

## RECORD OF DECISION TAKEN UNDER CHIEF EXECUTIVE URGENCY POWERS

### SUMMARY OF DECISION TO BE TAKEN:

Agree the allocation of Contain Outbreak Management Government Funding (COMF) of £642,362.

**ASSOCIATED COMMITTEE:** Not applicable

### RELEVANT PERSONS CONSULTED:

- Cllr Peter Lamb, Leader of the Council, on 8th July 2021

### DECISION MADE:

Local Authorities have been, and remain at the forefront of managing Covid-19. The COMF was allocated to County Councils in March 2021. Crawley Borough Council has been allocated £474,808 of funding (based on relative needs formula) by West Sussex County Council ([WSSCC - see link](#)).

An additional £167,553.74 COMF funding was announced on 8 April 2021 by the Department of Health and Social Care, this was directly allocated to district and borough councils (yet to be received).

The release of the grant is dependent on the county Council providing a monitoring return on how the COMF allocation for 2020/21 has been used. There is also a requirement for Crawley Borough Council to report in the monthly 'Delta return' on Covid spend for the additional £167,553.74.

Any unspent grant must be returned to the County Council / Government.

Expenditure on the COMF funding will be reported to Councillors through the quarterly budget monitoring process.

### REASONS FOR DECISION AND FURTHER INFORMATION:

The grant is ring-fenced for public health purposes to tackle Covid-19, working to break the chain of transmission and to protect the most vulnerable.

The purpose of the grant is to provide support to the Councils, as detailed, towards expenditure lawfully incurred or to be incurred in relation to the mitigation against and management of local outbreaks of COVID-19.

*“The COMF remains ring-fenced for public health purposes to tackle COVID-19, working to break the chain of transmission and protecting the most vulnerable. While the specific public health activities that can be funded are subject to your judgement, a list of activities that this funding may be used for is included in the general COMF policy letter of 1 December 2020”.*

Headings given in the guidance are -

Area/ Activity -

- Testing
- Tracing
- Compliance measures
- Communication and marketing
- Support for the clinically extremely vulnerable
- Support for wider vulnerable groups, including rough sleepers
- Support for those self-isolating
- Targeted intervention for specific cohorts within the community
- Specialist support i.e. behavioural science
- Utilisation of local sectors (Academic, volunteers etc.)
- Support for educational outbreaks
- Other.....

A breakdown of the allocation of the grant is given below and allocation of the COMF funding to ensure that it is fully spent by 31<sup>st</sup> March 2022 and spent in line with the guidance received.

WSCC have a further £14.224m available through expressions of interest and applications will be made around reducing homelessness.

I hereby agree that I will take the decision as set out above, for the reasons detailed, under the Council's Emergency Urgency Powers.



**Chief Executive**  
**Date: 10 July 2021**

Project Name	Description	Resource need (£)	Lead officer
<b>Compliance Measures</b>			
<b>Public Protection &amp; Enforcement</b>			
Environmental Health Officer – Food inspections	2 x FTE contractor for 6 months (July – December) to support team to clear the backlog of food premises inspections. The number of food businesses has grown significantly during the pandemic. Hourly rate of £55 has been applied	£106,000	Kelvin North
Environmental Health Officer – Pollution	2 x FTE contractors for 6 months (Oct – March) to support the team caseload. Hourly rate of £45 has been applied	£84,000	David Monk
Licensing visits to night-time economy premises	Overtime budget for Licensing Officers to carry out a programme of visits to our night-time economy premises, ensuring Covid-19 compliance. This is in addition to the budgeted £1,500.	£5,000	Kareen Plympton
Community Wardens	2 x FTE fixed term contract Community Wardens for <b>6 months</b> The role's priority's will be focussed patrolling of our parks and opens spaces and the town centre, this will support, 1. Public reassurance due to covid-19 2. Tackling antisocial behaviour & increased littering 3. Tackling any other behaviour which has a negative effect on others 4. support licensing teams visits to night-time economy premises 5. Supporting the town centre cleansing team  The contract for these posts will be written in a way that if required they work outside of the normal working hours of the team.  This is costed at the top of Grade E with additional budget for training and uniform	£40,000	Nicola Glemas
Enviro-crime Warden	1 x FTE fixed term contract for <b>6 months</b> to focus on reducing 42% increase in fly tipping and other enviro crime across the Borough since the onset of the pandemic. The role will be focused on prevention, detection and enforcement;  1. This will support the warden team in managing the increase in requests to investigate dumped items outside people houses in alleys, shrub beds, cars parks etc. 2. Investigate cases of fly tipping in the town centre around the charity shops and service yards by searching waste and carrying out enquiries etc. 3. Complete an audit of service yards and risk rate  4. Case manage the complicated cases from start to preparing the case for prosecution 5. Issue and serve enforcement notices  The salary is based on assumption and could be less.	£35,000	Nicola Glemas
		Sub Total	£270,000
<b>Neighbourhood Services</b>			
Specialist Cleaning Machine for Town Centre	Purchase Johnson cleaning machine for use on Queens Square, town centre. This equipment is fit for purpose and will release the sweeping machine currently being used back into use on the neighbourhood parades.	£60,000	Karen Rham
Enhanced street clean service	2 x FTE patch workers for 6 months to support the intensive clean team –cleaning in strategic spaces + hire vehicle  This is in addition to the 2 x FTE patch workers allocated to litter picking and cleaning duties in parks and open spaces	£40,000 £30,000	Karen Rham
		Sub Total	£130,000
<b>Crawley Homes</b>			
Cleaning of communal areas	Additional cleaning in communal areas at blocks of flats (over 600 locations). 2 x cleaners (2 x £27k, 1 x clearance op at £27k, vehicle and equipment hire.  We have also restarted our 'zero tolerance' clearance of all items stored within communal areas (part of our fire safety risk assessment procedures) and again seen a recent increase in the demand on the service within this area of work. It is therefore proposed that one additional clearance operative is appointed to assist the clearance team to ensure we maintain the fire safety within the communal areas.  Estimated additional costs (12 months) 2 x Cleaners (at £27k each) £54k 1x Clearance Op at £27k On cost for vehicle, materials, equipment (at £7,200 each) £21,600 (£54k + £27k + £21,600) <b>Total Cost - £102,600 for a full year - pro rata = £60,000</b>	£60,000	Tim Honess
		Sub Total	£60,000
<b>Total compliance measures</b>			<b>£460,000</b>

