

# Appendix 1

## Community and Housing Recovery Report - Project Index



Generated on: 13 October 2020

### 1. Pathway for Rough Sleepers

| Status | Project Code | Project Title  | Due Date    | Managed By                      | Progress  |
|--------|--------------|--|-------------|---------------------------------|---|
|        | CHR 01       | Move Rough Sleepers on from Emergency Accommodation / Linda Grange | 30-Sep-2020 | Housing Division - Linda Grange | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
|        | CHR 02       | Establish Pathways for Rough Sleepers / Linda Grange               | 31-Dec-2020 | Housing Division - Linda Grange | <div style="width: 16%;"><div style="width: 16%;"></div></div> 16%    |
|        | CHR 03       | Establish Longer Term Solutions for Rough Sleepers / Linda Grange  | 30-Jun-2021 | Housing Division - Linda Grange | <div style="width: 40%;"><div style="width: 40%;"></div></div> 40%    |

### 2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications


| Status | Project Code | Project Title   | Due Date    | Managed By                      | Progress  |
|--------|--------------|---|-------------|---------------------------------|---|
|        | CHR 04       | Move People on from Temporary Accommodation / Linda Grange                    | 30-Sep-2020 | Housing Division - Linda Grange | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% |
|        | CHR 05       | Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange | 31-Dec-2020 | Housing Division - Linda Grange | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0%       |
|        | CHR 06       | Prioritise Homelessness Prevention / Linda Grange                             | 30-Jun-2021 | Housing Division - Linda Grange | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0%       |

### 3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy



| Status | Project Code | Project Title                                      | Due Date    | Managed By   | Progress   |
|--------|--------------|--|-------------|--|--|
|        | CHR 07       | Financial Support for Individuals / Kerry Standing | 31-Mar-2021 | Revenues, Benefits and Customer Services Division - Kerry Standing | <div style="width: 71%;"><div style="width: 71%;"></div></div> 71% |
|        | CHR 08       | Financial Support for Businesses / Kerry Standing  | 31-Mar-2021 | Revenues, Benefits and Customer Services Division - Kerry Standing | <div style="width: 75%;"><div style="width: 75%;"></div></div> 75% |

### 4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19

| Status | Project Code | Project Title | Due Date | Managed By | Progress |
|--------|--------------|---------------|----------|------------|----------|
|--------|--------------|---------------|----------|------------|----------|

| Status  | Project Code | Project Title   | Due Date    | Managed By                                      | Progress   |
|---|--------------|---|-------------|---|--|
|  | CHR 09       | Financial support to Voluntary/Community groups and Businesses / Pam Bushby | 31-Mar-2021 | Communities and Wellbeing Division - Pam Bushby | <div style="border: 1px solid black; background-color: #4f81bd; width: 44%; padding: 2px;">44%</div> |


### 5. Capturing Community Networks for Future Emergency Planning

| Status  | Project Code | Project Title  | Due Date    | Managed By                                      | Progress   |
|---|--------------|--|-------------|---|--|
|  | CHR 10       | Support for Community Groups to Formalise / Pam Bushby                           | 30-Sep-2020 | Communities and Wellbeing Division - Pam Bushby | <div style="border: 1px solid black; background-color: #4f81bd; width: 100%; padding: 2px;">100%</div> |
|  | CHR 11       | Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens | 31-Dec-2020 | Communities and Wellbeing Division - Pam Bushby | <div style="border: 1px solid black; background-color: #4f81bd; width: 50%; padding: 2px;">50%</div>   |


