

## RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER OR OFFICER

This form can be used for any decision but **MUST** be used to record:

- any decision taken by the Elected Mayor or an individual Councillor
- a key decision taken by a Council Officer

In these circumstances the form must be completed and passed to the Head of Members' Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

**1. Description of decision**

To accept a grant of £25,105 from the Harpur Trust.

To agree the *Developing a Wellbeing Hub* project budget, enabling the funding to be used for:

- Expanding wellbeing programme at The Higgins Bedford, including wellbeing walks, activities for older people, activities for people with Autism Spectrum Disorders and activities combatting stigma around mental health.
- Ongoing evaluation of the programme using a variety of methods.
- Increased partnership working to devise new wellbeing activity.
- Employing a dedicated Project Co-ordinator to co-ordinate the wellbeing programme and oversee the evaluation process.

**2. Date of decision**

20<sup>th</sup> November 2017

**3. Reasons for decision**

The Higgins Bedford has developed a set of priorities based around themes of governance; management and funding; and community and collections. The *Developing a Wellbeing Hub* project fits within the community and collections priority. The Higgins Bedford has been undergoing a process of transformation and renewal with a focus on ensuring that the museum is regarded as a community hub that is accessible for all members of the community. This project builds on the work being undertaken with the support of Heritage Lottery Fund Transition Funding and Arts Council England Museum Resilience Funding to develop partnerships with community organisations and partners for the benefit of residents of Bedford Borough. The Higgins Bedford has a key role to play in Bedford's health and wellbeing agenda; this project will build on and expand existing wellbeing activity, engaging more people. Improved wellbeing can prevent ill health, add years to life and promote early intervention, potentially offering huge savings to health and social care providers.

**4. Alternatives considered and rejected**

The alternative was not to accept the funding. This was rejected as without this additional funding, it will not be possible to maximise the impact and reach of The Higgins' work in this area through developing its role as a wellbeing hub within Bedford Borough, engaging a wider audience (including those at risk of low wellbeing), and working with a variety of partners, including BBC Sports Development.

**5. How decision is to be funded**

The decision is to accept a Harpur Trust grant of £25,105, which represents 97% of the eligible project costs. The remaining 3% (£895) of the project budget was not awarded due to the Harpur Trust's cost recovery policy and will be covered by existing service budgets allocated to developing wellbeing activity.

#### 6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

N/A

Signed Don Hodgson Date 20/11/17 Name of Decision Taker The Mayor

**This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.**

Date decision published: 24th November 2017

Date decision can be implemented if not called in: 4th December 2017

(Decision to be made exempt from call in.....**YES** or NO.....)

## **Bedford Borough Council – Report to Mayor**

**October 2017**

**Report by:** Manager for Libraries & Culture

**Subject:** ACCEPTANCE OF A GRANT FROM THE HARPUR TRUST FOR DEVELOPING A WELLBEING HUB AT THE HIGGINS BEDFORD

### **1. Executive Summary**

- 1.1 The purpose of this report is to request approval to accept a grant from the Harpur Trust of £25,105. The grant is intended to deliver a project *Developing a Wellbeing Hub* at The Higgins Bedford, which will expand The Higgins Bedford's growing range of wellbeing activity, pilot new activity and establish The Higgins Bedford (and Cultural Services more widely) as a wellbeing hub in Bedford Borough.

### **2. Recommendations**

#### **2.1 That the Mayor consider and, if satisfied,**

- a) accepts a grant of £25,105 from the Harpur Trust;
- b) agrees the *Developing a Wellbeing Hub* project budget (Appendix A), enabling the grant to be used for a period of 12 months from receipt of funding for the following:
  - (i) Expanding the wellbeing programme at The Higgins Bedford, including wellbeing walks, activities for older people, activities for people with Autism Spectrum Disorders and activities combatting stigma around mental health;
  - (ii) Ongoing evaluation of the programme using a variety of methods;
  - (iii) Increased partnership working to devise new wellbeing activity;
  - (iv) Employing a dedicated Project Co-ordinator to co-ordinate the wellbeing programme and oversee the evaluation process, including developing the wellbeing offer across Cultural Services more widely.