<b>Support to wider vulnerable groups, including rough sleepers</b>			
<b>Crawley Homes</b>			
Additional Tenancy Support Officer	<p>It is widely recognised that the impact of Covid 19 has increased the vulnerability and anxiety of many people and affected their mental health and ability to deal with day to day matters. Further, many people living in Crawley have been particularly hard hit financially as a result of the impact on the airline industry. This is likely to increase with the proposed ending of the furlough scheme later in the year.</p> <p>As a result, we have seen a huge increase in the need for additional support people require in order to manage tenancies, pay their rent, and claim Universal Credit. A further Tenancy Support Officer would enable the team to provide additional help to tenants impacted by Covid to manage their tenancies, claim appropriate benefits, and support those who need to downsize from their current property to a more affordable property suited to their needs.</p> <p>£33k pro rata</p>	£20,662	Clare Prosser
Sub Total			£20,662
<b>Corporate Finance</b>			
Fixed term posts within corporate finance working on corporate debt	Corporate Debt system is being rolled out, an enhanced team will be looking at assisting customers to manage their debt by pointing them towards payment plans / Breathing Space and to the Money Advisory Network. Staff have been employed on a fixed term basis.	£50,000	Graeme Yates
Sub Total			£50,000
<b>Strategic Housing</b>			
Homelessness initiatives officer	One year fixed term contract post to respond to additional demand. Funding only to 31st March - balance will come from homelessness reserves- full year cost is £34k. To help address the 40% increase in demand seen since the start of the pandemic	£19,800	Nikki Hargraves
Increased housing needs officer	One year fixed term contract plus increased hours from part-time to full time for an existing post to manage additional demand and work pro-actively in using the housing register as a homelessness prevention tool.	£23,900	Nikki Hargraves
Sub Total			£43,700
<b>Total support to the wider community including rough sleepers</b>			<b>£114,362</b>

Targeted intervention for specific cohorts within the community			
Communities & Strategic Partnerships			
Town Centre Community Hub	Town Centre based community hub predominately providing health, wellbeing and educational based activities / information and access to services for hard to reach groups along with promotion of local activities. Strong opportunity for cross partnership working, linking with Public Protection and Enforcement Team, Community Wardens, Community Development etc. The budget would be required to create a professional and potentially interactive space.	£35,000	Matt Lethbridge
Training programme for community ambassadors / organisations	To increase capacity and resilience to support people to make positive life choices and improve health and wellbeing. This would be driven by need in consultation with the community ambassadors but could be focussed on a number of areas; such as mental health first aiders, healthy eating, peer mentoring, undertaking consultation and engaging with your community etc. This would link in and widen the reach of the weight management programme the Wellbeing Team are developing and Healthy Church initiative.	£10,000	Kathryn Ripley
Speak Out! project	Working in partnership with Crawley Film Initiative- Engaging with young people to develop a film which creates a safe space for discussion and raises awareness around the extreme issues and pressures put on young people during the pandemic and lockdown; social isolation, mental health, cybercrime, access to employment and school pressures.	£8,000	Kathryn Ripley
Targeted promotion to engage effectively with minority groups	Key health and wellbeing messages to ensure the wider community is reached and the messages have a greater impact etc. – members of the community ambassadors group want to put together their own media campaigns to promote key messages both across Crawley and within their communities. This may involve developing videos, social media campaigns etc. This would be developed in partnership with CBC Communications Team	£5,000	Kathryn Ripley
Youth detached/outreach partnership	To work in partnership with youth organisations to deliver a programme of outreach/detached work in targeted areas across the borough which responds to need. This will engage young people in positive activities, signpost to support services and support them to make positive life choices to improve their health and wellbeing.	£10,000	Kathryn Ripley
Sub Total			£68,000
Total targeted intervention for specific cohorts within the community			£68,000
<b>OVERALL TOTAL</b>			<b>£642,362</b>