

Meeting of the

# CABINET

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Wednesday, 2 December 2009 at 5.30 p.m.

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## SUPPLEMENTAL AGENDA – SECTION ONE

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### VENUE

Committee Room One, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

#### Members:

Councillor Lutfur Rahman (Chair)	– (Leader of the Council)
Councillor Joshua Peck (Vice-Chair)	– (Deputy Leader of the Council)
Councillor Ohid Ahmed	– (Lead Member, Resources and Performance)
Councillor Rofique U Ahmed	– (Lead Member, Culture and Leisure)
Councillor Anwara Ali	– (Lead Member, Health & Wellbeing)
Councillor Abdul Asad	– (Lead Member, Children's Services)
Councillor Marc Francis	– (Lead Member, Housing and Development)
Councillor Rania Khan	– (Lead Member, Regeneration, Localisation and Community Partnerships)
Councillor Oliur Rahman	– (Lead Member, Employment and Skills)
Councillor Abdal Ullah	– (Lead Member, Cleaner, Safer, Greener)

[Note: The quorum for this body is 3 Members].

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact:

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**LONDON BOROUGH OF TOWER HAMLETS**

**CABINET**

**WEDNESDAY, 2 DECEMBER 2009**

**5.30 p.m.**

**7 .1 Corporate Match Funding - New Approaches (CAB 087/090) (Pages 1 - 10)**

Detailed as "To Follow" on the agenda circulated previously.

**8 .2 Mainstream Grants 2010-13 - Funding Priorities (CAB 089/090) (Pages 11 - 22)**

Detailed as "To Follow" on the agenda circulated previously.

# Agenda Item 7.1

<b>Committee:</b> Cabinet	<b>Date:</b> 2 <sup>nd</sup> December 2009	<b>Classification:</b> Unrestricted	<b>Report No:</b>	<b>Agenda Item:</b>
<b>Report of:</b>  Lutfur Ali, Assistant Chief Executive  <b>Originating officer(s)</b> Jon Underwood, Everett Haughton, Strategy and Performance		<b>Title:</b>  <b>Corporate Match Funding</b>  <b>Wards Affected:</b> All		

## 1. **SUMMARY**

- 1.1 The Council's Third Sector Strategy identified over £55m of Council funding to Third Sector organisations from over 35 different funding streams. In order to deliver unavoidable savings, reductions have been applied to some of these funding streams. However, arising from the recommendations in the Third Sector Strategy, investment has been secured to establish a new Council for Voluntary Services and a small grants pot. As a result there will be a net increase in Council investment in the Third Sector in 2009/10, 2010/11 and 2011/12.
- 1.2 A key element of the Council's £55m investment in the Third Sector is the annual £4m grant funding allocation. This paper sets out recommendations in relation to the Corporate Match Funding (CMF) stream for 2010/11 and the administration of the small grants pot based on the recommendations in the Third Sector Strategy.

## 2. **RECOMMENDATIONS**

- 2.1 Cabinet is recommended to:
- Approve the proposals for the allocation of the Corporate Match Funding for 2010/11 and agree that a full review of the focus of Corporate Match Funding is undertaken in 2010/11 (sections 3, 4 and 5)
  - Agree the proposals for the allocation of the new funding stream established by the Third Sector Strategy (section 6 and 7)

## 3. **BACKGROUND TO CORPORATE MATCH FUNDING**

- 3.1 Corporate Match Funding (CMF) is one of the Council funding streams used to grant fund Third Sector organisations to support the delivery of the Community Plan. Specifically, CMF has been used to match fund Third Sector Organisations to draw in funding to deliver objectives around regeneration and worklessness.

CMF for 2010/11 amounts to £660,000 though savings options that will impact on the size of the fund have been put forward.

- 3.2 The current allocation, set out in Appendix 1, is due to expire at the end of 2009/10. This paper proposes that the current allocation is maintained for 2010/11 and a full review undertaken in this year.

