

GRANTS DETERMINATION (CABINET) SUB-COMMITTEE

MAYOR

Mayor John Biggs

MEMBERS

Councillor Sirajul Islam	(Statutory Deputy Mayor and Cabinet Member for Housing Management & Performance)
Councillor Rachael Saunders	(Deputy Mayor and Cabinet Member for Education & Children's Services)
Councillor Asma Begum	(Cabinet Member for Culture)

Deputies:

Councillor David Edgar

[The quorum for the meeting is 3 Members]

MEETING DETAILS

Tuesday, 9 May 2017 at 5.00 p.m.
MP702, 7th Floor, Town Hall, Mulberry Place, London E14 2BG

The meeting is open to the public to attend.

Further Information

The public are welcome to attend meetings of the Grants Determination Sub-Committee.

Contact for further enquiries:

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Web: <http://www.towerhamlets.gov.uk/committee>

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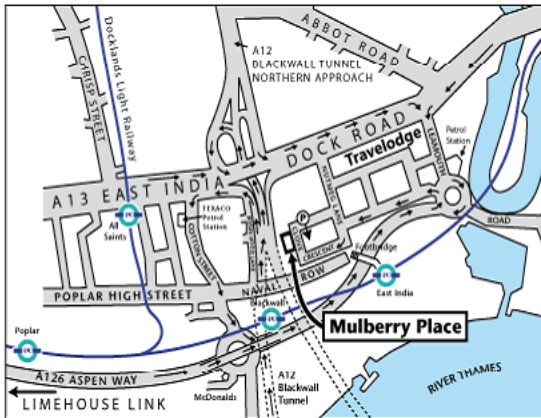
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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS** (Pages 1 - 4)
3. **UNRESTRICTED MINUTES** (Pages 5 - 14)

To confirm as a correct record of the proceedings the unrestricted minutes of the meetings held on 14 and 28 March 2017.

4. **CONSIDERATION OF PUBLIC SUBMISSIONS**

Consideration of any written comments received from members of the public in relation to any of the reports on the agenda.

[Any submissions should be sent to the clerk listed on the agenda front page by 5pm the day before the meeting]

5. **EXERCISE OF MAYORAL DISCRETIONS / INDIVIDUAL MAYORAL DECISIONS**

To note for information individual decisions relating to the award of grants that have been taken by the Mayor the last meeting.

6. **REPORTS FOR CONSIDERATION**

- 6.1 **Update on Progress of the Tower Hamlets Education Partnership (THEP)** (Pages 15 - 32)
- 6.2 **Mayor's Cup Community Grants 2016-** (Pages 33 - 38)
- 6.3 **Event Fund 2017/18 - Revised Guidelines and Criteria and Application Form** (Pages 39 - 86)
- 6.4 **Event Fund - Report on Event Fund Awards 2016-17 Quarter 3** (Pages 87 - 120)
- 6.5 **Crowdfunding Initiative - Grants Decision Making Process**
To follow
- 6.6 **MSG Quarterly Performance Monitoring Report (Jan- Dec 2017)** (Pages 121 - 136)

7. **ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT**

The next meeting will be held at Tuesday, 20 June 2017 and MP702, 7th Floor, Town Hall, Mulberry Place, London E14 2BG

Agenda Item 2.

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

- Graham White, Acting Corporate Director of Governance and Interim Monitoring Officer
020 7364 4800

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE

HELD AT 3.34 P.M. ON TUESDAY, 14 MARCH 2017

ROOM C1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, LONDON, E14 2BG

Members Present:

Mayor John Biggs (Chair)	(Executive Mayor)
Councillor Sirajul Islam (Member)	(Statutory Deputy Mayor and Cabinet Member for Housing Management & Performance)
Councillor Rachael Saunders (Member)	(Deputy Mayor and Cabinet Member for Education & Children's Services)
Councillor Asma Begum (Member)	(Cabinet Member for Culture)

Commissioners Present:

Max Caller	(Commissioner)
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Guests Present:

none

Officers Present:

Vicky Allen	– (Strategy Policy & Performance Officer, Strategy, Corporate Strategy and Equality Service, Chief Executive's)
Janet Fasan	– (Interim Divisional Director, Legal)
Tim Madelin	– (Senior Public Health Strategist, Adults' Services)
Matthew Pullen	– (Infrastructure Planning Team Leader)
Antonella Burgio	– (Democratic Services)

1. APOLOGIES FOR ABSENCE

No apologies for absence were received from Members of the Sub Committee.

Councillor Mukit, Chair of Grants Scrutiny Sub Committee apologised that he was unable to attend the meeting as he was unwell.

2. DECLARATIONS OF INTERESTS

Mayor Biggs declared an interest regarding item 4.1 in that he was Member of the LLDC Board and had formerly been Deputy Chair of LTGDC.

Councillor Islam declared an interest in respect of item 4.2 in that two of the 11 GP practices identified for premises improvement via grants derived from S106 monies were located in his Ward.

In relation to item 4.2, Mayor Biggs declared that he had been lobbied by Secret London in relation to GP provision in Goodmans Fields.

3. CONSIDERATION OF PUBLIC SUBMISSIONS

There were no written submissions relating to the grant awards to be determined by the Sub Committee.

4. REPORTS FOR CONSIDERATION

Members of the Grants Determination Sub-Committee paused to read the written comments provided on behalf of the Grants Scrutiny Sub-Committee which were tabled at the meeting.

4.1 Hackney Wick Station Improvements Project

The Chair introduced the report which asked the Sub Committee to approve a grant of £1M to make improvements to Hackney Wick Station. He noted the written comments of Grants Scrutiny Sub-Committee tabled at the meeting which outlined support for the proposed works. The Chair noted that the project was located on the borough boundary and asked for details of another outlying project on City Island. He then invited Members to comment on the report. They indicated that they had no comments that they wished to make. The Chair also invited Councillor Golds to comment and he indicated that he supported the proposals.

RESOLVED

That grant funding of £1,000,000 to London Legacy Development Corporation to assist in the delivery of the Hackney Wick Station Improvement Project as set out in the report be approved.

4.2 Maximising Health Infrastructure Project

The Chair introduced the report which asked Members to approve grant funding of £2.6M to Tower Hamlets CCG for improvements to 11 GP surgeries owned by NHS. He noted the written comments of Grants Scrutiny Sub-Committee tabled at the meeting which outlined support for the

proposals. He then invited Members to comment on the proposals and they indicated that they had no comments that they wished to make.

Councillor Islam declared that two of the GP premises involved in the project fell within his Ward.

RESOLVED

That grant funding of £2,603,358 to NHS Tower Hamlets CCG to deliver increased capacity, access and service provision in primary care and maintain continuity of local GP services, as set out in the report, be approved.

The meeting ended at 3.40 p.m.

Chair, Mayor John Biggs
Grants Determination (Cabinet) Sub-Committee

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE

HELD AT 5.10 P.M. ON TUESDAY, 28 MARCH 2017

Members Present:

Mayor John Biggs (Chair)	(Executive Mayor)
Councillor Sirajul Islam	(Statutory Deputy Mayor and Cabinet Member for Housing Management & Performance)
Councillor Rachael Saunders	(Deputy Mayor and Cabinet Member for Education & Children's Services)
Councillor Asma Begum	(Cabinet Member for Culture)

Commissioners Present:

Max Caller	(Commissioner)
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Other Councillors Present:

Councillor Peter Golds	(Leader of the Conservative Group)
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Others Present:

Jane Caldwell	(Age UK)
Tom McMahon	(Age UK/Black Womens Health and Family Support)
Joycelyn Hayford	(Black Womens Health and Family Support)

Officers Present:

Janet Fasan	– (Interim Divisional Director, Legal)
Vicky Allen	– (Strategy Policy & Performance Officer, Strategy, Corporate Strategy and Equality Service, Chief Executive's)
Melanie Aust	– (Business, Enterprise, High Streets & Town Centres Manager)
John Coker	– (Strategic Housing Manager, Place)
Zena Cooke	– (Corporate Director, Resources)
Steve Hill	– (Head of Grants & Benefits Service)
Andy Scott	– (Head of Economic Development, Place)
Ann Sutcliffe	– (Divisional Director, Property & Major Programmes)
Antonella Burgio	– (Democratic Services)

1. APOLOGIES FOR ABSENCE

An apology was received from Councillor Mukit, Chair of Grants Scrutiny Sub Committee (GSSC), who was unwell.

RESOLVED

That the apology be noted.

2. DECLARATIONS OF INTERESTS

Councillor Islam declared an interest in respect of agenda item 6.1 in that he had previously worked for East London Business Alliance (ELBA).

Mayor Biggs, Councillor Islam, Councillor Begum and Councillor Saunders declared an interest in respect of agenda item 6.2 in that in that the Chair of Children Education Group Board (CEG) was known to them through their common Labour Party membership.

RESOLVED

That the declarations be noted.

3. UNRESTRICTED MINUTES

RESOLVED

That the minutes of the meeting held on 14 February 2017 be approved as a correct record of proceedings.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

A submission relating to agenda item 6.2 'MSG Quarterly Performance Monitoring Report (Jan - Dec 2017)' was received from Age UK and considered as part of the discussion of the item.

5. EXERCISE OF MAYORAL DISCRETIONS

The Chair advised that he and Councillor Mukit (in his role of Chair of Grants Scrutiny Sub Committee) had been briefed on an application for emergency funding made by The Rooted Forum. The application required additional information to be provided prior to determination and this had recently been supplied. The Chair noting that an expedited decision was necessary and that officers recommended a sum of £6,130.01 be paid to this project, agreed that request be approved as an emergency decision for the sum recommended.

RESOLVED

That approval of emergency funding for The Rooted Forum to the value of £6,130.01 be confirmed.

6. REPORTS FOR CONSIDERATION

6.1 Council Contribution of Match Funding to the Building Legacies Project

Melanie Aust, Business, Enterprise, High Streets & Town Centres Manager presented the report which asked the Sub Committee to approve match funding of £25,000 for the Building Legacies Project, a scheme administered through ELBA and which would lever significant inward investment into the borough.

The Chair noted the written comments on behalf of Grants Scrutiny Sub Committee and invited Members and Commissioner Caller to comment on the proposal. They indicated that they supported proposal to offer match funding. Members were pleased to note the levels of inward investment that that the project would attract into the borough.

RESOLVED

That match funding support for the Building Legacies project in the sum of £25,000 be approved.

6.2 MSG Quarterly Performance Monitoring Report (Jan- Dec 2017)

The Chair introduced the report noting that information on the projects reported and recommendations had been updated since the agenda was published. This information was provided in the addendum report tabled at the meeting. Steve Hill, Head of Grants and Benefits informed the Sub Committee that the report focussed on projects where property issues remained outstanding and provided updates on these projects concerning measures to regularise property arrangements and their implications on the payment of MSG funding.

The written comments of Grants Scrutiny Sub Committee were noted. Sub Committee Members' and Commissioner Caller's comments on the following issues were noted:

- That performance monitoring should distinguish between activity outputs and outcomes.
- That there should be greater outcome monitoring.
- Concern highlighted by GSSC around disproportionately high rents for small organisations, especially where these operate from premises other than those classified as community buildings.
- That, given the mediation and engagement offered by the Council in respect of Children Education Group (CEG) to regularise its property arrangements, that the terms offered to this project (set out at recommendation 1) are reasonable.
- That historic property arrangements relating to 82 Russia Lane are complex and that the premises offers a mixed administrative and community provision which does not fully fit the Council's community buildings criteria.

- That a number of weeks will be required to complete a survey to determine rental value of 82 Russia Lane and draw up heads on terms. Following this Age UK and Black Womens Health and Family Support will require reasonable time to review their intention to enter into a lease.
- That a consistent rationale and transparent approach must be adopted in resolving property issues. Any discounts must be consistently applied according to agreed criteria.

RESOLVED

Recommendation 1

- i. That grant funding to CEG continue to be suspended until confirmation that CEG has entered into the lease agreement.
- ii. That the Children Education Group (CEG) be required to have entered into an appropriate property agreement within seven (7) consecutive days of the issue of the Heads of Terms by the Council. If CEG have entered into an agreement, MSG payments can be released subject to satisfactory performance. In the event that CEG have not entered into an appropriate property agreement within seven (7) consecutive days of the issue of the Heads of Terms, CEG are to be removed from the current MSG programme and no further MSG payments be made.

Recommendation 2

- i. That Bethnal Green Weight Lifting Club be allowed until the next Grants Determination Sub Committee (GDSC) meeting (9 May 2017) to confirm their intention of entering into an appropriate agreement, at market rate.
- ii. That payment of grant be suspended after this date if no confirmation is provided.
- iii. That grant payment continue to this organisation monthly in arrears, subject to satisfactory performance until the date of the next GDSC meeting (9 May 2017).

