



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Community and Wellbeing Policy Development Advisory Group

Wednesday, 11th July, 2018 at 5.30 pm

Wallis Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Tricia Youtan (Chairman)

Andrew Baldwin
Alan Britten
Karen Burgess
David Coldwell
Nigel Jupp

Paul Marshall
Mike Morgan
Kate Rowbottom
Jim Sanson
David Skipp

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting To receive the notes of the meeting held on 4 April 2018	3 - 6
3. Food Safety and Health and Safety Service Plans The Council is required to produce an annual Food Safety Service Plan to help protect the public and enable business to function safely. The Council is also required to produce an annual Health & Safety Service Plan and make adequate arrangements to enforce it. The PDAG will be presented with the draft Service Plan for these functions for 2018/19	7 - 38

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|----|---|---------|
| 4. | Discretionary Disabled Facilities Grant Update | 39 - 40 |
| | <p>There are mandatory Discretionary Facilities Grants available to disabled people when adaptations to their home are judged necessary and appropriate to meet their needs. In November 2017 Cabinet approved a number of policy changes within both the mandatory DFG regime and a discretionary DFG assistance policy that would help keep people safe and well at home. The PDAG will be briefed on measures proposed to build on the work being carried out by the Council to work towards a consistent and improved customer experience for adaptations</p> | |
| 5. | Warden Expansion Programme Update | 41 - 42 |
| | <p>The Council currently manages three Neighbourhood Warden Schemes in: Ashington; Steyning, Bramber and Upper Beeding; and Pulborough. The PDAG will receive an update on progressing a two-year pilot scheme to extend the Neighbourhood Warden Scheme to other Parish and Neighbourhood Council wards</p> | |
| 6. | Forward Plan Extract for the Community and Wellbeing Portfolio | 43 - 46 |
| | <p>To note the Forward Plan extract for the Community and Wellbeing Portfolio</p> | |

Community and Wellbeing Policy Development Advisory Group
4 APRIL 2018

Present: Councillors: Tricia Youtan (Chairman), John Blackall, Karen Burgess, David Coldwell and Jim Sanson

Apologies: Councillors: Andrew Baldwin, Alan Britten, Billy Greening, Josh Murphy, David Skipp and Ben Staines

36 **NOTES OF PREVIOUS MEETING**

The notes of the meeting of the PDAG held on 31 October were received.

37 **VOLUNTARY SECTOR SUPPORT SERVICE**

The Community Development Officer updated the group on the Council's new Voluntary Sector Support Service. The Council had taken on this role instead of the Community Voluntary Service and it had been launched on 3 April with the introduction of the Voluntary Sector Support internet portal. The service was designed to support voluntary, community group or social enterprise within the district, as well as members of the public interested in volunteering.

The Community Development Officer gave a presentation outlining the help available to Voluntary Sector groups through the portal which gave easy access to support, including: information resources; funding; training; volunteering; venue hire; and other council services. There were over 700 groups across the district and the service would encourage communication between organisations. A list of the different groups within each Parish would be available in due course. An officer group had been set up to oversee and monitor the performance of the service.

The Community Development Team had also launched a fortnightly e-newsletter that had attracted 150 subscribers in less than a week.

The Cabinet Member requested that all Members be re-sent an email inviting them to subscribe to the Voluntary Sector e-newsletter. It was noted that Parish and Neighbourhood Council clerks had also been invited to subscribe.

Members noted the successful launch of the portal and e-newsletter, and it was suggested that Members could encourage local groups to engage with the service.

38 **NEIGHBOURHOOD WARDEN SCHEMES**

The Health & Wellbeing/Community Safety Manager updated Members on progress that had been made in expanding the Neighbourhood Warden Schemes across the District. Billingshurst Parish would be recruiting shortly

with a view to introducing a Warden Scheme in a few weeks. The Neighbourhood Councils had also agreed to introduce a Ward Scheme for Horsham Town and this was being progressed. Storrington Parish were carrying out a public consultation to gauge interest. Members were also updated on how the existing schemes were working in their communities.

The Head of Community & Culture agreed to ensure that all relevant Parishes were aware of changes that were being made to the financial structure of the scheme.

The group noted the progress on expanding the scheme and the Chairman thanked officers for their work.

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HEALTH AND WELLBEING HUB

The Health & Wellbeing/Community Development Officer gave an update on the performance of the Health and Wellbeing Hub, including two case studies. There had been approximately 800 referrals last year, nearly half of which were made by GPs.

Members noted the breakdown of users of the Hub; 73% had been female and over a quarter of them were between the ages of 40 and 54. There had been high customer satisfaction and 89% said they had either achieved or made steps towards achieving their original goals. The programme's emphasis was on prevention through changing diet and activity levels. The pre-diabetes programme had proved successful in reversing type 2 diabetes in some cases.

Members discussed publicity and it was acknowledged that publicity for the service was as good as could be expected with the resources available.

Members were advised that customers came from across the district. A breakdown of where they had come from would be made available to the group.

The Cabinet Member thanked officers for the positive work of the Health and Wellbeing Hub.

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SOCIAL PRESCRIBING

The Head of Community & Culture advised Members that Social Prescribing sought to address the issue of patients who went to their GPs but did not require clinical treatment. GPs found that approximately 20% of patients would benefit from referral to other services like the Wellbeing Hub, Health Walks and other services such as friendship services to tackle cases of social isolation or Citizens Advice Bureau for patients where the root cause of health issues was related to debt.

Social Prescribing was already being used in parts of Adur and Worthing, and Pulborough and Henfield Medical Centre were piloting schemes.

It was noted that Social Prescribing was already taking place, for instance with referrals to the Wellbeing Hub and the work of Neighbourhood Wardens. There was potential to formalise and expand its use although there were cost implications.

The Head of Community & Culture would circulate a paper on Social Prescribing to members of the group.

Members discussed the potential role of SSAFA, the charity for ex-servicemen, and the Community Development Officer agreed to include an article about SSAFA in a future Voluntary Support Service e-newsletter.

41 **PRIMARY CARE PLANNING UPDATE**

The Director of Community Services updated Members on discussions with the Clinical Commissioning Group (CCG). Progress was being made and there was more clarity regarding the CCG's proposals for GP services for future residents of the Kilnwood Vale and North Horsham developments.

42 **FORWARD PLAN EXTRACT FOR THE COMMUNITY AND WELLBEING PORTFOLIO**

There were no items for the Community and Wellbeing Portfolio on the current Forward Plan.

The meeting closed at 6.35 pm having commenced at 5.30 pm

CHAIRMAN

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**Parkside, Chart Way, Horsham,
West Sussex RH12 1RL**

FORWARD PLAN – COMMUNITY AND WELLBEING PORTFOLIO

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

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What is a Key Decision?

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1	Rowan Drive, Billingshurst - Approval of the appointment of a contractor to develop residential units for temporary accommodation Policy Development Advisory Group 11 September 2018	Cabinet	20 Sep 2018	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)

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