#### **4. PROPOSALS FOR THE 2010/11 ALLOCATION OF THE CORPORATE MATCH FUNDING**

- 4.1 It is proposed that the current allocation of CMF, set out in Appendix 1, be continued for 2010/11. Specifically, this will only apply to projects already funded by CMF which can demonstrate both good performance to date and the ability to draw in further match funding. It is suggested that the definition of 'further match funding' should include other Council funding streams but not Mainstream Grants Funding.

- 4.2 The rationale for continuing the existing allocation is that:
- The objectives of CMF (job creation, business development and building the capacity of local organisations) are still pertinent
  - The current CMF programme is performing well and has benefited from significant investment of officer time to improve standards
  - The Working Together Compact requires the Council to give appropriate time for consultation with the Third Sector when funding streams are changed. The lack of sufficient time to do this mitigates against changing the focus of CMF

- 4.3 It is proposed that any CMF funding not used for continuation funding be incorporated into the Community Chest, detailed in section 6 below.

#### **5. REVIEW OF CORPORATE MATCH FUNDING**

- 5.1 It is proposed that there is a full review of the Corporate Match Funding (CMF) stream in 2010/11. The drivers for this are as follows:
- The management arrangements for the CMF have changed
  - CMF was originally intended to help the Third Sector draw in large 'area-based' regeneration funding streams (e.g. Single Regeneration Budget and European Objective 2) which required match funding. These funding streams are now less prevalent
  - The recently reviewed Council Third Sector Team are looking to play an increased role in drawing in match funding
- 5.2 This review will include an analysis of:
- The benefits of a commissioning approach vs. a grant funding approach
  - The links and redundancies between CMF and other grant funding streams

- Other key drivers including the expiry of WNF funding and the need to strengthen the Council's approach to investing in strategically important organisations

## 6. **BACKGROUND TO THE NEW FUNDING STREAM**

- 6.1 Assuming the proposals above are agreed, there are 3 Third Sector funding streams where the allocation process for 2010/11 requires clarification. These total £480,000 and consist of:
- The Third Sector Strategy small grants pot of £300,000. This was allocated from Accelerated Delivery funds following recommendations in the Third Sector Strategy
  - Elements of Corporate Match Funding that are not rolled over for 2010/11 as match funding has expired. The exact amount will not be clarified until the end of the financial year but it is estimated to be around £60,000
  - Elements of the Challenge Fund, a Third Sector funding stream managed by Scrutiny and Equalities. Specifically, £120,000 is included from this fund
- 6.2 It is desirable for these funding streams to have maximum impact in terms of demonstrating Council commitment to the local Third Sector. As such it is proposed to give them a single overall brand identity as the 'Community Chest'.
- 6.3 It is suggested that the Community Chest be allocated in a co-ordinated way across 3 elements:
- An 'Innovation and Improvement Fund' of £120,000. This would be for small grants of up to £2,000 for small groups to undertake new activities to benefit the community, develop innovative projects and products and build their capacity
  - A 'Capacity Building Fund' of £240,000. This would be for grants of £2,000 to £15,000 for established organisations to improve their capacity to deliver and undertake specific projects
  - A 'One Tower Hamlets Fund' of £120,000. This would fund the Third Sector to deliver key activity across the 6 equalities strands
- 6.4 It is proposed that the 3 elements of the Community Chest are resourced as follows:

Fund Element	Proposed Amount from the Small Grants Pot	Proposed Amount from Challenge Fund	Proposed Amount from CMF (Predicted)	Total
Innovation and Improvement Fund	£120,000	£0	£0	£120,000
Capacity Building Fund	£180,000	£0	£60,000	£240,000
One Tower Hamlets	£0	£120,000	£0	£120,000

Fund				
Community Chest				£480,000

The section below gives further details about each element of the Community Chest.

**7. PROPOSED FOCUS, DECISION MAKING ARRANGEMENTS AND TIMESCALE**

7.1 It is proposed that the Community Chest is announced at the 8<sup>th</sup> December TH3 event alongside the launch of the Third Sector Strategy. Despite being branded as one fund there will be three elements, as detailed above. It is proposed that each of these will have a specific focus and decision making arrangements as below.