Recommendation 3

That, in acknowledgement of the developments for 82 Russia Lane, whilst the survey is undertaken and revised Heads of Terms are sent to Black Womens Health and Family Support, MSG payments be changed from quarterly in arrears to monthly in advance, subject to satisfactory MSG performance ratings.

Recommendation 4

That, in acknowledgement of the developments for 82 Russia Lane, and whilst the survey is undertaken and revised Heads of Terms are sent to Age UK East London, MSG payments be changed from quarterly in arrears to monthly in advance, subject to satisfactory MSG performance ratings.

Recommendation 5

- i. That payment of grant to Pollyanna be suspended pending satisfactory outcome and completion of the review of arrangements with Wapping TRA.
- ii. That it be noted that the outcome of the review will be supplied to the 9th May Grants Determination (Cabinet) Sub Committee.

Recommendation 6

- i. That MSG payments to Our Base LTD continue to be suspended until an appropriate property agreement is in place.
- ii. That it be noted that an update report will be provided at the 9th May Grants Determination (Cabinet) Sub Committee.

Recommendation 7

That it be noted:

- i. The Betar Bangla project is due to end at the end of March 2017 and has received its final grant payment.
- ii. The Council is in the process of challenging the landlord over the sub-letting arrangements and the terms of the lease, following confirmation of the basis of the agreement given to Betar Bangla by Blue Pearl who are the tenants of the building.

Recommendation 8

That, since the process for preparing a licence is underway, MSG payments to Family Action continue to be paid monthly in arrears pending the appropriate premises agreement being signed within an appropriate timeframe.

Recommendation 9

That the Somali Senior Citizens Club continue to receive MSG as a result of signing the license extension, and subject to satisfactory performance.

Recommendation 10

That it be noted:

- i. That the Council issued 41 new agreements to organisations to replace the arrangements which were previously in place. A deadline for the return of the completed forms was set for 14th March 2017.
- ii. That a response has been received from all organisations however further information is required from 6 organisations which is being sought. As part of this process officers need to ensure the agreements supplied are appropriate and consistent with requirements.
- iii. An update on the audit will be provided at the 9th May 2017 Grants Determination (Cabinet) Sub-Committee.

6.3 Lease Handover (Harford St Multicentre) and Grant Approval for Ocean Regeneration Trust

The Vice-Chair invited John Coker, Strategic Housing Manager to present the report which asked the Sub Committee to authorise the Corporate Director for Place to continue grant funding to Ocean Regeneration Trust (ORT) for five

years. This would be linked with the lease of the Harford Multicentre to the Trust, subject to delivery of the Ocean and Limehouse Community Review and would enable ORT to increase their occupation of the Multicentre.

The Vice-Chair noted the community services and income generation elements of the scheme. He then invited Sub Committee Members' and Commissioner Caller to give their comments. Commissioner Caller noted that no lease details were yet available and in these circumstances it was better to defer the grant decision until details of the lease were known.

DECISION

That the application to authorise the Corporate Director for Place to continue grant funding to Ocean Regeneration Trust (ORT) for five years be deferred pending information on the lease being made available.

7. GRANTS FORWARD PLAN

RESOLVED

That the forward plan be noted

8. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

GIFTS SYSTEM - ONLINE GRANTS ADMINISTRATION


The Head of Grants and Benefits informed the Sub Committee that GSSC had received a presentation on GIFTS, the Council's online grants system through which it would administer all forms of grants in future and invited Members to receive a presentation of the same. Members agreed that a presentation should be made at a future Cabinet meeting.

SECRETARY OF STATE'S DIRECTIONS

Councillor Saunders noted that Secretary of State for Communities and Local Government had withdrawn the directions issued in 2014 and decision making would be returned to the Council from 31 March 2017. On behalf of the Sub Committee and all those involved she thanked Commissioner Caller for all of his work in relation to the Council's grant making functions while the directions had been in force and Commissioners' input into the new framework for delivering grants in future.

The meeting ended at 6.15 p.m.

Chair, Mayor John Biggs
Grants Determination (Cabinet) Sub-Committee

<p>GRANTS DETERMINATION SUB-COMMITTEE</p> <p>9th May 2017</p>	
<p>Report of: Debbie Jones, Corporate Director, Children's Services</p>	<p>Classification: Unrestricted</p>
<p>Update on Progress of the Tower Hamlets Education Partnership (THEP)</p>	

Lead Member	Councillor Rachael Saunders, Cabinet Member for Children's Services
Originating Officer(s)	Christine McInnes
Wards affected	All
Key Decision?	No
Community Plan Theme	A fair and prosperous community

Executive Summary

Local authorities have a clear moral responsibility for securing good educational outcomes for the children living and/or resident in their borough. Historically, central government has supported this work through a variety of grants and funding streams. These are now being significantly reduced and, creating an imperative that we look to new ways of securing high quality outcomes for all children.

There is significant national and international evidence that schools taking responsibility for their own improvement in a peer-led system, can bring gains beyond those seen in local authority led structures. The Council has set aside £900,000 as recommended by Cabinet and agreed with.

The paper asks that the progress in setting-up the local model is noted, and describes how future accountabilities may be properly discharged, subject to the approval of the Grants Determination Sub-Committee.

Recommendations:

Grants Determination Sub-Committee is recommended to:

1. Note the progress made on establishing the Tower Hamlets Schools Education Partnership (THEp);
 2. Affirm its continuing support for the schools-led Partnership, noting the procedures recommended for future release of funds;
 3. Note the Council's section 151 Officer's role in relation to the release of future tranches of funding;
 4. Note and agree the proposed support and oversight model given in paragraph 3.10;
 5. Comment on the proposed Memorandum of Understanding between the Council and the Tower Hamlets Education Partnership given as appendix 1;
 6. Note the Council's duties as a 'supervising authority' under The School Company Regulations 2002 and delegate to the Corporate Director, Children's all necessary powers in respect of these duties; and,
 7. Note the staffing structure proposed by THEP.
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1. REASONS FOR THE DECISIONS

Local authorities have a clear responsibility for securing good educational outcomes for the children living and/or resident in their borough. Historically, central government has supported this work through a variety of grants and funding streams. These are being significantly reduced and, at the same time, central government is suggesting that we look to new ways of securing high quality outcomes for all children, with schools themselves placed in the position of systems leaders.

There is significant national and international evidence that schools taking responsibility for their own improvement in a peer-led system, can bring gains beyond those seen in third tier (eg local authority) led structures. The Council has therefore set aside £900,000 to support the establishment of a schools-led partnership, the intention being that this partnership takes-on the obligation of ensuring a high performing local school system.

£300,000 of this money was released to THEP in 2016. The Council committed itself to two further tranches of £300,000 to ensure the Partnership is fully established and this paper provides assurances that the model as being developed is sound and will provide good value for residents.

The paper asks that the progress in setting-up the local model is noted, supports the release of further monies, and describes how future accountabilities may be properly discharged.

2. ALTERNATIVE OPTIONS

1. The only significant alternative option would have been to retain these processes and systems in-house, or to contract them in from the private or voluntary sector. The former is no longer affordable in the present climate: the latter brings with it significant risks of losing high quality staff and the discontinuity that would imply, and would possibly be a more expensive option, and so could not be recommended.

3. DETAILS OF REPORT

- 3.1 Cabinet agreed in 2016 that, to ensure a culture of continuous school improvement, and in the face of further significant reductions in ear-marked Council budgets for Education by Central Government, a move to supporting a school-led system would be in the best interests of children and families in the Borough. Cabinet further agreed that this was well supported by evidence.
- 3.2 Accordingly, the following decision was taken by Cabinet on 12th May, 2016

1. To welcome the establishment of the Tower Hamlets Education (THE) Partnership and the potential of its role in establishing a school-led system of improvement which adds value to the whole Tower Hamlets' education system;
 2. To ask the Corporate Director for Children's Services in consultation with the Director of Law, Probity and Governance to consider which of the Council's current school improvement services might be delivered from THE Partnership in 2017 and identify appropriate mechanisms accordingly;
 3. To endorse the role of the Council in education, as set out in (paragraphs 3.24 - 3.38), of this report and to ask officers to explore how the Council's partnership and scrutiny function might develop in support of this role;
 4. To ask THE Partnership to report on progress towards these outcomes in a comprehensive annual review of the quality of education in schools in Tower Hamlets, with the first report to be produced in November 2016;
 5. To agree that the Council establishes an earmarked reserve from general fund balances of up to £300,000 per annum to THE Partnership for a period of three years to enable it to become self-sustaining and to maintain a tight focus on improvement, as evidenced by progress in the outcomes described in paragraph 3.32 of the report; and
 6. To agree that THE Partnership is able to receive services in kind from the Council in support of its progress towards sustainability.
- 3.3. This was reflected in the findings of the Commissioners Determination of grant on 24th May 2016 where it was resolved:
1. That a grant to the Tower Hamlets Education Partnership of up to £300,000 per annum from the Council for a period of three years, be approved in principle, to enable it to become self-sustaining and to remain in tight focus on improvement, as evidenced by progress in the outcomes described in paragraph 3.1.
 2. That a grant to the Tower Hamlets Education Partnership of £300,000 for 2016/17 to cover the costs of the organisation's infrastructure in the first year of operation as outlined in paragraph 3.8 be approved, under the conditions that £150,000 released (up on the appointment of the finance director to the interim board) to enable the initial setup and recruitment. This would be released following approval of a delegated report to Commissioners; and a further £150,000 released once the company is established; has a critical mass of members, has produced for approval a robust business plan with defined performance outcomes for each of the three years. This would be released following a full report via OSC to a Commissioners Decision making meeting and

3. That Commissioners consider a further report in September 2016, regarding the Tower Hamlets Education Partnership's three-year business plan and the arrangements for years two and three, prior to the release of the second £150,000 grant funding for the first year.
4. That Commissioners' recommendations/requests made at the meeting be undertaken by officers.

3.4 Since the support was agreed, the Partnership has been very active, appointing a chief executive and Board. A finalised Membership offer is now available and may be seen here <https://the-partnership.org.uk/membership>The conditions given in the Commissioners' Determination were met fully. To date, the Partnership reports the following progress:

91 schools have now joined up as members and many are working closely with the Executive Director to shape the offer and contribute to the delivery.

Member schools are represented on an Interim Advisory Council and a sub group of governors from this Council are working to develop and strengthen a governor role within the school improvement work of THE Partnership.

Current membership would yield £191,357.00 from a total of 38841 pupils. We are currently assuming that all members will move over to the paid membership.

To support schools and governors in particular in understanding the offer we are running 4 workshops during March for Headteachers and governors to attend and ask questions.

THE Partnership is now registered as a Schools Company, supervised by the local authority, and has applied for Charity status.

An administrator has been appointed to support the work of the Executive Director

Following extensive consultation with schools, THE Partnership has published its Membership Offer. This is in two parts; the services that schools will receive as members (the core offer) and those which they can purchase in addition to the core offer (add-ons) and which will provide bespoke additional school improvement services to their school.

THE Partnership has established a strong model of School Improvement that will provide support and challenge to schools and ensure that there is robust risk assessment of schools on a regular basis that informs brokering of appropriate interventions and improvements as necessary

THE Partnership has engaged member schools in consultation around the delivery model of the core offer, including arranging a seminar on Peer Review, an Early Years network to address pedagogy and assessment at this level and

a small schools network with a focus on financial advice and guidance

In addition to the Subscription, take up for the primary traded services is generally excellent with a projected income from service level agreements in the order of £350,000. Additional monies will be available through contribution to the core activities of the Partnership.

The Secondary team will be used in the summer term to deliver services with funding understood to end from 31st August 2017. This activity is covered by agreed funding through Schools' Forum.

A website has now been established that will grow to provide schools with useful and relevant information that will support good school improvement practices and which publicises a comprehensive package of training run by and for schools

Regular newsletters are being published to provide members with updates and training information

At the Partnership AGM on 16 March 2017, the Interim Board was replaced by an elected Board and will continue to provide scrutiny and challenge to the work of the Executive Director. The same meeting discussed the business plan.

There is currently a 'high' level of interest in Peer Review - following a seminar school to school learning planned for 22nd March there should be a better idea of engagement but this forms a key part of our strategy to avoid failure in the future.