# Community and Housing Recovery Report - Project Detail

Generated on: 13 October 2020


## 1. Pathway for Rough Sleepers

|   |  |                         |                  |                       |
|---|--|-------------------------|------------------|-----------------------|
|  | <b>CHR 01 Move Rough Sleepers on from Emergency Accommodation / Linda Grange</b>   |                         |                  |                       |
| <b>Description</b>  | <p><b>Description:</b> Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation (TA) whilst long term solutions are found.<br/> <b>Lead Officer:</b> Linda Grange<br/> <b>Timescale:</b> Immediate (0-3 months)<br/> <b>Member Engagement:</b> Cabinet Member<br/> <b>Community/Partnership Engagement:</b> Stonepillow, WSCC, MHCLG, Registered Providers, Private Landlords Health partners<br/> <b>Financial Implications:</b> The current cost of emergency accommodation is approx. £5.5k per week. Loss of income if HomeFinder fees are cancelled is £20k per year.</p> | <b>Overall Due Date</b> | 30-Sep-2020      |                       |
|   | <b>Milestones</b>  | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
|   | Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme  | 21-Jul-2020             | Yes              | 21-Jul-2020           |
|   | Recruit into Co-ordinator Post funded by MHCLG Rough Sleeper Initiative funding  | 31-Jul-2020             | Yes              | 10-Aug-2020           |
|   | Consider options for rough sleepers with no recourse to public funds   | 30-Sep-2020             | Yes              | 15-Sep-2020           |
|   | Create a personal pathway for each rough sleeper in partnership with StonePillow, Registered Providers and health partners   | 30-Sep-2020             | Yes              | 09-Oct-2020           |
|   | Offer support to StonePillow for their Housing First project & consider repurposing the Outreach Worker funding from RSI to this project.  | 30-Sep-2020             | Yes              | 01-Sep-2020           |
|   | Prioritise rehousing for those already in supported or temporary accommodation in order to free up capacity for those currently in emergency accommodation   | 30-Sep-2020             | Yes              | 01-Sep-2020           |
|   | Stimulate additional supply from private landlords via Homefinder through more flexible promotion and use of the scheme.   | 30-Sep-2020             | Yes              | 15-Sep-2020           |

|  |   |     |             |
|--|---|-----|-------------|
| Work with immigration to support those who wish to voluntarily return to their country of origin | 30-Sep-2020   | Yes | 04-Aug-2020 |
| Work with MHCLG to agree priorities and plans for Rough Sleeper Co-Ordinator                     | 30-Sep-2020   | Yes | 15-Sep-2020 |
| <b>Latest Update</b>   | <p>16-Sep-2020 Rough Sleeper Co-Ordinator Tom Polhill started with CDC on 10th August, we now have a team headed by Tom with 2 outreach workers. Priorities and plans for the Rough Sleeper Co-Ordinator are already part of a Memorandum of Understanding with the MCHLG</p> <p>Progress is being made towards personal pathways for rough sleepers. but not yet complete. One rough sleeper with no recourse to public funds remains in accommodation with our funding, we are exploring all ways to secure access to benefits for this individual. 7 rough sleepers remain in nightly paid accommodation out of a total of 30 originally placed under Covid. One rough sleeper returned to Romania with assistance from outreach worker.</p> <p>Stonepillow now have a team in place to deliver Housing First, our Outreach team will support this but not form part of it.</p> <p>A number of direct lets have been arranged in order to free capacity in the Stonepillow hostel. We have also looked to exercise flexibility to approve housing applications for several Stonepillow residents who find it hard to meet CDC eligibility criteria under the allocation scheme.</p> <p>2 additional properties have been secured for the Home Finder scheme and discussions are taking place with 3 new landlords. Further promotion of the scheme is planned.</p> |     |             |


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|  | <b>CHR 02 Establish Pathways for Rough Sleepers / Linda Grange</b>   |                         |             |
| <b>Description</b>  | <b>Description:</b> Establish pathways for rough sleepers<br><b>Lead Officer:</b> Linda Grange<br><b>Timescale:</b> Medium Term (3-6 months)<br><b>Member Engagement:</b> OSC and Cabinet<br><b>Community/Partnership Engagement:</b> Stonepillow, WSCC, MHCLG, Registered | <b>Overall Due Date</b> | 31-Dec-2020 |

|   | Providers, Private Landlords<br><b>Financial Implications:</b> May be some residual costs if rent exceeds LHA. Will depend on any agreement. Budget agreed. |             |           |
|---|---|-------------|-----------|
| Milestones  |   | Due Date    | Completed |
| Consider entering into agreements with local accommodation providers for longer term use of properties as part of single homelessness pathway |   | 31-Dec-2020 | No        |
| Continue with joint commissioning of "Pathways Home" with WSCC  |   | 31-Dec-2020 | Yes       |
| Ensure Diverted Giving messages are continued as people return to the High street   |   | 31-Dec-2020 | No        |
| Work with WS colleagues on the development of a pathway for complex individuals with multiple needs   |   | 31-Dec-2020 | No        |
| Report to Cabinet - date(s) TBC   |   |             | No        |
| Report to OSC - date(s) TBC   |   |             | No        |
| <b>Latest Update</b>  | 15-Sep-2020 The Diverted Giving message is to be included in an article in the Winter edition of Initiatives.   |             |           |