### **3. Reasons For Recommendations**

- 3.1 The Higgins Bedford aims to be a sustainable, resilient, vibrant and dynamic museum which works both with and for its communities. A set of priorities has been developed based around themes of governance, management and funding, and community and collections, which are central to achieving this vision.
- 3.2 The *Developing a Wellbeing Hub* project fits within the community and collections priority. The Higgins Bedford has been undergoing a process of transformation and renewal with a focus on ensuring that the museum is regarded as a community hub within Bedford Borough. This project builds on the work being undertaken with the support of Heritage Lottery Fund Transition Funding and Arts Council England Museum Resilience Funding to develop partnerships with community organisations to work for and with our communities, and to expand the museum's community engagement programme.
- 3.3 Bedford's particular challenges around wellbeing have been highlighted within the Joint Strategic Needs Assessment produced by Bedford Borough's Health and Wellbeing Board. The Higgins Bedford is in a unique position to develop its wellbeing role for the benefit of local people. The museum is already a base for Bedfordshire & Luton Recovery College, who hold weekly sessions for young people using mental health services. There are weekly gardening sessions with volunteers, tai chi classes in conjunction with the Sports Development Unit, yoga classes, monthly reminiscence activities for older people, and creative writing workshops. The Higgins Bedford has a key role to play in Bedford's health and wellbeing agenda and this project aims to develop and expand on this activity, engaging more people. Improved wellbeing can prevent ill health, add years to life and promotes early intervention, potentially offering huge savings to health and social care providers.

### **4. Key Implications**

- 4.1 The implications in accepting the grant offer with regard to any legal, policy, resource, risk, environmental or equality issues have been considered as follows:

#### Legal Issues

- 4.2 There are no particular issues but the Council will need to comply with the Harpur Trust's standard terms of grant and will be required to monitor and report on progress and performance.

#### Policy Issues

- 4.3 The recommendation furthers the aims and objectives of the approved service Forward Plan (2015-18), which in turn is based on wider Council priorities.
- 4.4 The project forms part of a wider transformation programme designed to embed The Higgins Bedford at the heart of the local community. This supports areas of the Sustainable Community Strategy, including:  
*To encourage and support more people... to take on civic roles and volunteer within their communities.*  
*To encourage and enable more people to participate in local arts, culture and sporting activities.*

#### Resource Implications

- 4.5 The Harpur Trust grant represents 97% of the total eligible project cost of **£26,000**. The project budget is included at Appendix A. The remainder was ineligible for funding under the Harpur Trust's cost recovery policy. The remainder of the project budget (£895) will be met by existing service budgets allocated to developing wellbeing activity.
- 4.6 It is recognised that project management will need to be resourced and there will be reporting and management requirements associated with the funding. This will include timescales for delivery of the project elements, within the 12 month period.
- 4.7 Additional staffing capacity (for a period of 12 months) will be covered by the grant by recruiting a part time (0.6 FTE) Project Co-ordinator to deliver the project with a budget for practitioners as required.

#### Risk Implications

- 4.8 Acceptance of the grant will commit the Council to undertaking the work forming the funded project.
- 4.9 If the acceptance of the grant is not approved, the Council will have to reject the offer of grant funding from the Harpur Trust and not proceed with the work forming part of this project.

#### Environmental Implications

- 4.10 There are no environmental implications identified in accepting the grant offered.

## Equalities Impact

- 4.11 In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.
- 4.12 A relevance test for equality has been completed. The equality test determined that the activity has clear relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- 4.13 An Equality Analysis has been completed (Appendix B). The funding from the Harpur Trust will enable The Higgins Bedford to expand its range of wellbeing activity and pilot new activity. A far wider audience (e.g. older people, people with ASD, general public etc) will be able to participate in a variety of wellbeing activity at The Higgins Bedford. The activity will have a positive impact on the wellbeing of people who have protected equality characteristics (e.g. age, disability) and who experience other disadvantage (e.g. socio-economic disadvantage) by providing opportunities at no cost or low cost to participate in wellbeing activities.

## **5. Details**

- 5.1 This project builds on work delivered throughout 2016-2017. The Higgins Bedford is already a base for Bedfordshire & Luton Recovery College, who hold weekly sessions for young people using mental health services. The museum holds weekly gardening sessions with volunteers, weekly tai chi classes in conjunction with Bedford Borough Council's Sports Development Unit, weekly yoga classes, monthly reminiscence activities for older people, and creative writing workshops. This work is supported and, in some instances, delivered by Higgins volunteers.
- 5.2 Further opportunities to offer wellbeing activity to the community have been identified through this work and in discussion with existing partners. In accepting the Harpur Trust funding, the Council are agreeing to the following approved purposes for the grant:
  - Expanding wellbeing programme at The Higgins Bedford, including wellbeing walks, activities for older people, activities for people with Autism Spectrum Disorders, and activities combatting stigma around mental health.
  - Ongoing evaluation of the programme using the a variety of methods, including the Warwick Edinburgh Mental Wellbeing Score (WEMWBs).
  - Increased partnership working to devise new wellbeing activity in collaboration with existing partners.
  - Delivering the project in accordance with the project budget.

- Employing a dedicated Project Co-ordinator to co-ordinate the wellbeing programme and oversee the evaluation process. This will include the co-ordinating and developing wellbeing activity across Cultural Services, for example within Libraries.