**7.2 Focus of the Innovation and Improvement Fund**

The Council recognises that small projects can have a big positive impact on the lives of residents. In order to support this it is proposed that this funding stream be used to provide small grants of up to £2,000 to support groups with an annual income of less than £50,000 to build capacity and undertake new and innovative projects.

7.3 The fund will be used to support local initiatives that benefit the lives of Tower Hamlets residents that are linked to one of the following themes taken from the Council's 6 key priorities:

- Increasing achievement and attainment
- Increasing skills and enterprise
- Tackling anti-social behaviour and crime
- Improving the environment
- Benefiting older people - and overcoming barriers faced by specific vulnerable groups

7.4 Examples of eligible projects might be:

- Paying for a training programme or learning opportunity for a group's committee or members
- Hiring or purchasing equipment
- Undertaking local initiatives that overcome barriers faced by specific groups or support individuals achieve their full potential.
- Paying for new groups to hire a room to hold a first meeting
- Developing collaborative working or partnerships with other Third Sector organisations
- Supporting fund raising activities
- Delivering imaginative projects that bring groups of residents together to tackle local problems.
- Designing and printing community group stationery or publicity materials

- Renovating premises or building improvements to enhance community use of a building
- Developing small public areas that enable local people to meet and interact
- Undertaking research into service needs and customer satisfaction
- Developing innovative new services or products

**7.5 Focus of the Capacity Building Fund - £240,000**

It is proposed that this fund be used to allocate grants of £2,000 to £15,000 for established organisations to improve their capacity to deliver and undertake specific projects. A Capacity Building fund of £117,000 has been available in 2009/10. As this has worked well it is proposed that the criteria are maintained with the addition of a general projects and staff development categories.

**7.6 As such the allocation criteria would be as follows:**

- Delivering projects of key importance
- Quality assurance accreditation
- Developing plans or strategies
- Improving organisational management or governance
- Meeting key compliance requirements
- Developing partnership initiatives
- Organisational development
- Staff development

**7.7 Although there is a degree of cross-over between the focus of the Improvement and Innovation Fund and the Capacity Building Fund they can be differentiated in the following ways:**

- Anticipated beneficiaries. The Innovation Fund will be directed specifically at small organisations, and primarily those who have not received funding from the Council before. The Capacity Building Fund is likely to benefit more established organisations which are of strategic importance
- Size of allocation. The Improvement and Innovation Fund has a limit of £2,000 meaning that it will be focused on small impactful work. The Capacity Building Fund ceiling of £15,000 will allow for more substantial activity

**7.8 Decision making and allocation timescales for the Innovation and Improvement and Capacity Building Funds**

It is suggested that grants are allocated on a rolling programme to offer the maximum flexibility and address arising need. Wherever appropriate, grants will be allocated before the end of 2009/10 to allow groups a full year to implement their programmes.

**7.9 To enable the maximum flexibility it is proposed that responsibility for grant allocation is delegated to officers, with lead responsibility with the Assistant Chief Executive. This will following assessment and prioritisation of applications. Reports on allocation will be submitted to CMT and the Grants Panel.**

**7.10 One Tower Hamlets Fund - £120,000**

It is proposed that this consists of £120,000 allocated in grants for Third Sector organisations to deliver key activity across the 6 equalities strands, i.e. gender, race, disability, sexuality, age, religion / belief. Priority will be given to organisations that work across a number of equalities strands to promote an integrated approach to this agenda.

7.11 It is proposed that this funding is allocated throughout the year in accordance with the equalities timetable (i.e. Islam Awareness Week, Black History Month, International Day of Disabled People etc) and the priorities in the Diversity and Equality Action Plan. It is proposed that decision making for this fund is delegated to the appropriate cross-Directorate forum, i.e. the Corporate Equalities Steering Group. The development of specific criteria, advertising, application process and assessment will be overseen by the Diversity and Equality Co-ordinators.