- 3.5 In agreeing to transfer responsibility for school improvement, Officers were required to investigate how best this might happen to complement and support the proposals from the Partnership. The model of school-led improvement is now common across the country and, broadly, three models exist:
1. Establishment of a standalone company outside of local authority pay and conditions. This allows staff to be employed on terms outside of those typical in local government and staff may not be able to access the Local Government pension Scheme. These can bring significant reductions in costs and are the model for many outsourced Education departments, as well as the model underpinning multi-academy trusts (MATs) (eg The Octavo Partnership in Croydon);
 2. Establishment of a 'Schools Company' as described by the Education Act 2002 which is an organisation led by schools but for which the local authority holds a somewhat undefined *supervisory role*. At their best, these allow the retention of local government terms and conditions but

the day-to-work is controlled and directed by headteachers or their representatives (eg as established in Hertfordshire – Herts for Learning); or,

3. Establish a 'shadow company' within the local authority, in effect, little more than a standalone department of the Council, retaining Member oversight (eg as established in Hackney and Camden).

Cabinet agreed to establish an organisation based on model 2. The Council received notification of its incorporation on 3rd February 2017 and has confirmed it is content to take-on the role of the Supervising Authority as required by the Education Act 2002. The responsibilities placed upon the Council from endorsing this model are covered in section 5 below.

- 3.6 To facilitate the establishment and sustainability of the Partnership, discussions have been underway as to the best mechanism for the transfer of staff, and, if indeed, this is even necessary. It has been agreed that initially at least, staff would remain employed by the Council, and therefore any risk remains with LBTH. However, to promote new ways of working with schools, we would look to facilitate joint tasking in the coming year, with a decision on a more permanent staffing arrangement taken in-Year, subject to business and legal considerations. In practice, this means the team will still be subject to Council line management and our terms and conditions of employment.
- 3.7 Transfers are being explored in a phased manner so that staff can be fully engaged and ensuring that our very capable and well-regarded staff do not leave as a consequence of any uncertainty. This arrangement can function for some time, but certainly up to two years. The Council is very conscious that it does nothing to destabilise THEP in its early years and so will pay particular attention to staffing issues.
- 3.8 Discussions have been had with the **Primary Partnerships** team, formerly the Primary Learning and Achievement Team; its secondary counterpart; and Governor Services. No staff transfers of employment are presently planned. However, changes to funding mechanisms mean that decisions have been made necessarily elsewhere to exclude the **Secondary Learning and Achievement Team** from these considerations. As a consequence, it is likely that the secondary team which historically had been funded entirely through the Dedicated Schools Grant (DSG) and so in the gift of Schools' Forum, will be deleted from the Council's structure following a decision to cease supporting it.
- 3.9 **Governance** plays a key role in school effectiveness and Council provided £312,000 support to this service in 2016/17. This allows the governor services team to play a wider role in school development, including promoting the fullest possible community engagement in the governance of Tower Hamlets' schools. The grant from Central Government that underpins this support has been reduced significantly, however, and so Future arrangements may need to be different. Accordingly, the Council is not yet in a position to move this area across to the Partnership although this may change.

3.10 Accountabilities

The release of the first tranche of funding was in response to a business plan agreed with, and signed-off by, Cabinet as detailed above. As we move forward it is more appropriate that the oversight of the work of the Partnership is placed within the Council's existing partnership structures. The Children and Families Partnership Board, although established as a consequence of Every Child Matters in 2003, continues to provide a valuable forum for such groups. It is proposed therefore to establish a sub-group to oversee and provide support to THEp, minimising the reporting requirements on the organisation, but ensuring proper accountability through existing constitutional mechanisms.

The Children and Families Partnership Board will not be a member of the THEp. The proposed sub-group of the Children and Families Partnership Board would be a small, focused group with the aim of being a mutually supportive group to both the THEP and CFPB. There would be two-way support and accountability and the memorandum of understanding between the THEP and the local authority would be the basis of the focus of activity. At the outset the sub-group will need to identify the outcomes it expects to achieve and then hold each other to account against delivery of those.

Priority 13 of the Children and Families Plan is to "Strengthen partnership working in education". The Partnership Board has a responsibility therefore to ensure that it has oversight of the work of the THEP and is clearly able to monitor and oversee its work.

Proposed Membership

The Chair will be the Cabinet Lead Member for Children's and Community Services, Cllr Rachael Saunders.

Other members could include:

- Director CS
- Service Head Education & Partnerships
- THEP representative*
- Headteacher/TH College rep
- CCG
- Voluntary sector
- S.151 officer or her representatives

*To be consulted on who else they feel would be of benefit to include in the group membership.

This group is proposed to meet twice a year, April and October, and its agenda will be in response to the agreed strategic plan. Terms of reference will be agreed by the CFPB, taking into account any feedback from the various Boards and Committees presently engaged with THEP. It is anticipated that the first meeting, in April, will scrutinise the developing five

year outline business plan for 2017-2023 as well as receive a report on progress to date.

3.11 Memorandum of Understanding (MoU)

In agreeing to support the establishment of the schools-led Partnership, Council accepted the principle that we should agree with schools a series of outcome measures and monitor their achievement, rather than expect regular reporting on operational matters to a varied number of Council committees and groups.

However, the Council retains its statutory responsibilities: it is merely engaging with the Partnership to secure their delivery as it would with any other contractor, and so formal arrangements are important. In Law, these responsibilities are invested in the statutory Director of Children's Services, Ms Debbie Jones, and through her, to the statutory Lead Member for Children, Ms Rachael Saunders.

A Memorandum of Understanding between the Director and the Partnership is therefore under development to ensure these responsibilities and accountabilities are fully considered and understood. That MoU is shown at appendix 1 and the Mayor and his Cabinet are invited to comment on it.

The MoU requires two formal reports from the Partnership each year, one of which should include an audit report, allowing the Council to discharge its supervisory duty over the Partnership as a statutory 'Schools Company'. It is at this point that the formal roles of the section 151 officer and the Corporate Director, Children's, will be discharged, ensuring that the Partnership is financially viable and meeting the requirements of a supervisory authority as detailed in the legal comments. No further Reports are requested at this stage as it is anticipated that these two together will be sufficient for the various reporting structures. Further Reports may be required of officers, however, and this reporting schedule is yet to be agreed.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

A separate reserve has been established to provide the support agreed by the Cabinet. In order to release further tranches of this reserve the CFO will need to be satisfied through the provision and evaluation of the financial information set out in paragraph 3.11 that the partnership continues to be viable and the investment of the resources represents value for money.

There are a number of assumptions set out in the business plan which comprises the Strategic Plan (outcome objectives) and Financial Plan with associated narrative. These are by necessity indicative at this stage and the CFO will want to be assured of the robustness of those estimates once The Partnership operates and prior to the release of further tranches of resources as set out above.

In particular the income yield from schools is based on 80%-85% of the total **pupil numbers** participating, which means the assumption is very sensitive to a relatively small number of schools not participating. With that in mind the annual increase in the per pupil rate is also significant being 14%, 13% and 11% between 2018/19 2019/20 and 2020/21 respectively. By 2020 this source of income will represent around a third of the partnerships total income. This needs to be considered in the context of the overall pressures on school budgets.

The business plan refers to the agreement of the Council to 'underwrite' the pensions liability of THEP however, it should be understood that this is on the following basis:

- The liabilities of those staff transferred will be fully funded by pension Fund assets at the point of transfer;
- Thereafter the partnership will continue to pay the same future service rate as the Council;
- Any surplus or deficit, including on termination, will be to the account of the Council, however:
- Unless otherwise agreed in advance by the Council, the partnership will retain responsibility for any additional liabilities created above those allowed for by the Actuary in the calculation of the future service rate, such as:
 - Pay increases in excess of normal local government levels
 - Augmentations or increasing a member's period of membership
 - Redundancy / Early retirement cost
 - Exercise of employer discretion
 - Ill health retirements

5. LEGAL COMMENTS

- 5.1 This report essentially seeks to note progress made by the Tower Hamlets Education Partnership (THEP) further to it being grant awarded the sum of £900,000.00 on 24 May 2016 by way of a Commissioners' Decision (Grant Decision).

Continuing Support for THEP

- 5.2 It should be noted that the Secretary of State made further directions on 16th January 2017 pursuant to sections 15 (5) and 15 (6) of the Local Government Act 1999 which provided that the grant functions will revert to the Council from 1st April 2017. The Grants Determination Sub-Committee was constituted under section 101(5) of the Local Government Act 1972 (LG Act 1972). As such it is appropriate that it notes progress made by THEP for the subsequent two years of funding allocations in order for the Council to discharge its duties under section 3 Local Government Act 1999 in relation to best value (the Best Value Duty).

Council's Duties

3. It should be noted that the power for schools to form companies is derived from section 11 of the Education Act 2002 which is supplemented with detailed rules in the form of the Schools Companies Regulations 2002 (SCR 2002). The SCR 2002 requires the Council to act as THEP's 'supervising authority' (SA). In the light of this, the Council will have certain responsibilities under the SCR 2002 which are detailed as follows:
 - 3.1. notifying the Secretary of State of its designation as the SA within 28 days and detailing the members of THEP together with its formal registration details;
 - 3.2. monitor the management and finances of THEP and notify its members if the Council considers that the THEP is being poorly managed or if there is a risk of it becoming insolvent;
 - 3.3. notify the Secretary of State within 28 days if THEP's registered membership details changes and if the Council ceases to be a relevant local education authority; and
 - 3.4. notify the Secretary of State if a notice is provided by THEP of it ceasing to remain as a schools company.

4. In addition to the various duties the Council is obliged to perform as the SA, the Council has numerous powers under SCR 2002 in respect of:
 - 4.1. requiring THEP to provide information pertaining to its governing documents, finances and contracts;
 - 4.2. directing THEP to comply with the SCR 2002; and
 - 4.3. directing a governing body to reduce its involvement in THEP or resign.

5. In the event that the Council wishes to exercise any of its duties and powers under the SCR 2002, legal advice should be sought accordingly.

THEP's Duties under the SCR 2002

- 5.6 It should be noted that THEP has duties pursuant to the SCR 2002 to provide audited accounts within its first 10 months of operation covering the first 6 months and thereafter, provide annual audited accounts and copies of changes made to its constitution as and when they occur.

Oversight Model and Memorandum of Understanding (MoU)

- 5.7 Paragraphs 3.10 of this report details the future governance arrangements. In respect of the Children and Families Partnership Board (CFPB), it may be appropriate for it to monitor and oversee deliverables from THEP. However, it should be noted that CFPB appears to have no delegated or decision making powers as it is not constituted as committee or sub-committee pursuant to section 101(5) of the LG Act 1972. In light of this, it would be advisable for the Corporate Director, Children's to be a member of CFPB and exercise existing delegated powers provided for by Scheme of Management – Part A: Corporate Delegations, Part 8.3 Children, Schools and Families Directorate Delegations and Chief Officers powers under 3.5.1 of the Council's constitution. In the same vein, it would be appropriate for the Council's section 151 Officer to review the 'annual roll forward business plan' for the purposes of the Council's Best Value Duty and in conjunction, discharge the Council's duties as the SA under the SCR 2002. The respective roles could be performed within the auspices of the CFPB thereby avoiding duplication but importantly, ensuring that the appropriate levels of scrutiny and accountability are undertaken accordingly. However these roles could equally be exercised by the relevant officers outside of the CFPB.
- 5.8 It is noted that a MoU has been proposed in respect of the Council's dealings with THEP. In light of the various duties and powers highlighted above, the MoU may not add value given that obligations are statutorily prescribed. However, if the MoU is intended to essentially detail the visions of collaborative working, it would be acceptable to retain the MoU although it has no legal effect.

Staffing Arrangements & Pensions

- 5.9 It is indicated that, for the time being, the employment of staff providing the service will not be transferred to THEP but will remain with the Council. It will therefore be necessary for a formal secondment arrangement for transferring staff to be drawn up for the duration of the period that the staff remain in the Council's employment to ensure continuity of service and that employment terms are maintained.
- 5.10 If there is to be a change in staffing levels from the existing teams which currently carry out this work, a redundancy situation may arise which will require consultation with the affected employees and the Council will need to follow the requirement of the Handling Organisational Change Procedure.
- 5.11 If and when it is decided to transfer the employment of the Council staff to THEP, the Council will have to have regard to the requirements of the Transfer of Undertakings (Protection of Employment) ("TUPE") Regulations 2006 (as amended).
- 5.12 Whilst staff remain employed by the Council their pensions will remain with the LGPS or TPS but if transferred to a different employer, the new employer has a duty to provide a broadly similar pension scheme for the transferring employees (and can apply for admission status to the current pension fund

provided certain terms are met). The Chief Financial Officer has set out the considerations that underpin pensions arrangements for a employing body.