|   | <b>CHR 03 Establish Longer Term Solutions for Rough Sleepers / Linda Grange</b>   |                         |             |
|--|---|-------------------------|-------------|
| <b>Description</b>   | <b>Description:</b> Establish longer term solutions for Rough Sleepers<br><b>Lead Officer:</b> Linda Grange<br><b>Timescale:</b> Long Term (6-12 months)<br><b>Member Engagement:</b> OSC and Cabinet<br><b>Community/Partnership Engagement:</b> Stonepillow, WSCC, Registered Providers<br><b>Financial Implications:</b> Costs unknown – potential capital or revenue cost. FC £2.8m | <b>Overall Due Date</b> | 30-Jun-2021 |
| Milestones   |   | Due Date                | Completed   |
| Consider 'trusted assessor' nominations for key partners such as Stonepillow as part of a wider review of the Housing Register and Allocation Policy |   | 30-Jun-2021             | No          |
| Consider what additional resources may be required to embed a successful Housing First approach for Rough Sleepers with challenging needs            |   | 30-Jun-2021             | Yes         |
| Continue with Freeland Close project - see Corp Plan 008   |   | 30-Jun-2021             | Yes         |
| Report to Cabinet - date(s) TBC  |   |                         | No          |

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|-----------------------------|--|----|--|
| Report to OSC - date(s) TBC |  | No |  |
| <b>Latest Update</b>        |  |    |  |

## 2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications

|   |   |                         |                  |                       |
|---|---|-------------------------|------------------|-----------------------|
|  | <b>CHR 04 Move People on from Temporary Accommodation / Linda Grange</b>  |                         |                  |                       |
| <b>Description</b>  | <b>Description:</b> Prioritise moving people from temporary accommodation, particularly B&B, into permanent accommodation<br><b>Lead Officer:</b> Linda Grange<br><b>Timescale:</b> Immediate (0-3 months)<br><b>Member Engagement:</b> Cabinet Member<br><b>Community/Partnership Engagement:</b> Registered Providers, Private Landlords<br><b>Financial Implications:</b> Costs unknown – potential capital or revenue cost. FC £2.8m  | <b>Overall Due Date</b> | 30-Sep-2020      |                       |
|   | <b>Milestones</b>   | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
|   | Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme   | 21-Jul-2020             | Yes              | 21-Jul-2020           |
|   | Ensure appropriate level of staffing with focus on prevention and tenancy sustainment to include retention of 2 deployed workers and a senior agency worker.  | 30-Sep-2020             | Yes              | 14-Sep-2020           |
|   | Focus on moving people out of TA and Westward House by using discretions on the allocations policy for exceptional cases and encouraging RP's to prioritise moves for people leaving TA   | 30-Sep-2020             | Yes              | 14-Sep-2020           |
|   | Review of Homelessness Prevention Fund to make it more flexible   | 30-Sep-2020             | Yes              | 12-Oct-2020           |
|   | Seek new properties to add to the HomeFinder portfolio  | 30-Sep-2020             | Yes              | 15-Sep-2020           |
| <b>Latest Update</b>  | 16-Sep-2020 Council resolved to forego the HomeFinder fees on 21st July 2020. Since this decision was made, 2 additional properties have been secured, one of which was a 5 bedroom property in central Chichester. Discussions are also taking place with 3 new landlords; one has several 1 & 2 bedroom properties in East Wittering & Bracklesham, one has a 4/5 bedroom house in West Wittering and the other has a 2 bedroom house in Chichester. Members of the landlords forum have been contacted and further promotion of the scheme is planned.<br><br>Staffing levels have been reviewed and the team have been strengthened with the employment of a senior agency worker, an experienced housing advice agency worker and a temporary housing assistant pending the planned review of the Housing Service. |                         |                  |                       |