**7.12 Timetable**

The following is proposed for the initial allocation of funds, which is to take place before the end of 2009/10:

Approach agreed at Cabinet	2 <sup>nd</sup> December 2009
Application process	16 <sup>th</sup> December 2009 – 12 <sup>th</sup> February 2010
Fast-track appraisal	15 – 26 February 2010
Announce funding decisions	First Week March 2010
Funding decisions implemented from	1 April 2010

**8. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

8.1 The report identifies that the around £55m is currently spent by the Council each year with Third Sector organisations. This covers a wide variety of areas from small grants to large commissioned services.

8.2 This report describes proposals to continue the current allocation of Corporate Match Funding (CMF) in 2010-11 and undertake a review to make further changes for 2011-13. Also, to redefine 'further match funding' to include other Council funding streams but not Mainstream Grants Funding and to include the creation of a "Community Chest".

8.3 The 2009-10 CMF budget is £660,000 and the report proposes to allocate £543,000 in match funding this year. The options for future allocation from 2010-13 are based on the premise this funding will continue.

8.4 The Council currently commissions the Third Sector to deliver Community Plan objectives through the CMF programme and a similar report reviewing the Council's mainstream grants arrangements and recommendations for improvements went to Grants Panel on 15<sup>th</sup> October 2009.

8.5 This report recommends the allocation of £480,000 in 2010-11 funded from three sources renamed as the “Community Chest”:-

- £300,000 from the “Third Sector Strategy small grants pot”.
- £60,000 of Corporate Match Funding available for 2010/11.
- £120,000 from the Challenge Fund managed by Scrutiny and Equalities Team.

The funding within the Community Chest will be reallocated to create three new funds:-

- ‘Innovation and Improvement Fund’ of £120,000.
- ‘Capacity Building Fund’ of £240,000.
- ‘One Tower Hamlets Fund’ of £120,000.

8.6 The creation of the “Community Chest pot” was agreed by the Cabinet on 4<sup>th</sup> November 2009 as part of the Accelerated Delivery funding for 2009-10 and continued funding is expected to come from a number of sources including a levy of Council Third Sector commissioning budgets in 2010-11.

8.7 The costs of implementing the proposals described in this report are expected to be contained within existing budgets.

8.8 The Council is under a legal duty to secure best value for the use of public funds. In allocating resources in grants to the Third Sector, grant monies should be allocated to those organisations which can be identified as contributing to the wellbeing of the area. As the report points out, funding needs to be allocated through a process which is fair and transparent and targets grants to individuals and organisations in a way which will contribute towards meeting the Council’s policy objectives. In deciding to continue the allocation of funding from 2009/10 into 2010/11, Members should satisfy themselves that these organisations continue to meet the necessary criteria.

## **9. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

9.1 There are no specific legal comments.

## **10. ONE TOWER HAMLETS CONSIDERATIONS**

10.1 The contribution of Third Sector organisations to delivering One Tower Hamlets is explicitly recognised in the Third Sector Strategy. This paper builds on this with the establishment of a dedicated One Tower Hamlets fund, aimed at funding Third Sector Organisations to deliver activities to deliver the equalities agenda in the Borough. Furthermore, the other funds covered in this paper (Corporate

Match Funding, the Improvement and Innovation Fund and the Capacity Building Fund) will all fund activity that will support the delivery of One Tower Hamlets.

## **11. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 11.1 The Third Sector play a key role around sustainability issues and active partnership working is already in place. Organisations working in this area would be able to apply for the Capacity Building Fund and this will be proactively communicated to them.

## **12. RISK MANAGEMENT IMPLICATIONS**

- 12.1 The utilisation of resources in the proposed way will mitigate a range of risks including:
- Non-delivery of LAA target NI7
  - Non-delivery of key services due to a lack of Third Sector capacity and support
  - Reduced community cohesion due to a lack of funding for small Third Sector organisations
- 12.2 The key risk to delivery anticipated by officers is a lack of capacity to engage and develop small organisations to benefit from the Improvement and Innovation Fund. To mitigate this there will be a review of existing roles within the relevant team and discussion with partners about innovative ways to increase capacity in this area.

## **13. EFFICIENCY STATEMENT**

- 13.1 The proposals above are congruent with the delivery of proposed efficiencies from the Chief Executive's Directorate budget. Despite this, due to additional resources secured from the Accelerated Delivery Fund, there will be a net increase in funding for the Third Sector in 2009/10, 2010/11 and 2011/12.