Best Value Duty

- 5.13 The Council's Best Value Duty has been noted above and specifically, it requires that the Council "to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness." The Council would need to be satisfied that THEP's progress represents value for money further to the initial Grant Decision and for clarity, it is a continuing duty for the duration of the grant funding period.

Equality Act 2010

- 5.14 When considering its approach to contracting, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). Officers are expected to continuously consider, at every stage, the way in which procurements conducted and contracts awarded satisfy the requirements of the public sector equality duty. This includes, where appropriate, completing an equality impact assessment which should be proportionate to the function in question and its potential impacts.

6. ONE TOWER HAMLETS CONSIDERATIONS

1. The programme of work under development by the Partnership will continue the very good progress made by our schools over the years, supporting the development of the Community Plan and building through the work of our schools better community cohesion.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The Best Value duty requires the Council to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The partnership model would appear to reflect best practice evidence from national and international reviews of school improvement. In the light of very significant reductions in funding for education functions from central government, a schools-led partnership offers a cost effective way of ensuring all Tower Hamlets schools are good or outstanding schools. Schools that are not Members of the Partnership may be constrained in how they utilise its offer unless they too go through a best value process before awarding contracts to the Partnership. This is a matter for individual governing bodies on whom the duty rests. Schools are aware of this fact.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

1. Not applicable.

9. RISK MANAGEMENT IMPLICATIONS

The Partnership leadership meets regularly with the statutory DCS and maintains a risk register that drives those meetings. The reputational risk to the Council of any of our schools failing is significant and, at present, there are no maintained schools in special measures. The management of this risk is contained within the Partnership agreement and progress to ensuring it is secured is carefully monitored through the joint meetings structure.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

1. Generally, well-educated young people are less likely to commit crime or disorder and so the achievement of the outcomes specified in the original proposal from the Partnership reduce that risk.

11. SAFEGUARDING IMPLICATIONS

1. It has been axiomatic in the Borough for many years that the best protective factor for the vast majority of our children is a high-quality education, and the Partnership understands this as a key driver. However, our statutory safeguarding duties with regards to schools are not contained within the Partnership arrangements and continue to be delivered through our social care services.

Linked Reports, Appendices and Background Documents

Linked Report

- Needs link to first Cabinet report (12th May 2016) and Commissioners' Decision 24th May 2016

**Memorandum of Understanding
Between
The London Borough of Tower Hamlets
and
The Tower Hamlets Education Partnership**

This Memorandum of Understanding (MOU) sets-out the terms and understanding of the relationship between the London Borough of Tower Hamlets (referred to as the **Council**) and the Tower Hamlets Education Partnership (THEp – referred to as the **Partnership**) established in order to secure the best possible educational outcomes for school aged children in Tower Hamlets. As such it reflects a range of responsibilities devolved to the Partnership along with opportunities for innovative work in our local schools but is a voluntary not legal agreement on each party.

Background

In the light of significant national changes to the national education agenda, and particularly those relating to the delivery of school improvement, the Council and its headteachers and governors agree that best way to secure the progress of the previous two decades and find new ways to take that forward, is to develop a school-led approach to sustainable school improvement.

Headteachers have established the Tower Hamlets Education Partnership to achieve this goal.

The Partnership's vision is that our schools and other educational settings should build on an existing culture of collaborative working — initially focused on school improvement — to enable all the borough's children and young people to experience the best possible educational opportunities, outcomes and life chances.

This vision is shared by the Council which is committed to supporting the establishment of the Partnership over its first three years. It is envisaged that as time progresses more services will be delivered through this partnership arrangement.

Purpose

Councils holds certain statutory powers devolved to them by Central Government and for which it as a corporate body, and the Director of Children's Services as an individual, is legally accountable. In addition, there are other school practices which broadly come under the term of 'school improvement, which if delivered diligently, can lead to a continuously improving school system.

The expectation of the Council is that the Partnership takes responsibility for these activities whilst recognizing that the accountability remains between the Council and central government and its agents such as Ofsted, and the Regional Schools Commissioner, and that its effectiveness will be judged by outcomes to be agreed on an annual basis but which may include:

- progress in national examinations at each key stage;
- progress of various groups as identified by the Council and its partners from time to time and,
- progress towards all schools being outstanding in Ofsted terms.

The Partnership in accepting these responsibilities will also acknowledge that the Council is the supervisory authority under the terms of Sections 11-13 of the 2002 Education Act and undertakes to provide the Council with an annual independent audit, and to maintain and share with the Director of Children's Service on a regular basis, an active risk register reflecting best principles of risk management.

The Partnership is expected also to create a local sustainable model for building on the concept of a self-managing school system, and one funded through Member subscription or other means acceptable to all parties. The focus of the Partnership, however, should always be on Tower Hamlets' schools.

Reporting

The Partnership will acknowledge and recognize its democratic and community accountability and commit to regular reporting to the Council. Formal reporting will most likely take the form of a biannual report to be agreed, probably in February/March and September/October (depending on the Municipal Calendar) that will allow the proper discharge of this accountability. Content will include:

- A review of schools causing concern against local and national indicators including Ofsted categories;
- A review of examination results including analyses by groups to be agreed from time to time as reflecting local and national priorities;
- Some measure of community satisfaction;
- A summary of an independent, annual audit report; and,
- Progress towards agreed further outcome measures, dependent on which particular functions are moved across.

There will be a further expectation that the Chief Executive of the Partnership and Director of Children's Services and/or their nominees meet no less than half termly against an agreed agenda. The Chief Executive may also be invited to external accountability meetings if it is felt appropriate.

Funding

It will be for the Partnership to agree how these outcomes will be achieved but in order to facilitate their achievement, the Council will transfer across to the Partnership within the terms of various service level agreements to be described elsewhere, resources felt sufficient by the Council to secure those outcomes. These may be in form of people, money or programmes, and the precise nature may change from year to year.

Initially the Council has committed three years of startup funding to further support the establishment of the Partnership and this is described in papers published elsewhere.

Duration

This MoU reflects a voluntary agreement entered into by the Council and the Partnership but reflects various papers presented to and accepted by both parties at earlier dates. It will be reviewed annually, as an outcome of the formal reporting processes detailed above. In signing this, the respective officers do not make any further commitments on behalf of their organisations.

Dated:

Signed on behalf of the Council

Position

Signed on behalf of the Partnership

Position

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

NONE

Officer contact details for documents:

N/A

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<p>Grants Determination Sub Committee</p> <p>9th May 2017</p>	
<p>Report of: Lisa Pottinger, Head of Sport & Physical Debbie Jones, Corporate Director Children's Services</p>	<p>Classification: Unrestricted</p>
<p>Mayor's Cup Community Grants</p>	

Lead Member	Councillor A Miah, Cabinet Member for Sport & Physical Activity
Originating Officer(s)	Lisa Pottinger
Wards affected	All wards
Key Decision?	No
Community Plan Theme	A Healthy Community, A Safe and Supportive Community, One Tower Hamlets

Executive Summary

The Mayor's Cup is held annually in April and is supported through sponsorship contributions from local businesses and contractors. The sponsorship also funds grants for local football organisations. This report contains the total number of grant applications, successful and unsuccessful, and the total value of money distributed to successful grant recipients. The report is for noting only, as the Council is not the decision making authority and the sponsors making the awards are the providers of the allocated funds (decision of the Commissioners 07 October 2015).

Recommendations:

The Grants Scrutiny Sub Committee is recommended to:

1. Note that the Mayor's Cup Community Grants are funded through sponsorship money from the organisation of the tournament.
2. Note that the value of the sponsorship provided by the tournament sponsors is commercially sensitive and there is no agreement in place with sponsors to make this information publicly available.
3. Note that 33 grant applications were received with 23 being successful. A total of £17,250 was allocated in grant money, with each successful recipient organisation receiving £750.

1. REASONS FOR THE DECISIONS

- 1.1 No decision is required. The attached report is for information only.

2. ALTERNATIVE OPTIONS

- 2.1 There are no alternative options to this report.

3. DETAILS OF REPORT

- 3.1 The Mayor's Cup is an annual tournament that showcases local football talent and takes place in April. Entry to the tournament is free for junior teams playing at under 8 through to under 13 age levels. Youth teams competing at under 14 and under 16 age levels pay an entry fee of £30 per team and individual adult teams pay a £100 entry fee.
- 3.2 Private sponsorship contributions from local businesses and contractors pay for the Mayor's Cup tournament costs. The sponsorship of the tournament also funds grants for local football organisations. The grants are advertised through on the Council's website and there is an online application form. There is a set of eligibility criteria that the organisations must meet in order to be considered for a grant.
- 3.3 Officers from the Sport and Physical Activity team assess the applications and make recommendations to the tournament sponsors, who then approve the allocation. Consequently, no council decision- making is part of this process. This was agreed and confirmed at the Commissioners' Grant Meeting on 07 October 2015.
- 3.5 The Council has not entered into any agreement with sponsors to make the value of their financial contributions publicly available. This information is commercially sensitive and private companies are under no obligation to provide this information in the public domain. Indeed making this information available to the public may prejudice further private contributions by sponsors at future events, which the Council is keen to avoid.
- 3.6 This year, a total of 33 applications were received for the 2016 Mayor's Cup Community Grants. £17,250 in grant money was allocated to the 23 applicants, with each recipient organisation receiving a grant for £750. Details of the awards are contained in Appendix 1: Mayor's Cup Community Grants 2016.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The report provides for noting the funding arrangements for the annual Mayor's Cup. The income is generated from the sponsorship received from local businesses and local contractors. In addition to the sponsorship

approximately £1500 is received from entry fees payable by the youth and adult teams which contribute towards the cost of the event. Whilst the Sport and Physical Activities team support the Mayor's Cup and make recommendations for the grant allocations the decision making rest with the sponsors. As the event is self-funded, there is no impact on the general fund budget of the Council.

- 4.2 The balance of the funding once all the costs for the Mayor's Cup have been deducted is used to provide community grants for local football teams. A total of £17,250 was allocated in grants paid in 2016/17 to 23 out of the 33 applications received from local football clubs detailed in Appendix 1.

5. LEGAL COMMENTS

- 5.1 There is no strict legal definition of grant. However, a grant is in the nature of a gift and is based in trust law. As a grant is in the nature of a gift, it is considered there must be some element of discretion on the part of the Council as grantor as to whom a grant is made to and whether this is made
- 5.2 It is noted that the money is provided entirely by other persons and organisations and is not contributed to by the Council. The money is collected from others by the Council for specific identified purposes and the Council has no discretion about how it is spent. It would therefore seem that the Council holds the money as trustee for a particular purpose and as such the view may be taken that this is not a grant made by the Council.
- 5.3 As trustee for the money, it is appropriate that the Grants Scrutiny Sub-Committee receives this noting report to satisfy itself that the Council has allocated the money appropriately.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Mayor's Cup provides an avenue for community cohesion with football teams from different backgrounds coming together to compete in a diverse environment. The Women's football competition provides opportunities for female engagement in the event, all of which contribute to the One Tower Hamlets, equalities agenda.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 No Council money is provided to organise this popular community event and as a result there are no best value implications for this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 There are no sustainable action for greener environment implications for this report.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 As previously mentioned earlier in this report, the money for the tournament organisation and the provision of the tournament grants are made by corporate sponsors and contractors, all of whom provide decision making function with regards to grant allocations. This process provide risk mitigation for the Council, as it is not the decision making body.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 The Mayor's Cup provides positive activities for young people, which has been identified as one way to reduce anti-social behaviour amongst young people.

11. SAFEGUARDING IMPLICATIONS

- 11.1 The affiliation of the Mayor's Cup, and its participating teams, to the London Football Association (LFA), ensures minimum operating standards regarding qualifications of staff, safeguarding policies and procedures are in place. There are no safeguarding implications for this report.