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|  | <p>The Homeless Prevention Fund policy has been reviewed to consider how it can be used to help people move on from temporary accommodation and suggested changes will be put to the recovery group.</p> <p>A guidance note providing clarification on key policy areas has been issued to officers to be used alongside the current Allocations Scheme when assessing an application for the Housing Register. This has helped prevent the operation of the scheme working against us being able to assist applicants into alternative homes and prevent bed blocking in our temporary accommodation. Officers have also been working closely with RP partners to identify opportunities to move households out of temporary accommodation by either directly housing individuals or identifying suitable hard to let properties. This has helped reduce the number of households in bed and breakfast down to 17 as at 14th September 2020.</p> |
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|  | <b>CHR 05 Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange</b>  |                         |                  |                       |
| <b>Description</b>  | <p><b>Description:</b> Ensure a focus on support &amp; prevention to avoid use of B&amp;B moving forward. Ensure fair access to social housing via the housing allocations policy.</p> <p><b>Lead Officer:</b> Linda Grange</p> <p><b>Timescale:</b> Medium Term (3-6 months)</p> <p><b>Member Engagement:</b> OSC and Cabinet</p> <p><b>Community/Partnership Engagement:</b> Registered Providers, Private Landlords</p> <p><b>Financial Implications:</b></p>   | <b>Overall Due Date</b> | 31-Dec-2020      |                       |
|   | <b>Milestones</b>  | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
|   | Full implementation of the new IT system for Homelessness and Choice Based Lettings and development of an accurate flow of data  | 09-Nov-2020             | No               |                       |
|   | Carry out a full review of the allocations Scheme - see SD HSH 02  | 31-Dec-2020             | No               |                       |
|   | Review of support / prevention provision.  | 31-Dec-2020             | No               |                       |
|   | Report to Cabinet - date(s) TBC  |                         | No               |                       |
|   | Report to OSC - date(s) TBC  |                         | No               |                       |
| <b>Latest Update</b>  | <p>16-Sep-2020 Full implementation of the new IT system for Homelessness and Choice Based Lettings was expected in September, however due to issues with transference of data and testing this has now been delayed until 9th November.</p> <p>A report was taken to Overview and Scrutiny Committee on 15th September to agree how members would be involved in a review of the Allocations Scheme and indicating some of the main areas to be reviewed. A Task &amp; Finish Group is to be set up and consideration will</p> |                         |                  |                       |

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|  | <p>be given to consultation with all members.</p> <p>Additional temporary staffing has been secured to support the Housing Options team and a review of the team including support and prevention provision is currently being undertaken.</p> |
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|  | <b>CHR 06 Prioritise Homelessness Prevention / Linda Grange</b> |  |  |
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| <b>Description</b> | <p><b>Description:</b> Embed learning and new processes to ensure prevention of homelessness is prioritised<br/> <b>Lead Officer:</b> Linda Grange<br/> <b>Timescale:</b> Long Term (6-12 months)<br/> <b>Member Engagement:</b> OSC and Cabinet<br/> <b>Community/Partnership Engagement:</b><br/> <b>Financial Implications:</b></p> | <b>Overall Due Date</b> | 30-Jun-2021 |
|--------------------|--|-------------------------|-------------|

| Milestones   | Due Date    | Completed | Completed Date |
|--|-------------|-----------|----------------|
| Analysis of all relevant data and service delivery methods.                  | 30-Jun-2021 | No        |                |
| Continue with Freeland Close project - see Corp Plan 008                     | 30-Jun-2021 | No        |                |
| Develop an ongoing review programme of policies, procedures and performance. | 30-Jun-2021 | No        |                |
| Full review of structure and staffing - See SD CIF 03                        | 30-Jun-2021 | No        |                |
| Training, development and succession planning                                | 30-Jun-2021 | No        |                |
| Report to Cabinet - date(s) TBC  |             | No        |                |
| Report to OSC - date(s) TBC  |             | No        |                |

|                      |  |
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| <b>Latest Update</b> |  |
|----------------------|--|