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**Local Government Act, 1972 Section 100D (As amended)  
List of "Background Papers" used in the preparation of this report**

Brief description of "back ground papers"	Name and telephone number of holder and address where open to inspection.
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**Jon Underwood x3186**

## **12. APPENDICES**

Appendix 1 below – 2009/10 Corporate Match Funding allocations.

<b>Organisation</b>	<b>Service</b>	<b>Amount</b>
Account 3	Childcare Training	£30,000
Beta Bangla	Beta Bangla Radio Training Project	£25,000
TH Somali Orgs Network	Somali Development Project	£50,000
MIND in Tower Hamlets	Café Training Project	£18,000
Stepney Community Trust	Employment Guidance Project	£15,000
Bangladesh Football Association	Young People's Training and Development Project	£20,000
Graduate Forum	Mutual Gains	£25,000
Dawatul Islam	Shadwell BME Skills & Employment Project	£30,000
TH Skills 4 Life Project	Thames Gateway Youth Football Project	£30,000
HEBA Women's Project	HEBA Training for Enterprise Programme	£25,000
Old Ford Housing Association	IT Skills 4 Life Project	£15,000
East London Mosque & LMC	Way To Work	£45,000
Stifford TJRS Community Centre	Health Trainers Initiative	£20,000
Tower Project Job Opp's Team	Tower Project Job Opportunities Team	£10,000
St Hilda's East Comm'y Centre	Work Experience	£15,000
Boundary Community School	Pathways to Development Skills	£20,000
Cultural Industries Dev't Agency	Capacity Building Programme	£35,000
Jagonari	Activating Mohila Project	£30,000
Limehouse Project	Basic Skills Progression	£20,000
Ocean Somali Community Ass'n	Somali Development Project	£20,000
Brick Lane Youth Dev't Agency	Aasha Gang Conflict Mediation Project	£45,000
<b>GRAND TOTAL</b>		<b>£543,000</b>

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# Agenda Item 8.2

<b>Committee</b>	<b>Date</b>	<b>Classification</b>	<b>Report No.</b>	<b>Agenda Item No.</b>
Cabinet	02.12.09	Unrestricted		
<b>Report Of</b> Corporate Director, Adults Health & Wellbeing		<b>Title:</b> Mainstream Grants 2010-13 Funding Priorities		
<b>Originating Officer (s)</b> Barbara Disney, Commissioning Manager – Older People		<b>Ward(s) Affected:</b> All		

## 1. SUMMARY

- 1.1 This report seeks the approval by the Cabinet for the proposed arrangements and funding priorities for the Adult Health and Wellbeing Mainstream Grants (MSG) budgets for 2010/13.
- 1.2 It also seeks Cabinet's approval to extend existing Service Level Agreements from 31<sup>st</sup> March to the end of June 2010, in order to give sufficient time for the new arrangements to be implemented
- 1.3 It also seeks Cabinet approval for new Service Agreements to be entered into for a period of 2 years and 9 months (July 2010 to March 2013) to bring them into line with the Commissioning timeframe.

## 2. RECOMMENDATIONS

Cabinet is recommended to:

- 2.1 Extend current Service Agreements for non-lunch clubs to the end of June 2010;
- 2.2 Agree funding in principle for 2 years and 9 months, starting from July 2010 to March 2013, subject to agreement on budget settlements and delivery of agreed outputs/outcomes by the contracted organisations, and value for money;
- 2.3 Agree the proposed development of the application process and proposed support provision for applicants as detailed in paragraph 3.2;
- 2.4 Agree the priorities for mainstream grants funding for 2010/2011 as set out in paragraph 4;
- 2.5 Agree to details of Adults Health and Wellbeing MSG Draft service specification in Appendix A.