5.4 The Harpur Trust grant represents 97% of the total eligible project costs. The effect of the grant funding not being accepted is that: the work being undertaken in this area will have limited impact and will not be available to a wide audience; it will not be possible to expand the range of wellbeing activity; it will not be possible to offer activities at low or no cost to participants; and, it will not be possible to dedicate further resource to developing The Higgins' wellbeing programme. The project also fits well with the work currently being undertaken with Arts Council England Museum Resilience funding, a key aim of which is to engage the local community and develop the museum's role as a community hub.

## 6. **Summary Of Consultations And Outcome**

6.1 The following Council units or Officers and/or other organisations have been consulted in preparing this report:

Director of Environment  
Chief Officer for Regulatory Services & Culture

6.2 No adverse comments have been received.

*Report Contact Officer:* Tom Perrett  
Manager for Libraries & Culture  
The Higgins Bedford  
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Bedford MK40 3XD  
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*File Reference:* N/A

*Previous Relevant Minutes:* None

*Background Papers:*

*None*

*Appendices:*

*Appendix A – Project budget*

*Appendix B – Equality Analysis*



### **Developing a Wellbeing Hub Project Budget**

<b>Area</b>	<b>Cost</b>
Project Coordinator (part time, fixed term contract for 12 months)	£17,500
Project activity - Reminiscence Box pilot. Cost of box production, training of activity leaders, marketing.	£2,000
Project activity - Autism Friendly Museum. Cost of resources, materials and practitioner-led sessions.	£1,000
Project activity - Dementia Friendly Museum. Cost of resources, materials and practitioner-led sessions.	£1,500
Project activity – increased work with Bedfordshire & Luton Recovery College. Development of service user led programme with mix of creative wellbeing activities.	£1,000
Project activity – developing other partnership opportunities for wellbeing activity that present themselves during project.	£2,000
Project activity – general marketing and promotion.	£500
Project activity - staff and volunteer training.	£500
<b><u>Total Cost</u></b>	<b><u>£26,000</u></b>

## **Equality Analysis Report**

<b>Title of activity / Budget Proposal title and number:</b>  <b>Developing a Wellbeing Hub</b> Project at The Higgins Bedford (Relates to ED – Acceptance of a grant from Harpur Trust)	<b>Committee meeting (decision maker) and date</b>  Mayor
<b>Service area</b>  Libraries & Culture – The Higgins Bedford	<b>Lead officer</b>  Tom Perrett
<b>Approved by</b>	<b>Date of approval</b>
<b>Description of activity:</b>  The Higgins Bedford has been successful in an application to the Harpur Trust for a grant of £25,105 to fund the continuation and expansion of a project to develop The Higgins Bedford's role as a wellbeing hub within Bedford Borough. The main focus of the project will be the appointment of a part-time Project Co-ordinator to develop the wellbeing programme, test and monitor activity. Funding will allow us to engage a broad range of people from across Bedford Borough and market the museum's role as a wellbeing hub widely.	

## **Relevance Test**

1. The outcomes of the activity directly and significantly impact on people, e.g. service users, employees, voluntary and community sector groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. The activity could / does affect one or more protected equality groups.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. The activity could / does affect protected equality groups differently.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4. One or more protected equality groups could be disadvantaged, adversely affected or are at risk of discrimination as a result of the activity.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
5. The activity relates to an area where there are known inequalities.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6. The activity sets out proposals for significant changes to services, policies etc. and / or significantly affects how services are delivered.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
7. The activity relates to one or more of the three aims of the Council's equality duty.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. The activity relates to the Council's Corporate Plan objectives, is a significant activity and / or presents a high risk to the Council's public reputation.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
9. An equality analysis of this activity is required.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
This activity has no relevance to Bedford Borough Council's duty to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations. An equality analysis is not needed.				<input type="checkbox"/>
<b>Explanation why equality analysis is not needed</b>				

## **Scope of equality analysis**

<b>Who is / will be impacted by the activity's aims and outcomes?</b>	The entire community of Bedford Borough will have an opportunity to engage with this project which provides increased opportunities for people to undertake activity that improves their wellbeing.
<b>Which particular protected equality groups are likely / will be affected?</b>	In particular, older people, people with Autism Spectrum Disorders and people with lived experience of mental health issues will benefit from the activity. They will have access to dedicated activity sessions with the aim of improving their wellbeing.