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| <b>3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy</b> |  |  |  |
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|  | <b>CHR 07 Financial Support for Individuals / Kerry Standing</b> |  |  |
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|--------------------|---|-------------------------|-------------|
| <b>Description</b> | <p><b>Description:</b> Financial support for individuals via a Hardship Scheme and Discretionary Housing Payments (DHP). Approach to recovery of debt owed to the Council</p> | <b>Overall Due Date</b> | 31-Mar-2021 |
|--------------------|---|-------------------------|-------------|




|                      |  |                 |                  |
|----------------------|--|-----------------|------------------|
|                      | <b>Lead Officer:</b> Kerry Standing<br><b>Timescale:</b> Immediate (0-3 months)<br><b>Member Engagement:</b> Cabinet and Council<br><b>Community/Partnership Engagement:</b><br><b>Financial Implications:</b> Hardship fund of £699k funded by Government. Additional funding of £140k for DHP's already in place.  |                 |                  |
|                      | <b>Milestones</b>  | <b>Due Date</b> | <b>Completed</b> |
|                      | All working-age residents in receipt of Council Tax Reduction awarded a £150 Hardship fund payment.  | 30-Jun-2020     | Yes              |
|                      | Report to Cabinet - Discretionary Council Tax Hardship Fund Policy   | 07-Jul-2020     | Yes              |
|                      | Explore options for spend of remaining funds including supporting residents who are in arrears with their Council Tax and/or support to residents who fail to qualify for Council Tax Reduction  | 31-Jul-2020     | Yes              |
|                      | Following period of soft recovery approach, return to full recovery to maximise income to the Council.   | 31-Aug-2020     | Yes              |
|                      | Supportive approach adopted by Recovery Officers including encouraging claims for CTR or other welfare benefits, extending payment plans, signposting to the CAB and debt management agencies etc. Ongoing.  | 31-Aug-2020     | Yes              |
|                      | Hardship fund of £699k fully spent   | 31-Mar-2021     | No               |
|                      | Spend of DHP funding (140k) using flexible criteria to allow applications from residents affected by COVID19   | 31-Mar-2021     | No               |
| <b>Latest Update</b> | 07-Oct-2020 <b>Discretionary Housing Payment Fund</b><br><br>Six months into this financial year a total of 48% of the Discretionary Housing Payment fund has been spent. It is anticipated that greater spend will take place during the second half of this financial year as the furlough scheme ends, however, spend is being regularly monitored to ensure that residents in need get this financial support. Additionally there is £140k available in the event more demand for this scheme is required. The amount of £140k was put aside in previous years to support welfare reform initiatives and is available should it be needed.<br><br><b>Hardship Fund</b> |                 |                  |

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|  | <p>Six months into this financial year 34% of the total £699k Hardship Fund has been spent. Whilst the spend to date is lower than 50% to reflect the half yearly position it should be noted that Council Tax reminders have only been able to be issued in September 2020 due to restrictions on recovery action placed on local authorities in April 2020 due to Covid-19. Final reminders will be issued during October 2020 and then summonses for those residents applicable. It is expected that a large amount of residents in this cohort may be eligible for a Hardship Fund payment and this financial support will be communicated to them. As a result the spend is expected to increase significantly from October 2020 onwards and this is regularly monitored to ensure that residents in need receive this support. <b>Test and Trace Support Scheme</b></p> <p>Central government announced on 19 September 2020 that they required help from local councils to administer the Test and Trace Support Scheme. This scheme aims to support people who are on low incomes, test positively for Covid-19 and are required to self-isolate for 14 days. Eligible applicants will receive a one off lump sum payment of £500. This scheme has been introduced to support people self-isolating to prevent the spread of Coronavirus. Feedback has been taken on board by ministers by people who have struggled to self-isolate for financial reasons. Local councils must have their schemes up and running from 12 October 2020 as eligible residents will be able to claim a payment under this scheme back to 28 September 2020 and will only qualify if they meet all the necessary eligibility criteria. There is also a discretionary element within the scheme to ensure the most vulnerable receive assistance. The scheme will run from 12 October 2020 – 31 January 2021 and will be kept under review by central government. Funding provided to CDC includes £43k for awards and £23k for the discretionary element. Both of these schemes will be administered from 12 October 2020 and an analysis of how this scheme is operating will be provided at the Housing and Communities Recovery group meetings on a regular basis.</p> |
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|--|---|-------------------------|------------------|-----------------------|
|  | <b>CHR 08 Financial Support for Businesses / Kerry Standing</b>   |                         |                  |                       |
| <b>Description</b>   | <p><b>Description:</b> Financial support to small and micro businesses via the Discretionary Business Grants<br/> <b>Lead Officer:</b> Kerry Standing<br/> <b>Timescale:</b> Immediate (0-3 months)<br/> <b>Member Engagement:</b> Cabinet Member, Leader, Chair of OSC<br/> <b>Community/Partnership Engagement:</b><br/> <b>Financial Implications:</b> Gov funding of £1.85m</p> | <b>Overall Due Date</b> | 31-Mar-2021      |                       |
|  | <b>Milestones</b>   | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
|  | Scheme criteria agreed by urgent decision   | 01-Jun-2020             | Yes              | 29-May-2020           |