### **3 BACKGROUND**

- 3.1 The Council has established corporate arrangements for funding local third sector organisations through “mainstream grants”. The current funding model, taking a commissioning approach, was first piloted with mainstream grant funded Advice Service provision in April 2008 and rolled out to other funding streams overseen by a management steering group in April 2009. A number of issues in the process have been identified in a review of the process that this report will address. This process will address reported concerns that were raised about the timeframe, training, and available support to organisations.
- 3.2 In the Mainstream Grant process for 2009-10, Members agreed to allow a one-year process for Adult Health and Wellbeing non-lunchclub provision to allow the Directorate to consider the outcome of a review of services relating to mental health, disabilities and older peoples services and the intention to introduce a 3 year funding process for these activities from 1<sup>st</sup> April 2010. It is planned to review the operation of grant funded services to date through the Grants Panel in January 2010 and findings will feed into the next stage described below.
- 3.3 To maximise the support available to the Third Sector groups in applying for this funding, it is proposed that current arrangements remain in place until 30<sup>th</sup> June 2010 and that the new contractual arrangements begin on 1<sup>st</sup> July 2010 for a period of two years and nine months to enable maximum support to organisations in the application process.

#### **3.4 Proposed development of the process and support to applicant groups**

In order to address the issues highlighted by some third sector groups and Council assessment officers regarding the 2009/10 MSG application process, Officers propose the following:

- to implement a programme of support aimed at organisations that have limited IT capacity, which would include an online application workshop, and a drop-in IT support day;
- additionally, organisations will be able to e-mail their completed applications in word format and officers will submit the form to the electronic system;
- improved flexibility by offering an extra five day window, following the closing date for the electronic application, for the submission of all the required support documentation.

- 3.5 As well as the improvements to the MSG application process, the draft Service Specification contains clear examples of the type of outcomes that we will be monitoring the successful applicants on.
- 3.6 The applicant process, conditions of the grant, and the process to be followed when a recipient is in breach of conditions will be explained clearly at all stages in writing to applicants and successful grant recipients in the spirit of an open and transparent process.

## **4 FUNDING PRIORITIES**

4.1 The Adults Health and Wellbeing funding priorities contribute to services that:

- respond to health and wellbeing issues experienced by the borough's adult residents;
- have flexibility to meet new and emerging needs;
- support service users to be healthy and independent;
- give service user genuine choice, control and dignity; and
- keep vulnerable adults safe from abuse, harm or neglect.

We will give consideration to funding language, gender and culturally specific services where evidence of the need for the service is demonstrated.

## **5 EQUAL OPPORTUNITY IMPLICATIONS**

5.1 Many of the services outlined target specific groups most at risk of experiencing inequality and social exclusion.

## **6 ANTI-POVERTY IMPLICATIONS**

6.1 Support services for older people, people with mental health problems, people with physical or learning disabilities promote independence, wellbeing and choice within the community. As such, they are a key element in progressing the social inclusion policies of both central government (as demonstrated through the new Public Service Agreements) and the Council.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

7.1 There are no specific issues arising from this report.

## **8. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

8.1 This report asks for Cabinet's approval to a proposed Mainstream Grants Service Specification, which includes the priorities for awarding those grants.

8.2 It also asks Cabinet to approve a proposed new application process for these grants.

8.3 In order to give sufficient time for the new arrangements to be made, it asks Cabinet for approval to extend current existing Service Level Agreements to the end of June 2009.

8.4 It also asks for Cabinet approval for new Service Agreements to be entered into for a period of 2 years and 9 months (July 2010 to March 2013), subject to resources being made available and delivery of agreed outputs/outcomes

8.5 There is a provision of £250,000 in the Adults Health & Wellbeing Directorate's Commissioning budget for these grants.

