County Council records your image. Please complete the form and answer the questions below:

1. May we use your photograph in Somerset County Council publications? Yes / No
2. May we use your photograph on Somerset County Council's external website? Yes / No
3. Are you happy for your photograph to appear in the media, such as newspapers? Yes / No
4. Are you happy for your name to be printed on photo captions? Yes / No

Please make sure you have read and understood the 'Conditions of use' below, prior to signing this form.

Signed: Please print your name:.....

Address:

.....Post Code:.....

Conditions of use

1. This consent is valid for two years. If you change your mind about giving consent to any of the above during this period, please email: eventsandmarketing@somerset.gov.uk or phone 01823 355020.
2. Images will be stored securely. Please be aware that Somerset County Council has no control over the way external photographers and the media store images.
3. The Council has no control over any information or photograph published to the internet.

WWW.SOMERSET.GOV.UK



Photography consent form for the recording and use of images of children

Childs Name:

Dear Parent / guardian / carer

Somerset County Council wishes to build up a bank of photographs that we can include in promotional material to highlight the Health & Wellbeing Budget Scheme projects.

To comply with the Data Protection Act 1998, we must ask your consent before Somerset County Council record any images of children (aged under 12). Please answer the questions below and then sign and date the form below.

We would like to ask your consent before Somerset County Council records your child's image. Please complete the form and answer the questions below:

5. May we use your child's photograph in Somerset County Council publications? Yes / No
6. May we use your child's photograph on Somerset County Council's external website? Yes / No
7. Are you happy for your child's photograph to appear in the media, such as newspapers? Yes / No
8. Are you happy for your child's name to be printed on photo captions? Yes / No

Please make sure you have read and understood the 'Conditions of use' below, prior to signing this form.

Signed: Please print your name:

Address:

.....Post Code:.....

Conditions of use

4. This consent is valid for two years. If you change your mind about giving consent to any of the above during this period, please email: eventsandmarketing@somerset.gov.uk or phone 01823 355020.
5. Images of children will be stored securely. Please be aware that Somerset County Council has no control over the way external photographers and the media store images.
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