|   |   |     |             |
|---|---|-----|-------------|
| Scheme open for applications  | 01-Jun-2020   | Yes | 01-Jun-2020 |
| West Sussex Framework in place  | 01-Jun-2020   | Yes | 29-May-2020 |
| Applications closed   | 14-Jun-2020   | Yes | 10-Sep-2020 |
| Cabinet notified of urgent decision taken in relation to Discretionary Grants scheme for businesses | 07-Jul-2020   | Yes | 07-Jul-2020 |
| Report to Cabinet - Local Restrictions Support Grant Scheme   | 08-Dec-2020   | No  |             |
| Local Restrictions Support Grant Scheme ready   | 31-Jan-2021   | No  |             |
| Spend of available funding  | 31-Mar-2021   | Yes | 11-Sep-2020 |
| <b>Latest Update</b>  | 07-Oct-2020 Action reopened due to introduction of the Local Restrictions Support Grant Scheme. In the event of a local lockdown local authorities on behalf of central government must be ready to administer support grants to businesses who have to close for 3 weeks or more during a local lockdown. Businesses with a rateable value below 51k will receive a grant payment of £1,000 every 3 weeks and businesses with a rateable value above 51k will receive a grant payment of £1,500 every 3 weeks. Businesses who provide a personal face-to-face service e.g. cafes, restaurants and bars are the types of businesses who will receive a grant in the event of a local lockdown. Guidance is currently being reviewed and more detail will be provided at the recovery group meetings. Only businesses which have to physically close will qualify for this financial assistance. A report will be taken to December's Cabinet and the scheme will be ready from January 2021 |     |             |

#### 4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19


|  |  |                         |                  |                       |
|--|--|-------------------------|------------------|-----------------------|
|  | <b>CHR 09 Financial support to Voluntary/Community groups and Businesses / Pam Bushby</b>  |                         |                  |                       |
| <b>Description</b>   | <b>Description:</b> Financial support to the voluntary and community sector (VCS) including Community Halls and Sport/Leisure Clubs and businesses affected by Covid19.<br><b>Lead Officer:</b> Pam Bushby<br><b>Timescale:</b> Immediate (0-3 months)<br><b>Member Engagement:</b> Cabinet, Council, Grants Panel<br><b>Community/Partnership Engagement:</b><br><b>Financial Implications:</b> £250k one off funding for VCS, £250k one off funding for businesses | <b>Overall Due Date</b> | 31-Mar-2021      |                       |
| <b>Milestones</b>  |  | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
| Grants Panel to consider criteria for grants for VCS and businesses                |  | 24-Jun-2020             | Yes              | 18-Aug-2020           |

|  |   |     |             |
|--|---|-----|-------------|
| Cabinet report - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses         | 07-Jul-2020   | Yes | 07-Jul-2020 |
| Report to full Council - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses | 21-Jul-2020   | Yes | 21-Jul-2020 |
| Grants Panel review  | 16-Sep-2020   | Yes | 16-Sep-2020 |
| Grants Panel review  | 21-Oct-2020   | No  |             |
| Review scheme following 3 months of operation  | 31-Oct-2020   | No  |             |
| Grants Panel review  | 20-Jan-2021   | No  |             |
| Grants Panel review  | 24-Mar-2021   | No  |             |
| Funding ends - remaining funds to be returned to reserves  | 31-Mar-2021   | No  |             |
| <b>Latest Update</b>   | <p>06-Oct-2020 Following the extension of the scheme for four weeks to 23rd October 2020, a Cabinet report is being prepared for consideration at the 3rd November meeting regarding progress of the scheme and potential changes if there remains unallocated funds.</p> <p>The draft paper is to be considered at the Grants and Concessions Panel of 21st October 2020, and their recommendations will be reported to Cabinet. Potentially the proposals could include the diversion of funds from the Community pot to the Economy pot, were the sums involved to exceed £100,000 the recommendations would then proceed to Full Council on 24th November 2020.</p> |     |             |