## **9. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

- 9.1 The Council has various statutory powers, which enable it to provide grant funding to organisations to undertake a variety of activities. The current report deals with the procedures to be followed in relation to the submission and award of such grant funding.
- 9.2 It is within the Council's powers to determine the system, which it wishes to operate to manage the submission and award process. The method proposed by officers would be an acceptable method to adopt to deal with this exercise.
- 9.3 The report also considers an existing arrangement concerning the operation of lunch clubs. As indicated in the body of the report this arrangement will end in March 2010. It would appear that there is insufficient time for the Council to invite and assess bids for the continued provision of this service prior to the conclusion of the existing arrangements. In order to facilitate adequate service provision officers are seeking to continue the existing arrangements for a limited period to enable a properly managed exercise to be undertaken to continue the service.
- 9.4 Subject to the existing arrangements allowing the Council to extend the time for which the service is provided it would be permissible for the Council to follow this route. It will be necessary to check the legal documents, which exist to confirm that they allow for an extension and ascertain what formal procedures, such as service of notices, need to be followed.
- 9.5 It should be ensured that this period of time is sufficient for the conclusion of the work needed to secure future provision of the service from July 2010.

## **10. ONE TOWER HAMLETS CONSIDERATIONS**

- 9.1 The purpose of the Mainstream Grants programme is to tackle a broad range of deprivation-related issues within the borough. All commissioned projects and activities will be/agreed to ensure that services contribute to delivering the Council's agreed policies, strategies and action plans in relation to One Tower Hamlets by reducing inequalities between different sections of the community.

## **11. RISK MANAGEMENT IMPLICATIONS**

- 10.1 Detailed service specifications will be negotiated and appropriate monitoring arrangements maintained to minimise risk of underperformance of these services. Service agreements contain appropriate dispute, liability and termination clauses.

## **11. EFFICIENCY STATEMENT**

- 11.1 Funding preventative services through Mainstream Grants with the aim of improving individual's health, well-being and independence will reduce future dependency on services. Projects will be monitored to ensure that they are delivering agreed

outputs and benefits which contribute measurably to meeting local targets including efficiency and value for money.

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**London Borough of Tower Hamlets**

**Mainstream Grants: Draft Service Specification**

**Adults Health and Wellbeing**

**October 2009**

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## **1. Background**

The Council recognises that Third Sector Organisations have a vital role to play within our community and make a key contribution to delivering our shared Community Plan. They have the ability to engage local people and help residents have a voice and influence the decisions that affect them.

The Council is working towards the Transforming Social Care programme that enables people to have control of their own health and social care.

## **2. Objective**

We are seeking applications from Third Sector organisations based in Tower Hamlets that contribute to improved health and wellbeing of vulnerable adults living in Tower Hamlets.

## **3. Funding priorities**

The priority of this funding stream is to contribute to services that:

- respond to health and wellbeing issues faced by the borough's vulnerable adult residents;
- have flexibility to meet new and emerging needs;
- support service users to be healthy and independent;
- give service users genuine choice, control and dignity; and,
- keep vulnerable adults safe from abuse, harm or neglect.

We will give consideration to funding language, gender and culturally specific services where evidence of the need for the service is demonstrated in applications.

## **4. Service delivery standards**

Organisations must have Quality Assurance Standards appropriate to the area of work for which funding is being sought, or have plans to obtain appropriate Standards within the first year of funding.

Staff and volunteers involved in service delivery must have enhanced Criminal Record Bureau checks in place and be suitable to carry out their assigned job activities.

Staff and volunteers must also have appropriate training, qualifications and experience to provide the proposed services.

Organisations must have appropriate health and safety and first aid procedures including appropriately qualified staff in place.

Organisations must also have a successful track record of delivering similar services.

## **5. Equality of access to services**

Activities must be provided in suitable premises that enable full access to all vulnerable adults.

Services should have support provision in place, or be in a position to acquire such support to enable access to all.

Services must meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service where necessary.

Services must be publicised and outreach work undertaken to ensure that all vulnerable adults who are eligible to receive the service are actively encouraged to participate.

## **6. Partnership working**

The Council is keen to support organisations that work in partnership with others to deliver services and participate in relevant networks.

## **7. Geographical Coverage**

The services should be accessible to all residents living in the borough who are eligible to receive the service.

## **8. Funding Eligibility**

To be considered for funding, organisations must meet The Council's **eligibility criteria**.