Linked Reports, Appendices and Background Documents

Linked Report

Commissioners' Grants Meeting 07 October 2015 – Mayor's Cup Community Grants

Appendices

- Appendix 1: Mayor's Cup Community Grants 2016

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

N/A

Appendix 1:

Mayor's Cup Community Grants 2016

No	Name of Grant Applicant	Status of Application
1	Abohani FC	Successful
2	Acorn FC	Successful
3	Aldgate East	Successful
4	Bromley By Bow Community Organisation	Successful
5	Burdett FC	Successful
6	East One YCS	Successful
7	FC Esprit	Successful
8	FC Hamlets	Successful
9	Hawk & Eagle FC	Successful
10	ILFL	Successful
11	Limehouse Girls FC	Successful
12	Newark Youth London	Successful
13	Osmani Trust	Successful
14	Sporting Bengal Academy (BFA)	Successful
15	Sports Network Council	Successful
16	St Katharines Trust	Successful
17	Shadwell Youth Organisation	Successful
18	Tower Hamlets College	Successful
19	Tower Hamlets FC	Successful
20	Vallance CSA	Successful
21	Victoria Park Utd FC	Successful
22	Wapping Youth FC	Successful
23	Westward Boys FC	Successful

Beaumont Athletic FC, Bow FC (Application submitted by Bromley By Bow Community Organisation), Bromley Veterans (Submitted by Bromley), By Bow Community Organisation, Concordia FC, London Central FC, Mohammedan Sporting Club, Redcoat FC, Shadow Youth Alliance and Stepney FC were unsuccessful in their applications because they failed to meet the eligibility criteria for the following reasons:-

- The applicant failed to produce evidence of expenditure from last year's award
- The applicant did not provide the organisation's banking details
- The applicant did not provide valid insurance details with their application
- Multiple applications were submitted by one organisation under 3 different groups, when only once can be accepted

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<p>Grants Determination Sub Committee</p> <p>9th May 2017</p>	
<p>Report of: Debbie Jones, Corporate Director for Children's Directorate</p>	<p>Classification: Unrestricted</p>
<p>Event Fund 2017/18 – Revised Guidelines and Criteria and Application Form</p>	

Lead Member	Councillor Asma Begum, Cabinet Member for Culture
Originating Officer(s)	Alison Denning
Wards affected	All Wards
Key Decision?	Approval of change to Guidelines, Criteria and Application Form for Event Fund awards
Community Plan Theme	One Tower Hamlets

Executive Summary

The Event Fund is a small grant fund for community arts events which has been operating successfully for a number of years. It works on a rolling programme with financial year 16/17 still operating on monthly deadlines. The Event Fund is designed to support small scale local events with arts content to encourage participation from the local community across the borough.

The fund is part of the Council's revenue budget and is intended to support the delivery of the Council's Community Plan priorities.

This report covers proposed changes to the Event Fund Application Form, Guidelines and Criteria. This responds to feedback from the Commissioners Decision Making meeting on 8th November 2016 and the Grants Scrutiny Sub Committee that the process is difficult for some organisations and that further work is needed to engage with the community across the borough. Further comment was made about the complicated breakdown of equalities categories considering the value of and type of events that the grants support.

This report will address the action taken to review the process for applications, and recommendations for simplifying the process.

Strategic Alignment

The Tower Hamlets Community Plan provides the long-term vision for the borough, articulating local aspirations, needs and priorities.

It is the objective of the Event Fund to help support the Community Plans outcomes and contribute towards its four themes:

A Great Place to Live
A Fair and Prosperous Community
A Safe and Cohesive Community
A Healthy and Supportive Community

The Event Fund exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community and to promote the One Tower Hamlets principles across the borough, which are:

- Tackling Inequality
- Strengthening Community Cohesion and,
- Building Community Leadership

Mayor's Priorities:

The Event Fund contributes towards the following strands of the Mayor's key priorities:

- Creating Jobs and supporting the growth of the Local Economy;
- Young People and Schools;
- Older People and Health;
- Community Safety and Community Cohesion;
- Environment and Public Realm; and
- Arts, Heritage, Leisure and Culture.

Monitoring & evaluation

- Organisations are expected to have a system in place to measure the outputs and outcomes by the protected characteristics as set out in the Public Sector Equality Duty where relevant and appropriate.
- The level of detail currently required by applicants applying for funding and in the evaluation process is excessive for the amount of money sought for grant awards and the relevance of some of the categories is in question.

Recommendations:

The Mayor and Grants Determination Sub Committee is/are recommended to approve the following documents:

Appendix A: Event Fund Guidelines and Criteria

Appendix B: EF1 Applications £501 to £2500

Appendix C: EF2 Applications up to £500

1. REASONS FOR THE DECISIONS

- 1.1 With the move to quarterly applications, and the feedback that the forms and guidelines are too complicated and repetitive, we would like to simplify the process for applicants and encourage more participation from across the

diverse communities of the borough.

The shorter more concise forms would also make it easier and quicker for officers to assess.

We propose revised Guidelines and Criteria and 2 versions of the application form:

1. A longer version for all applications for funding above £500.
2. A second, shorter version of the application form that would be for applications below £500.

The same Guidelines and Criteria will be used for both application forms.

Simplifying the monitoring categories would encourage more participation.

2. ALTERNATIVE OPTIONS

- 2.1 The alternatives are:
- 2.1.1 To keep the current application form, Guidelines and Criteria
 - 2.1.2 To approve EF1 for all applications
 - 2.1.3 To keep monitoring categories as they are, or simplify them less.

3. DETAILS OF REPORT

- 3.1 With the introduction of the online form, it has been possible to see who has started to complete an application but not submitted it, and there has been considerable drop off. This has been a mixture of smaller less informed organisations and some experienced ones who have not finished completing their applications for whatever reason. Feedback would suggest that they just got bogged down with the endless repetition and level of detail required.
- 3.2 We would like to encourage more people to apply and complete the application process and a simplified form and less repetitive guidelines and criteria would make this more achievable. We have engaged with the community at workshops, and the majority felt able to apply after the workshops, however quite a few didn't complete the form even though they started to apply.
- 3.3 Through benchmarking with other similar scale grant funds, and feedback, we found that our guidelines and criteria were long and heavy to read and absorb, and some people would not understand what it all meant or not complete reading them. In response to this, we have also simplified and shortened the guidelines and criteria to remove the jargon, repetition and to make it more accessible to people who may feel put off or intimidated by it.
- 3.4 Through the information gathered as a result of the benchmarking exercise looking at other grant funds across London of similar scale, we have based our simplified form and Guidelines and Criteria at the same level.

- 3.5 We propose the addition of a shorter form for grants of £500 or below which would also be used for special projects such as the Jo Cox remembrance street parties “The Great Get Together” and similar events with less arts content, but significant contribution to the Community Plan themes of community cohesion and cross cultural understanding. For details of the benchmarking, see Appendix D.
- 3.6 The majority of applications and evaluations submitted base all of their monitoring on estimated figures, we therefore seek to reduce the range and categories for monitoring purposes. One Tower Hamlets are reviewing the information required and accept that the information requested is not all relevant. The attached forms have a greatly simplified list which has not yet been approved by One Tower Hamlets but we would request that something along these lines could be approved. This would get the applicants to think about their monitoring before they organise their event and would feed directly into the Evaluation form which is also being simplified. See Appendix E: Proposed Event Fund Equalities Data breakdown.
- 3.6 We acknowledge that there is an imbalance between number of events taking place in each ward and have trialled asking organisers to provide additional monitoring to look at the origin of the audience / participants by providing signing in sheets with the borough’s 5 postcodes however this has been impractical and again most have estimated so it does not give a clear indication of who has actually participated from across the borough. We hope that the simpler form would encourage more community grass root organisations to apply for funding and that we would get a wider reach. The new form does ask who the event is aimed at and who will be involved and where it will take place.
- 3.7 The shorter form (EF2) would apply to street parties and special events such as the one mentioned earlier in memory of Jo Cox, which we would like to make accessible to as many people as possible across the borough. These smaller events will not necessarily meet the arts criteria, and will not necessarily have partners, additional cash funding, innovative programming, or describe the Community Plan themes, however they are likely to meet all of them through the nature of the event being organised by the community for the community.
- 3.8 Organisers will be asked to explain how they will measure success rather than listing their outcomes. We acknowledge that a lot of the information currently requested and the language used is not very accessible to those who are not familiar with the grants process or do not have English as a first language. The new layout to the questions would directly inform the evaluation post event so provides continuity for the organisers.
- 3.9 We have had a disappointing start to the application process with only 6 applications being submitted in quarter 1, with many more in progress but not submitted, which we believe is largely due to the vast amount of work needed to gain a relatively small grant, and expect that the simplified process would

help us to spread the funding across the borough to a wider range of community organisations.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The report recommends for approval the amendments made to the grant documentation set out in the appendices. Priority for grant funding will continue to be given to events that are free to the public, include community participation, and increase the geographical spread of events especially to the east of the borough. The total budget available in 2017/18 for grant funding community arts events is £52,500 which will continue to be managed through the Arts, Parks and Events team.
- 4.2 The grants will continue to be paid in two instalments, an initial payment of 80% of the grant will be made to reflect the spend profile of events that typically require necessary infrastructure to be purchased in advance of the events. The balance of the 20% of the award is retained until receipt of the completed evaluation form, final budget statement and all supporting documents as specified in the guidelines and criteria.

5. LEGAL COMMENTS

- 5.1 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.2 In respect of Grants, the Best Value Duty requires the Council to operate a fair and open application procedure to process a request to obtain grant funding. In that regard, requests for grant funding should ordinarily be measured against a predetermined set of eligibility criteria and such criteria themselves must be fair and transparent. Importantly, the criteria should not be so complicated so that potential applicants are put off applying.
- 5.3 It is also important that there is effective communication so that those who would be eligible to apply for such grants are informed that they can apply and about the application process. Again, the guidance given about the process should be clear and understandable so that it does not put off potential applicants.
- 5.4 When making decisions in relation to grants, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Event Fund is designed to support small local events that bring people together and help promote a sense of community. The Event Fund helps to support the diverse local community to celebrate this richness of cultures helping to promote cultural understanding, a sense of inclusion and tolerance and promoting conditions conducive to a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.
- 6.2 All applicants must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the monitoring forms supplied to them. The current evaluation includes a template for the recording the nine protected characteristics. We propose that certain characteristics are not relevant and that this is simplified for these small grants. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.
- 6.2 An equality analysis has been completed (Appendix G); and Equality Analysis Quality Checklist (Appendix F).
- 6.3 We received feedback from the Commissioners and Grants Scrutiny Sub Committee when presenting the Quarter 1 Report on 8 November 2016 that the process is difficult for some organisations and that further work is needed to engage with the community across the borough. We believe that simplifying the application and evaluation monitoring data will make the application process more accessible to the community whilst getting the basic information on demographic etc.
- 6.4 We successfully held 2 workshops in Bromley North and Blackwall and Cubitt Town in January prior to opening the new application process for Quarter 1, 1718, and will continue to hold them in partnership with THCVS before the new quarterly deadlines to promote and explain the simplified forms and make the grants more accessible to organisations less confident or familiar with applying for funding.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The conditions of the Event Fund state that it cannot be the sole source of funding, so it helps to lever in other funding and assistance in kind for community activity. This would still be the case with the grants over £500, but would not be necessary for grants of £500 or under.
- 7.2 The Event Fund supports valuable community led activity supporting a range of key strategic objectives of the Council in a cost effective manner which would otherwise be unlikely to take place (annually it supports circa 40 – 50

community events). The Council therefore receives added value from the events supported through their additional funding received from other sources.

- 7.3 There are a number of repeat applications year on year, and although we have some success in bringing new organisations on board, we believe that the simpler format will encourage greater variety.
- 7.4 Due to changes in the administration and assessment of the Event Fund in 2016/17 which now necessitates additional cross-departmental input, and sign off by the Divisional Director, and the move to quarterly deadlines, the simplified forms will mean that less officer time is needed to assess applications which currently take 3 officers approximately 45 minutes to an hour for each application.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

N/A

9. RISK MANAGEMENT IMPLICATIONS

N/A

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 Free community events help to promote community cohesion which in turn helps to reduce crime and disorder, particularly where young people are engaged in volunteering and supporting local events.
- 10.2 Priority is given to arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.

11. SAFEGUARDING IMPLICATIONS

- 11.1 There are no specific safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

- Event Fund 201718 - Revised Guidelines and Criteria and Application Form

Appendices

- Appendix A: Event Fund Guidelines and Criteria
- Appendix B: EF1 Application form questions £501 to £2500
- Appendix C: EF2 Application form questions up to £500
- Appendix D: Benchmarking London Grants
- Appendix E: Proposed Event Fund Equalities Data breakdown
- Appendix F: EA Checklist
- Appendix G: Current Event Fund Application questions

- Appendix H: Current Event Fund Guidelines and Criteria

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

Officer contact details for documents:

- Alison Denning, Festivals and Events Officer
alison.denning@towerhamlets.gov.uk 020 7364 7907

APPENDIX A

Events Fund Guidelines and Criteria

1. Deadlines/timetable

Your event **MUST** take place in the quarter for which the application is submitted

Event Date	Quarter	Application Deadline	Evaluation Deadline
April-June 2017	1	12 noon 2 February 2017	30 September 2017
July-September 2017	2	12 noon 27 April 2017	31 December 2017
October-December 2017	3	12 noon 20 July 2017	31 March 2018
January-March 2018	4	12 noon 2 November 2017	30 June 2018

Applications must be received by MIDDAY of the deadline day (12:00). Late submissions WILL NOT BE CONSIDERED

2. Process

- We aim to assess applications as quickly as possible after the deadlines. However, please take into consideration that it can take up to a month for a decision to be made and a further month for you to receive the first 80% of funding.
- Applications will be assessed on how well the proposed event will meet the criteria and priorities listed below.
- Grants will be paid in two installments. 80% will be paid on acceptance of the offer of funding along with any required supporting documents. The final 20% will be paid on receipt of the event evaluation report. You must be aware that there will be time required for the Council to process your payment once documentation has been submitted.