### **Evidence, data, information and consultation**

<b>What evidence have you used to analyse the effects on equality?</b>	<p>The Joint Strategic Needs Assessment, produced by Bedford Borough's Health and Wellbeing Board, has informed our approach to developing a wellbeing project. The aim of the JSNA is to:</p> <ul style="list-style-type: none"><li>• improve the health and wellbeing of the local community</li><li>• reduce inequalities for all ages.</li></ul> <p>Some of our activities focus on older people and vulnerable groups. Improved wellbeing can prevent ill health, add years to life and promote early intervention, potentially offering huge savings to health and social care providers.</p>
<b>What consultation did you carry out with protected equality groups to identify your activity's effect on equality?</b>	<p>Throughout 2017, The Higgins Bedford has been working with a variety of partners to develop wellbeing activity, including East London Foundation Trust and Sports Development. Through feedback from participants and partners, we have identified that increasing access to wellbeing activity at low or no cost enables everyone to participate.</p>
<b>What does this evidence tell you about the different protected groups?</b>	<p>This evidence demonstrates that there are opportunities within Bedford Borough to improve the wellbeing of protected groups by improving access to activities that have the potential to increase their wellbeing.</p>
<b>What further research or data do you need to fill any gaps in your understanding of the potential or known effects of the activity?</b>	<p>The museum will conduct a WEMWBs evaluation throughout the project to understand the impact on participants' wellbeing. At the project's close, we will commission an independent evaluation to assess the impact of the project coupled with internal evaluation and review. The evaluations will assess the extent to which the project has contributed improving wellbeing for residents of Bedford Borough, identify the most effective activities for each audience and provide recommendations for the future.</p>

### **General Equality Duty**

Which parts of the general equality duty is the activity relevant to?			
	Eliminate discrimination, harassment and victimisation	Advance equality of opportunity	Foster good relations
Age		x	
Disability		x	
Gender reassignment			
Pregnancy and maternity			
Race			
Religion or belief			
Sex			
Sexual orientation			
Marriage & civil partnership			

### Impact on equality groups

Based on the evidence presented what positive and negative impact will your activity have on equality?				
	Positive impact	Negative impact	No impact	Explanation
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be a strong focus on engaging older people, including those living with dementia.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People with disabilities including ASD will benefit from increased opportunities to participate.
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact

reassignment				
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact
Other relevant groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific additional positive impact

### **Commissioned services**

<b>What equality measures will be included in Contracts to help meet the three aims of the general equality duty?</b>	The sums involved will not require ITT or PQQ but lower limits will require compliance with procurement policy. Commissioning of external support will require suppliers to demonstrate their track record on equality and diversity and suppliers will be required to demonstrate equality performance and compliance. This will include commissioning external evaluation; recruitment of a part-time project coordinator for 12 months and practitioners to lead sessions. The project coordinator will be expected to have a good understanding of wellbeing and a job description has been prepared.
<b>What steps will be taken throughout the commissioning cycle to meet the different needs of protected equality groups?</b>	As above.

### **Actions**

	What will be done?	By who?	By when?	What will be the outcome?
<b>Actions to lessen negative impact</b>	No negative impact anticipated			
<b>Actions to increase positive impact</b>	Delivery of the project according to agreed timescale and funding from Harpur Trust	The Higgins Bedford – Project Lead and Co-ordinator	As per timelines in the project plan	<ul style="list-style-type: none"> <li>• The Council, through The Higgins Bedford, will strengthen its position as a wellbeing hub.</li> <li>• The Council, through The Higgins Bedford, will have contributed further to improving the wellbeing of its community, including some protected groups.</li> </ul>
<b>Actions to develop equality evidence, information and data</b>	Data and feedback will be collected through the project cycle.	Project Co-ordinator	Ongoing through the cycle of the project	Positive quantitative and qualitative evidence of the beneficial impact of the project on wellbeing.
<b>Actions to improve equality in procurement / commissioning</b>	N/A			
<b>Other relevant actions</b>				

### Recommendation

<b>No major change required</b>	<input checked="" type="checkbox"/>	
<b>Adjustments required</b>	<input type="checkbox"/>	
<b>Justification to continue the activity</b>	<input type="checkbox"/>	
<b>Stop the activity</b>	<input type="checkbox"/>	

### Summary of analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

The funding from the Harpur Trust will enable The Higgins Bedford, as a local authority museum, to share its wellbeing work with a much wider audience by increasing opportunities for people to participate. Through a series of wellbeing activities for distinct audiences, including older people, people living with dementia and people with lived experience of mental health, the project will address the impact of social, creative and sporting interventions on the wellbeing of participants. The project has the potential to benefit a wide and diverse number of people and provide a valuable contribution to the local wellbeing agenda.

### **Monitoring and review**

<b>Monitoring and review</b>	<b>Review date</b>
There will be regular reporting to Harpur Trust on delivery of the project. The Harpur Trust have asked for the monitoring report to address shared learning and collaboration. A copy will be made available to Senior Officers and the Portfolio Holder.	Full evaluation at the conclusion of the project – scheduled November 2018