To be eligible to receive mainstream grant funding organisations must:

- propose projects that benefit people who live in Tower Hamlets;
- be a not for profit voluntary sector group based in the borough;
- have a governing document that sets out their aims and objects and complies with the reporting requirement of the Charity Commission;
- have an up to date written Equalities and Diversity policy that shows services and governance promotes equality of opportunity and social inclusion;
- have clear financial management procedures;
- operate on a viable basis (have enough funds to carry out current activities and have no debts or loans unless they can show unrestricted income source to manage them); and
- have budgets that show a mixture of funding sources will support the activity applied for (income for proposed services must be wider than Council funds and could include self generated income, other grants, measurable in kind support).

To be considered for funding your application will also need to:

- submit long term strategic planning documents that demonstrates active commitment to continual service improvement, appropriate staff development, risk analysis and plans to improve financial sustainability;
- have safeguarding children and vulnerable adults policies in place; and
- demonstrate appropriate quality assurance systems.

## **9. Application assessment**

All applications from eligible organisations will be scored against how well they meet the criteria outlined below:

- Objective outcome of improved health and wellbeing of vulnerable adults living in Tower Hamlets (Section 2). You will need to demonstrate this by including SMART outcomes in your proposal. (Explanation and examples of SMART outcomes are given below).
- Funding priorities (Section 3).
- Service delivery standards (Section 4).
- Equality of access to services (Section 5).
- Partnership working practice (Section 6).
- Services are accessible to all residents living in the borough who are eligible to receive the service (Section 7).
- Services contribute to achieving our vision of One Tower Hamlets, which involves tackling poverty and inequality, strengthening community cohesion and building community leadership.
- Proposed budgets should demonstrate value for money. We are committed to contributing to the full cost of services. Therefore, budgets should clarify each project item and associated core cost, they must also show other funding sources for the proposed services.
- Applications must demonstrate that organisations have the appropriate expertise to carry out and manage the proposed services/activities;
- The ability to deliver high quality service provision must be demonstrated;

Your application will also need to show that you have effective systems in place to record and monitor agreed project outcomes and milestones; and, that you are able to comply with the Council's quarterly reporting requirements. For funded organisations, areas to be monitored will include:

- Activities delivered and the method of delivery;
- Evaluation of users perceptions of the service and development to meet identified needs;
- How your service is meeting its agreed (SMART) outcomes: Specific, Measurable, Achievable, Realistic and time-bound;
- Statistical profile of users by ethnicity, gender, age, sexual orientation, faith and disability.
- Compliance with quality standards
- The long term impact of funded services through evaluations and case studies.

The assessment of applications will include scoring of individual applications as well as moderation to ensure a wide range of services are provided that meet the diverse needs of vulnerable adults living in the borough.

## **10. Mainstream grants budget and awards**

The Council has an annual budget setting process that is approved at the end of each financial year. We anticipate circa £250,370 per year to be available for the Adult Health and Wellbeing funding stream during the period July 2010 to March 2013.

Our awards are restricted and can only be used for the agreed activities. Indicative grants will be awarded for two years and 9 months, starting from July 2010.

As an indication, we anticipate that the maximum individual award will be £30,000 pro rata.

## 11. Timetable

The following timetable will be used:

Activity	Date
Consultation focus group with current funded orgs/projects – also invite Third Sector Advisory Board.	November 2009
Application process open	16 Dec 2009
Online application training workshops	January 2010
Drop-in IT support day	February 2010
Deadline for submission of applications	12 Feb 2010
Applications assessed	15 – 26 February
Grant Panel meeting	18 March 2010
Applicants informed of decisions	April 2010
Services begin	1 July 2010

## 12. SMART outcomes

We are asking you to identify SMART outcomes in your application. SMART stands for Specific, Measurable, Achievable, Realistic and Time-based. These give us clarity about what difference you expect to make for service users by your proposed project.

SMART outcomes may look like this:

- A minimum of 80% of the service users using a service will report more control over deciding activities provided in the services by the end of year 1.
- A minimum of 80% of the service users we support will access opportunities that enable them to participate in a new public activity by September 2011;
- 80% of service users will have increased awareness of how to access training and employment services.

You can find more details about smart outcomes on Charity Evaluation Service and Big Lottery websites. If you need support in accessing further information please contact us.