3. Criteria

Applicants will need to demonstrate how the event meets **each** of the criteria listed below and how the event will address of **at least one** of the Community Plan priorities. Be specific, use examples. Each answer should be no more than 100 words unless otherwise specified.

- **Benefit for the Community of Tower Hamlets** – how will local people benefit from this event or activity? Who will benefit and how will you know if the benefits you intend are achieved?
- **Partnership working** – are you working with local organisations or communities? How are they involved and how will your partnership(s) work?
- **Innovation** - is your organisation taking an unusual or adventurous approach to planning or programming? Are you bringing new audiences to the arts?

AND

The activities must contribute directly to at least one of the priorities in the

Tower Hamlets Community Plan and must mainly benefit people who live in Tower Hamlets. The Community Plan prioritises equality, cohesion and community leadership. For more information go to:

http://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/community_plan.aspx

- **A Great Place to Live:** Promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrancy and energy that our communities provide.
- **A Fair and Prosperous Community:** To have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.
- **A Safe and Cohesive Community:** To have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.
- **A Healthy and Supportive Community:** To support residents to live healthier, more independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.

4. Things we won't fund

- Events with no art or cultural content.
- Core activities, i.e. rent/utilities/salaries/usual activities (unless directly related to the event).
- Profit making activities.
- Raising funds for a charity, religion or politics or to promote the interests of an individual.
- Events promoting a particular faith or religion.
- Events not open to the general public (e.g. within a school solely for the school community).
- Organisations in debt to the Council.
- Events where Tower Hamlets is the sole source of income unless this application is for less than £500. For over £500, LBTH will expect to see 10% of the total budget raised in cash from other sources i.e. sponsorship, tickets sales.
- Events or activities which have already taken place.
- Individuals or personal bank accounts

5. Priorities

Priority will be given to events that:

- Are free to the public
- Offer opportunities for participation to the communities of Tower Hamlets

- Increase the geographic spread of events. For 2017-18 we wish to particularly encourage applications for events taking place in the east of Tower Hamlets.

6. Publicity and Promotion

Those organisations receiving an award must submit details of the event directly onto the Tower Hamlets Arts website and acknowledge the support of Tower Hamlets Council (including using the Tower Hamlets logo) in all digital and other publicity and promotional material. Details will be in your acceptance pack.

7. Evaluation

Evaluation – You will be required to submit an evaluation of the event/s. This must be returned by the end of the quarter after the event or activity has taken place.

- You will need to think about how you will evaluate your event BEFORE the event or activity takes place. Think beyond how many people turn up (and who they are), to consider how you know the event has been successful.
- We will expect you to use the information you have put on your application form to help you evaluate your event.
- If you do not complete your evaluation form in the time required, you will lose your second instalment, and it may have an effect on future funding bids.

8. Accessibility

- Events / activities must be open to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Make sure you demonstrate how you will promote your event and how you will include the wider community.
- Events / activities should take place in accessible venues and must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership. For further guidance go to: [Equalities and Diversity](#)
- Events / activities charging a fee need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and in the budget. Events or activities with a ticket price may not be eligible unless they can demonstrate adequate additional free content that is accessible to the wider community.

9. Finance

- The budgets you put into your application should be as realistic as possible. They are estimates, but you will need to tell us how much you actually spent in your evaluation report.
- You should show income in cash and *in kind* – this means things you get

for free that would normally cost money, so a venue or equipment loaned for free and volunteer time. You should put a value on this kind of support and include it as income. Make sure you include the *in kind* items as part of your expenditure as well as income.

- All cash and in kind amounts should be included, as well as any projected income from ticket sales, if applicable.
- Events seeking more than £500 funding will be asked to demonstrate cash partnership funding or support of at least 10% of the total event budget.
- **Check your addition, make sure it all adds up and that income and expenditure are the same.**

10. Permissions and Insurances

- Applicants must take out appropriate and adequate public liability insurance for the event. Events / activities must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#). Evidence of compliance with regulations may be required as part of the grant offer.
- Organisations who are occupying Council facilities and applying for grants, need to have entered into an appropriate property agreement for their use and occupation of land and buildings, which cover the entire period of grant award.

11. False Information

Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.

12. Cancellation or Change of Plans

- Events / activities cancelled after receiving an award will require organisations to repay the award in full.
- Any substantial changes to the programme or timetable should be discussed with the Festivals & Events Officer prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.

APPENDIX B – EF1 APPLICATION FORM QUESTIONS £501 TO £2500

Eligibility box to appear on a separate page and applicants are only able to move forward to the form itself if they've answered all the questions with a Y

Eligibility Y/N

1. My organisation has a constitution, terms of reference or articles of association and can provide documentation to support this. Y/N
2. My organisation has a bank account requiring at least 2 signatures from people who are not related to each other. Y/N
3. Event/activity takes place in Tower Hamlets. Y/N
4. Event is open to the general public in Tower Hamlets. Y/N
5. Event is primarily arts based. Y/N
6. Event will take place in the quarter to which the application refers. Y/N
7. I have read and understood eligibility criteria and guidance notes. Y/N

Deadlines/timetable

Your event **MUST** take place in the quarter for which the application is submitted

Event Date	Quarter	Application Deadline	Evaluation Deadline
April-June 2017	1	12 noon 2 February 2017	30 September 2017
July-September 2017	2	12 noon 27 April 2017	31 December 2017
October-December 2017	3	12 noon 20 July 2017	31 March 2018
January-March 2018	4	12 noon 2 November 2017	30 June 2018

Applications must be received by MIDDAY of the deadline day (12:00). Late submissions WILL NOT BE CONSIDERED

All sections of the Event Fund Form must be completed in full.

You should answer the questions in your own words, giving evidence and examples where appropriate.

If you chose to type your answers in Word and copy and paste them into the relevant sections of the form, please be aware that an attempt to copy bullet points, tables, monetary symbols and unusual characters may cause a problem. Please use text only.

Please make sure you refer to the [Guidance Notes](#)

1. Contact Details

a. Main Contact

Name

Position in organisation

Email

Phone

Mobile phone

b. Alternate Contact

Name

Position in organisation

Email
Phone
Mobile phone

2. Organisation Information

a. Organisation Details

Organisation name
Registered address
What geographic area in Tower Hamlets do you serve? (please give postcode)
Web address

b. Organisation Legal status

Limited company (please provide company registration number)
Registered charity (please provide charity number)
Unincorporated association
Community Interest Company (please provide company registration number)
When was your organisation established?
Please attach a copy of your constitution, terms of reference or articles of association on the attachments page.
How is your organisation managed?

c. Organisation Background

What are the aims of your organisation (100 words max)
What are the main activities of your organisation (100 words max)
Who are your organisation's main beneficiaries? (e.g. young people, older people, everyone living on the X Estate, people with mental health conditions, etc.) (100 words max)
Please describe one recent similar event your organisation has managed. (Give date, scale, audience, cost, attach report, evaluation or photos if applicable on attachments page) (200 words max)
Have you received funding from LBTH before? Y/N

3. About the Event

- a. Title of Event
- b. When will it take place (include start and end date if more than one day)
Let us know how many events if multiple events)
- c. Where will it take place (address and postcode – if multiple venues, list all)
- d. Who will manage the event (provide name and position in organisation)
- e. Brief description of event (100 words max)
- f. Tell us how arts are part of your event – be specific (100 words max)
- g. How much funding are you seeking from LBTH?

4. Who Will Benefit

- a. Is your event aimed at a particular section of the community – if so please describe (100 words max)
- b. How many people in total do you expect to benefit from your event?
- c. Please provide an estimate breaking down those who will benefit from your event. Put people into the categories that fit best.

Groups	Audience	Participants	Performers	Organisers
White				
African or Caribbean				
Bangladeshi				
Chinese				
Vietnamese				
Somali				
Other Asian				
Other ethnic groups				
Older People 65+				
Adults 26-64				
Young People 14-25				
Children 0-14				
People with limited mobility				
People with sensory disability				
People with learning difficulties				

- d. How will your event involve the community of Tower Hamlets? (100 words max)
- e. How will your event develop audiences, encourage participation and community involvement in the arts. (100 words max)
- f. How will your event develop skills of participants (100 words max)
- g. How will you know if your event has been successful? (100 words max)

5. Partnerships

Is the event being organised in partnership with local communities or organisations? Please tell us who you are working with and how the partnership will operate. (100 words max)

6. Innovation

- a. Is your organisation taking an unusual or adventurous approach to planning or programming? Please describe this. (100 words max)
- b. How will your event bring new audiences to the arts? (100 words max)

7. Accessibility

- a. Is your event taking place in fully accessible venue(s)? Y/N
- b. Please explain how your event will be accessible to the whole community? (e.g. people from other parts of the borough, other language groups, other ages, etc.) (100 words max)
- c. Is there a cost to the public for the event? If yes, please give price/concessions/free tickets and numbers of each.
- d. How will you promote your event to make sure it reaches the whole community, (e.g. people who speak other languages, people who do not read, people who don't access the internet or social media). Make specific reference to your target beneficiaries. (100 words max)

8. Tower Hamlets Community Plan

Please describe how your event will address at least one of the priorities for the Tower Hamlets Community Plan (more detail in guidance notes). (100 words max for each priority your event addresses)

- a. A great place to live

- b. A fair and prosperous community
- c. A safe and cohesive community
- d. A healthy and supportive community

9. Event Budget

Give details for the TOTAL planned income and expenditure of the event

a. Income

Event Fund	£
Ticket Income:	£
Total Cash Agreed	£
Total Cash Pending	£
Total In-Kind Agreed	£
Total In-Kind Pending	£
<u>Grand Total</u>	<u>£</u>

b. Expenditure

Total In Kind	£
Total Cash	£
<u>Grand Total</u>	<u>£</u>

10. Declaration

I confirm that the information provided on this form is accurate at the time of completion Y/N

APPENDIX C – EF2 – APPLICATION FORM QUESTIONS FOR UP TO £500

Eligibility box to appear on a separate page and applicants are only able to move forward to the form itself if they've answered all the questions with a Y

Eligibility Y/N

1. My organisation has a constitution, terms of reference or articles of association and can provide documentation to support this. Y/N
2. My organisation has a bank account requiring at least 2 signatures from people who are not related to each other. Y/N
3. Event/activity takes place in Tower Hamlets. Y/N
4. Event is open to the general public in Tower Hamlets. Y/N
5. Event will take place in the quarter to which the application refers. Y/N
6. I have read and understood eligibility criteria and guidance notes. Y/N

Deadlines/timetable

Your event **MUST** take place in the quarter for which the application is submitted

Event Date	Quarter	Application Deadline	Evaluation Deadline
April-June 2017	1	12 noon 2 February 2017	30 September 2017
July-September 2017	2	12 noon 27 April 2017	31 December 2017
October-December 2017	3	12 noon 20 July 2017	31 March 2018
January-March 2018	4	12 noon 2 November 2017	30 June 2018

Applications must be received by MIDDAY of the deadline day (12:00). Late submissions WILL NOT BE CONSIDERED

All sections of the Under £500 Event Fund Form must be completed in full.

You should answer the questions in your own words, giving evidence and examples where appropriate.

If you chose to type your answers in Word and copy and paste them into the relevant sections of the form, please be aware that an attempt to copy bullet points, tables, monetary symbols and unusual characters may cause a problem. Please use text only.

1. Contact Details

a. Main Contact

Name

Position in organisation

Email

Phone

Mobile phone

b. Alternate Contact

Name

Position in organisation

Email

Phone

Mobile phone

2. Organisation Information

a. Organisation Details

Organisation name

Registered address

What geographic area in Tower Hamlets do you serve? (please give postcode)

Web address

b. Organisation Legal status

Limited company (please provide company registration number)

Registered charity (please provide charity number)

Unincorporated association

Community Interest Company (please provide company registration number)

Sole trader (please provide unique tax reference number)

When was your organisation established/ when did you start operating as a sole trader?