### 5. Capturing Community Networks for Future Emergency Planning

|  |  |                         |                  |                       |
|--|--|-------------------------|------------------|-----------------------|
|  | <b>CHR 10 Support for Community Groups to Formalise / Pam Bushby</b>   |                         |                  |                       |
| <b>Description</b>   | <p><b>Description:</b> Offering support for Community Groups to formalise themselves will help to capture this resource, which has expanded and proved invaluable during the C19 crisis, and make the groups more established moving forward.</p> <p><b>Lead Officer:</b> Pam Bushby</p> <p><b>Timescale:</b> Immediate (0-3 months)</p> <p><b>Member Engagement:</b> Cabinet Member</p> <p><b>Community/Partnership Engagement:</b></p> <p><b>Financial Implications:</b></p> | <b>Overall Due Date</b> | 30-Sep-2020      |                       |
| <b>Milestones</b>  |  | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |

|   |   |     |             |
|---|---|-----|-------------|
| Encourage groups to sign up to Chichester Community Network our online platform for community support and issues.     | 30-Sep-2020   | Yes | 15-Sep-2020 |
| Signpost groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups | 30-Sep-2020   | Yes | 15-Sep-2020 |
| <b>Latest Update</b>  | 15-Sep-2020 When contacted by the volunteer groups we are encouraging sign up to VAAC and we will be inviting those groups to also sign up to the Community Network. Communications around this are being prepared. This work has begun and will remain ongoing in the future. Project completed. |     |             |

|  |  |                         |                  |                       |
|--|--|-------------------------|------------------|-----------------------|
|   | <b>CHR 11 Embed Community Groups into Future Emergency Plans / Pam Bushby &amp; Alison Stevens</b>   |                         |                  |                       |
| <b>Description</b>   | <p><b>Description:</b> Capture the resource of volunteers and Community Groups by embedding them into future emergency plans</p> <p><b>Lead Officer:</b> Pam Bushby &amp; Alison Stevens</p> <p><b>Timescale:</b> Medium Term (3-6 months)</p> <p><b>Member Engagement:</b> Cabinet Member</p> <p><b>Community/Partnership Engagement:</b> Local groups &amp; networks, Parish Councils, Sussex Resilience Forum, WSCC</p> <p><b>Financial Implications:</b></p>                   | <b>Overall Due Date</b> | 31-Dec-2020      |                       |
| <b>Milestones</b>  |  | <b>Due Date</b>         | <b>Completed</b> | <b>Completed Date</b> |
| Ensure a copy of the mapped support, along with contacts for all the volunteer groups is held in the emergency planning room for reference               |  | 31-Dec-2020             | Yes              | 15-Sep-2020           |
| In consultation with Parish Councils and/or local Community Groups, consider how best to fill any gaps in provision                                      |  | 31-Dec-2020             | No               |                       |
| Web Team to map all the offers of volunteer support onto a map of the District, to allow gaps in provision to be identified                              |  | 31-Dec-2020             | Yes              | 28-Aug-2020           |
| Work with Parish Councils to raise awareness of volunteer groups in their areas and encourage their inclusion in review and practice of emergency plans. |  | 31-Dec-2020             | No               |                       |
| <b>Latest Update</b>   | 15-Sep-2020 The map of support has been completed and is located in the emergency planning room. There are plans to extend this to include other community amenities from the Community Facilities Audit over time. There is a ongoing work with WSCC, CDC and the Parishes to review emergency plans and ensure resilience is built into the community response to any emergency planning. Regular meetings are planned and lessons learned are being shared across the district. |                         |                  |                       |