Please attach a copy of your constitution, terms of reference or articles of association on the attachments page.

How is your organisation managed?

c. Organisation Background

What are the aims of your organisation (100 words max)

What are the main activities of your organisation (100 words max)

Who are your organisation's main beneficiaries? (e.g. young people, older people, everyone living on the X Estate, people with mental health conditions, etc.) (100 words max)

Have you received funding from LBTH before? Y/N

3. About the Event

a. Title of Event

b. When will it take place (include start and end date if more than one day)
Let us know how many events if multiple events)

c. Where will it take place (address and postcode – if multiple venues, list all)

d. Brief description of event (100 words max)

e. Tell us how arts are part of your event – be specific (100 words max)

f. How much funding are you seeking from LBTH?

4. Who Will Benefit

a. Is your event aimed at a particular section of the community – if so please describe (100 words max)

b. How many people in total do you expect to benefit from your event?

c. Please provide an estimate breaking down those who will benefit from your event. Put people into the categories that fit best.

Groups	Audience	Participants	Performers	Organisers
White				
African or Caribbean				
Bangladeshi				
Chinese				

Vietnamese				
Somali				
Other Asian				
Other ethnic groups				
Older People 65+				
Adults 26-64				
Young People 14-25				
Children 0-14				
People with limited mobility				
People with sensory disability				
People with learning difficulties				

- d. How will your event involve the community of Tower Hamlets? (100 words max)
- e. How will you know if your event has been successful? (100 words max)

5. Accessibility

- a. Is your event taking place in fully accessible venue(s)? Y/N
- b. Is there a cost to the public for the event? If yes, please give price/concessions/free tickets and numbers of each.
- c. How will you promote your event to make sure it reaches everyone community, (e.g. people who speak other languages, people who do not read, people who don't access the internet or social media). Make specific reference to your target beneficiaries. (100 words max)

6. Event Budget

a. Income

Event Fund	£
Ticket Income:	£
Total Cash Agreed	£
Total Cash Pending	£
Total In-Kind Agreed	£
Total In-Kind Pending	£

Grand Total £

b. Expenditure

Give details for the TOTAL projected expenditure of the proposal.

Total In Kind	£
Total Cash	£

Grand Total £

7. Declaration

I confirm that the information provided on this form is accurate at the time of completion Y/N

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APPENDIX D
LBTH Event Fund
Comparison of similar funds – Guidance and Application Form

Funding - London Boroughs	
Croydon	https://www.croydon.gov.uk/sites/default/files/articles/downloads/Application_form_for%20Cultural_Fund_2016.docx Arts Partnership Awards Two page app form Needs 50% match funding Amounts up to £10k
Greenwich	Community Arts Fund opens April 2017 Amounts between £250 and £6k
Hackney	https://www.hackney.gov.uk/community-grants Opens 5 th April 2017. Guidance 16 pages long, very very demanding Amounts between £1k and £5k
Hammersmith and Fulham	https://www.lbhf.gov.uk/sites/default/files/FTSG_Guidance_Notes_tcm21-197980.pdf Guidance 7 pages, encourages wider access. Amounts between £100 - £10k
Haringey	http://www.haringey.gov.uk/sites/haringeygovuk/files/theme_2_application_form.docx Only £15k available – grants only up to £1k
Hillingdon	https://www.hillingdon.gov.uk/artsgrant 2 funds Individuals up to £800 and Group up to £1k. Allowed up to 2 application p.a.
Hounslow	http://www.hounslowhub.org.uk/hounslow-community-grant-now-open/ Up to £20k http://www.hounslowhub.org.uk/grants-available-for-the-voluntary-and-community-sector/ Small grants up to £500
Islington	https://www.islington.gov.uk/libraries-arts-and-heritage/arts/advice-and-funding/islington-community-festival-fund Amounts from £1.5k to £4k Guidance, application form and evaluation form concise
Kingston upon Thames	https://www.kingston.gov.uk/info/200180/voluntary_and_community_sector/1257/new_initiatives_grants_-_up_to_3000 Amount up to £12k – 12 page application form https://www.kingston.gov.uk/info/200180/voluntary_and_community_sector/1256/your_kingston_grants_-_up_to_750/4 Amount up to £750 – 11 page form
Lambeth	https://eventapp.org/downloads/temp/small_10843_events_brochure_2015_for_web1.pdf Very comprehensive guidance about running events in Lambeth, but unclear if they fund???
Merton	Yes but highly complex form
Newham	Go for It grants up to £2k

Redbridge	Has arts grants up to £3k. Total fund £27k. 3 funding rounds a year. Couldn't access forms as deadline has passed
Royal Borough of Kensington and Chelsea	Amounts for individuals up to £1.5k and organisations £3k. Both word doc guidance and app forms and also an online form. Fairly straightforward
Sutton	Temporarily suspended. Amounts up to £500
Waltham Forest	Amounts up to £6.5k https://www.walthamforest.gov.uk/node/2616 application https://www.walthamforest.gov.uk/node/2615 guidance
Westminster	Create Church Street – Arts and Cultural funding - no info unless you log in

APPENDIX E Proposed Event Fund Equalities Data breakdown

These are the monitoring requirements of applicants requested on the Evaluation Form for the Event Fund.


The table below shows the 9 Protected Characteristics – Monitoring Categories requested, and the revised data required for 1718 and beyond.

It is understood that some organisations will not be able to give accurate data on each category and this will be acknowledged on the Evaluation Form.

ETHNICITY			
White		Asian	
Current - 1617	NEW - 1718	Current - 1617	NEW - 1718
<ul style="list-style-type: none"> British; Irish; Traveller of Irish Heritage; Gypsy / Roma Turkish / Turkish Cypriot Greek / Greek Cypriot European Other 	<ul style="list-style-type: none"> British; Irish; Traveller of Irish Heritage; Gypsy / Roma Other 	<ul style="list-style-type: none"> Asian British Bangladeshi Indian Pakistani Mixed / Dual Heritage Other 	<ul style="list-style-type: none"> Asian or Asian British: Bangladeshi Asian or Asian British: Pakistani Asian or Asian British: Indian Asian or Asian British / Other Asian Background
Black		Other Ethnic Groups:	
Current - 1617	NEW - 1718	Current - 1617	NEW - 1718
<ul style="list-style-type: none"> Black British African Somali Caribbean Mixed / Dual Heritage Other 	<ul style="list-style-type: none"> Black or Black British: African Black or Black British: Somali Black or Black British: Caribbean Black / Black British / Other Black Background Caribbean Mixed / Dual Heritage: White & Black African Mixed / Dual Heritage: White and Black Asian Mixed / Dual Heritage: Any Other Mixed Background Mixed Dual 	<ul style="list-style-type: none"> Latin American Vietnamese Chinese 	<ul style="list-style-type: none"> Other Ethnic Groups: Vietnamese Other Ethnic Groups: Chinese Other Ethnic Groups/ Any other Group Prefer not to say

	Heritage: White and Black		
GENDER		DISABILITY	
Current - 1617	NEW - 1718	Current - 1617	NEW - 1718
<ul style="list-style-type: none"> • Women • Men • Transgender 	<ul style="list-style-type: none"> • Male • Female • Prefer not to say 	<ul style="list-style-type: none"> • Alzheimer's • Dementia • Deaf or Partially Deaf • Blind or partially sighted • Learning Disability • Physical Disability • Not Known 	Do you consider yourself to have a disability? <ul style="list-style-type: none"> • Yes • No • Prefer not to say
AGE		RELIGION - What is your religion or belief?	
Current - 1617	NEW - 1718	Current - 1617	NEW - 1718
<ul style="list-style-type: none"> • 0-4 • 5-9 • 10 – 14 • 15 – 19 • 20 – 24 • 25 – 29 • 30 – 34 • 35 – 39 • 40 – 44 • 45 – 49 • 50 – 54 • 55 – 59 • 60 – 64 • 65+ 	<ul style="list-style-type: none"> • 0-15 • 16-24 • 25-34 • 35-44 • 45-54 • 55-64 • 65+ • Prefer not to say 	<ul style="list-style-type: none"> • had no religion • Agnostic • Muslim • Christian • Jewish • Buddhist • Sikh • Hindu • Humanist • another religion (please specify) • Not Known 	<ul style="list-style-type: none"> • No religion • Agnostic • Muslim • Christian • Jewish • Buddhist • Sikh • Hindu • Humanist • Other Religion • Prefer not to say
Sexual Orientation		Relationship Status	
Current - 1617	NEW - 1718	Current - 1617	NEW - 1718
<ul style="list-style-type: none"> • Heterosexual • Bisexual • Gay • Lesbian • Not Known 	<ul style="list-style-type: none"> • Bisexual • Gay or Lesbian • Heterosexual / Straight • Other • Prefer not to Say 	<ul style="list-style-type: none"> • Civil Partnership • Married • Single • Co-habiting • Divorced • Not known 	NOT REQUIRED
Pregnancy and Maternity			
Current - 1617	NEW - 1718		
<ul style="list-style-type: none"> • Pregnant • Breastfeeding • Not known 	NOT REQUIRED		

APPENDIX F: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Event Fund 2017/ 18 Revised Guidelines and Criteria and Application Form
Directorate / Service	Children's / Culture, Learning and Leisure
Lead Officer	Steve Murray, Head of Arts, Parks and Events
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	 Proceed with implementation


Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	New Guidelines and Criteria and Application Forms for the Event Fund
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)?	Yes	An Equality Analysis (Appendix G) identifies the positive impact on the protected characteristics.

	Is there information about the equality profile of those affected?		<p>Monitoring data which will be collected is included in the Evaluation Form to provide an audience profile.</p> <p>The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Evaluation / monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	<p>The service will evaluate the data and information provided by the applicants and recommend Event Fund awards to applications making high enough scores.</p> <p>Final awards will be approved by the Acting Divisional Director for Sports, Leisure and Culture</p>
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Open workshops have been and will continue to be delivered prior to Event Fund application quarterly deadlines to engage with the community.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	<p>The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics.</p> <p>The assessment questions and score sheet provide interpretation of impact against different protected characteristics.</p>
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.

4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The Equalities Data (Appendix E) is included in the application form and guidelines and criteria. The evaluation post events will include the equalities data which will inform areas to be included in an action plan for increasing outreach for the Equalities 9 protected Characteristics.
b	Have alternative options been explored	Yes	Applications which do not fully meet the criteria and priorities outlined in section 3 of the Event Fund 2017/18 Guidelines and Criteria will not be awarded funding.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund procedures are reviewed annually along with its criteria and how it is marketed. Additional reviews are ongoing to ensure that any areas not being addressed are targeted. Quarterly and annual reports are completed to further analyse the implementation of the fund.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The application form asks applicants to describe how they will meet the protected characteristics. The successful applicants will be asked to provide a completed evaluation form. The second payment of 20% will not be made until the Council receive required documents including a completed evaluation form and equalities monitoring.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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APPENDIX F: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Event Fund 2017/ 18 Revised Guidelines and Criteria and Application Form
Directorate / Service	Children's / Culture, Learning and Leisure
Lead Officer	Steve Murray, Head of Arts, Parks and Events
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	 Proceed with implementation

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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	New Guidelines and Criteria and Application Forms for the Event Fund
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)?	Yes	An Equality Analysis (Appendix G) identifies the positive impact on the protected characteristics.

	Is there information about the equality profile of those affected?		Monitoring data which will be collected is included in the Evaluation Form to provide an audience profile. The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Evaluation / monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service will evaluate the data and information provided by the applicants and recommend Event Fund awards to applications making high enough scores. Final awards will be approved by the Acting Divisional Director for Sports, Leisure and Culture
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Open workshops have been and will continue to be delivered prior to Event Fund application quarterly deadlines to engage with the community.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics. The assessment questions and score sheet provide interpretation of impact against different protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.

4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The Equalities Data (Appendix E) is included in the application form and guidelines and criteria. The evaluation post events will include the equalities data which will inform areas to be included in an action plan for increasing outreach for the Equalities 9 protected Characteristics.
b	Have alternative options been explored	Yes	Applications which do not fully meet the criteria and priorities outlined in section 3 of the Event Fund 2017/18 Guidelines and Criteria will not be awarded funding.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund procedures are reviewed annually along with its criteria and how it is marketed. Additional reviews are ongoing to ensure that any areas not being addressed are targeted. Quarterly and annual reports are completed to further analyse the implementation of the fund.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The application form asks applicants to describe how they will meet the protected characteristics. The successful applicants will be asked to provide a completed evaluation form. The second payment of 20% will not be made until the Council receive required documents including a completed evaluation form and equalities monitoring.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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Event Fund Application Form 2017-18

The Event Fund provides small grants to support high quality arts events and community arts festivals, which are open to, and of benefit to the general public.

Please pay careful attention to the following information and refer to the Guidelines and Criteria before completing this form to ensure you are fully eligible for funding.

Please note that due to high demand, eligibility does not guarantee that you will receive funding.

*Please click on link to view Event Fund Criteria, timelines and Guidance Notes on the Council's webpage
Click for the Event page*

Timelines

The Event Fund operates on an annual programme and has moved to QUARTERLY DEADLINES. Applications should adhere to the timeframe below.

Applications must be received by the end of the deadline day (12:00 Noon).

Late submissions WILL NOT BE CONSIDERED.

- Quarter 1 (Events taking place between 1st April and 30th June 2017) – Application Deadline 2nd February 2017*
- Quarter 2 (Events taking place between 1st July and 30th September 2017) – Application Deadline 27th April 2017*
- Quarter 3 (Events taking place between 1st October and 31st December 2017) – Application Deadline 20th July 2017*
- Quarter 4 (Events taking place between 1st January and 31st March 2018) – Application Deadline 2nd November 2017*

Eligibility Quiz

Please tick all boxes to acknowledge that you agree with each of the following statements

- 1. My organisation has read and understood the eligibility criteria for the funding theme we are applying for.*
- 2. My organisation has a constitution or articles of association, which we will provide as part of the application process.*
- 3. My organisation has a bank account in the name of the organisation which requires two signatures (of people who are unrelated) to authorise payments.*
- 4. My event is aimed at and open to the general public in Tower Hamlets.*
- 5. My event is primarily arts based.*
- 6. My event and associated activity takes place in Tower Hamlets*

7. My event and associated activity takes place within the quarter for which I am applying.
8. My organisation if based in a Tower Hamlets Council owned property has an appropriate property agreement in place for the occupation of the land and buildings.

Please select option to show you have read the Event Fund Guidance and Criteria

All sections of the Event Fund Form must be completed in full.

You should answer the questions in your own words, giving evidence and examples where appropriate.

If you chose to type your answers in Word and copy and paste them into the relevant sections of the form, please be aware that an attempt to copy bullet points, tables, monetary symbols and unusual characters may cause a problem. Please use text only.

Organisational & Administration Details

Your Organisation

1. Prefix
2. First Name.....
3. Last Name.....
4. Job Title/ Position in Organisation.....
5. Organisation Name.....
6. Registered Address.....
7. City.....
8. Postal Code.....
9. Geographical Area Based.....
10. Please specify in which ward your organisation is located.....
11. Is your organisation based in a Council owned building?
12. Do you have and appropriate property agreement / lease in place for the use and occupation of the building?
13. Office Phone.....
14. Mobile Phone.....
15. E-mail.....
16. Web. Address.....

General Organisational Administration and Management

Please answer all of the following questions:

When was your organisation formally constituted or established?

(Please attach your organisation's constitution on the Attachments page)

Background

Please describe the work of your organisation. How is your organisation managed? Include a mission statement if you have one. Give details of your organisation's long-term objectives/strategy. Maximum 200 words.

Legal Status

What is the legal status of the organisation?

Other

Please specify

Charity Number (if applicable)

Company Registration Number (if applicable)

Type of Organisation

Please tick all of the boxes which apply to your organisation

Work solely or mainly with/for people who are deaf and disabled

Work solely or mainly with/for women

Work solely or mainly with/for men

Work solely or mainly with/for people who are transgender

Work solely or mainly with/for people of a particular ethnic heritage

If yes, please specify

Work solely or mainly with/for people who are young/older

If yes, please specify

Work solely or mainly with/for faith groups

If yes, please specify which faith(s)

Work solely or mainly with/for people who are heterosexual

Work solely or mainly with/for people who are lesbian

Work solely or mainly with/for people who are gay

Work solely or mainly with/for people who are bisexual

Work solely or mainly with/for women who are pregnant

Work solely or mainly with/for women who are currently breastfeeding

Work solely or mainly with/for people who are in civil partnerships

Work solely or mainly with/for people who are married

Work solely or mainly with/for people who are single

Work solely or mainly with/for people who are co-habiting

Work solely or mainly with/for people who are divorced

Work solely or mainly with/for people with mental health conditions

Work solely or mainly with/for people with long standing illness or health conditions

Other

Please specify

Event Management

Give details of one recent / similar event your organisation has managed. Include size, scale and audience attendance, as well as the size of budget/s you are used to managing. Maximum 400 words.

Responsibility (No CV now required)

Who will be responsible for delivering the event/project? Include a brief account of their ability to manage the event/project (i.e. track record). Which other personnel (paid or unpaid) will be involved? Maximum 400 words.

Event Details

Fund Event

What is the total amount of funding you are applying for from the Event Fund?

Have you received funding from LB Tower Hamlets in the previous 4 years? If yes, please give the name and date of your event and funding award. (Please note, previous funding does not guarantee funding in subsequent years.)

Title of Event/Project

Start Date

End Date

Your event may take place over one or more than one day, or have multiple events / venues. Please let us know how many individual events will there be in total.

Venue/s

Where will the event/project be taking place?

Are the venues accessible yes / no

In which ward(s) is your event taking place?

Description of Event

What is the Event? Please give a description of your event and include details such as the event content, audience profile, how the event will improve access to arts based activities and how it is different to other events in the borough.

You should demonstrate that your event is accessible, innovative, creative and of high quality.

Maximum 1500 words.

Details of workshops or skills development

Please give details of the content of any workshops related to the project or event. Please ensure that you include the number of workshops, where and when they will take place, number of people taking part, community development, employment opportunities etc. (Please make sure that the dates are included in the overall event dates.) Maximum 600 words.

Attendance and Participation

How many people do you expect to benefit from your event?

Please detail the breakdown of the following in the appropriate boxes. You may not need to complete all boxes, and only use one category for each person:

1. *Audience*

2. *Participants*

3. *Artists / Performers*

4. *Community Volunteers*

5. *Organisers*

Total

Benefit of the Event

Please demonstrate which of the Event Fund mandatory criteria, priorities and Mayor's Priorities your event addresses and how your project meets these, giving examples and evidence. (outlined in section 4 & 5 of the guidelines and criteria)

In order to understand the benefit to the community we need to know the potential of your event to develop audiences, encourage participation and increase community involvement in the arts. Please give a clear outline of how you will engage with the wider community from across Tower Hamlets in your answer. Maximum 600 words.

Community Plan Themes

Which of the following Community Plan Themes will your project contribute towards?

Please demonstrate how your event / project contributes to supporting one or more of the themes marked below. Maximum 100 words per answer.

1. *A Prosperous Community*

2. *A Healthy and Supportive Community*

3. *A Safe and Cohesive Community*

4. A Great Place to Live

Accessibility and Marketing

Accessibility

Is your event ticketed?

Please give the number of free, full price and concessionary tickets available and the price for each.

How will you ensure that your event/project is open and accessible to the whole community across the borough? This includes physical, financial, social and cultural accessibility. Please make reference to the mandatory criteria 4b, 4c, 4d. Please also demonstrate how you will meet your obligations regarding the Equality Act 2010. Maximum 400 words.

Marketing

Please demonstrate how your marketing plan will reach the general public across the whole borough.

Please include how you will attempt to reach new audiences, and how you plan to increase participation and engagement from all wards. Please include electronic and social media in your marketing and outreach outline. Maximum 400 words.

Partners/Community Involvement

Partnerships

Who are your partners supporting this project and what is their role? Include details of funding, project delivery, help in-kind and collaborative work e.g. cash funding, venue hire, office space, free marketing, use of equipment etc. Include any other funding/in kind help from other Tower Hamlets Council departments. Maximum 400 words

Community Involvement

Please outline how the wider community of Tower Hamlets will be involved in the organisation, facilitation, support or delivery of your event? Please include details of community volunteers, target groups and organisations. Maximum 400 words

Outcomes

Please indicate which of the outcomes listed below relate to your event and provide a brief description of how your project/event will specifically meet these outcomes. Maximum 50 words per outcome.

1. *Increased access to arts activities and participation in the arts for Tower Hamlets residents*

2. *Skills development opportunities and progression routes for participants from Tower Hamlets*
3. *Increased community cohesion and cross-cultural understanding*
4. *Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives/strategy*
5. *Any additional outcomes which are not outlined above*

Event Budget

Income

Please complete the separate budget spreadsheet give name of source or funder in box marked 'Source' and quantify all in-kind support in monetary terms. (In-kind means goods and services that are part of the event but are being provided free of charge, and have a monetary value.)

Include any anticipated income from ticket sales if applicable. Put the totals from the budget spreadsheet into the boxes as indicated below.

- | | |
|---------------------------------|---|
| 1. <i>Event Fund</i> | £ |
| 2. <i>Ticket Income:</i> | £ |
| 3. <i>Total Cash Agreed</i> | £ |
| 4. <i>Total Cash Pending</i> | £ |
| 5. <i>Total In-Kind Agreed</i> | £ |
| 6. <i>Total In-Kind Pending</i> | £ |

<u>Grand Total</u>	£
--------------------	---

Expenditure

Give details for the TOTAL projected expenditure of the proposal.

- | | |
|-------------------------|---|
| 1. <i>Total In Kind</i> | £ |
| 2. <i>Total Cash</i> | £ |

<u>Grand Total</u>	£
--------------------	---

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The Event Fund provides small grants to support high quality arts events and community arts festivals, which are open to, and of benefit to the general public.

Please pay careful attention to the following information to ensure you are fully eligible for funding.

Please note that due to demand, eligibility does not guarantee that you will receive funding.

<p>1. The Event Fund aims to:</p>	<ul style="list-style-type: none"> a. Improve access to arts based events and participation in the arts. b. Provide arts activities where few exist. c. Improve the quality of festivals and events in Tower Hamlets. d. Extend the potential of events to develop audiences, encourage participation and increase community involvement. e. Allow for more adventurous or ambitious programming. f. Promote community cohesion and cross-cultural understanding. g. Promote opportunities for skills development and progression routes for participants. h. Increase sustainable partnerships and new collaborations.
<p>2. Eligibility</p>	<ul style="list-style-type: none"> a. Events must include arts based content and be open to the general public. b. Events or projects should be led by an organisation which has a formal management structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for. c. All events must take place within the London Borough of Tower Hamlets between 1st April 2017 and 31st March 2018.

3. Timings

- a. The Event Fund operates on a rolling programme with **quarterly deadlines**. All applications must be submitted on the correct application form.
- b. Applications should adhere to the timeframe below to be eligible for funding. Late applications will not be considered.
- c. We aim to assess applications within three weeks of the deadlines outlined below. However please take into consideration that it can take up to 2 months from application deadline to receipt of first 80% of funding.

Event Date	Quarter	Application Deadline
April – June 2017	1	2 nd February 2017
July – September 2017	2	27 th April 2017
October – December 2017	3	20 th July 2017
January – March 2018	4	2 nd November 2017

**Applications must be received by MIDDAY of the deadline day (12:00).
Late submissions WILL NOT BE CONSIDERED**

4. The Event Fund has the following mandatory criteria:

- a) The activities must contribute directly to at least one of the priorities in the Tower Hamlets Community Plan and must mainly benefit people who live in Tower Hamlets. For more information go to [Tower Hamlets Community Plan](#). The Community Plan prioritises equality, cohesion and community leadership through the theme of One Tower Hamlets.

One Tower Hamlets: Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.

1. **A Great Place to Live:** – promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrancy and energy that our communities provide.
2. **A Fair and Prosperous Community:** – to have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.
3. **A Safe and Cohesive Community:** –to have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.
4. **A Healthy and Supportive Community:** – to support residents to live healthier, more independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.

- b)** Events / projects must be open to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Please demonstrate how you will promote your event to and include the wider community.
- c)** Events / projects should take place in accessible venues and must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership. For further guidance go to: [Equalities and Diversity](#)
- d)** Events / projects charging a fee would need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and the budget forecast. Events or activities with a ticket price may not be eligible unless they can demonstrate adequate additional free content that is accessible to the wider community.
- e)** Applicants must demonstrate partnership funding and support. This *must* include agreed cash funding and *can* include in-kind support.
- f)** Event Budget - Income and Expenditure totals should be the same (balance). All cash and in-kind amounts should be included, as well as any projected income from ticket sales if applicable.
- g)** Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)
- h)** Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.
- i)** Events / projects cancelled after receiving an award will require organisations to repay the award in full.
- j)** Organisations who are occupying Council facilities and applying for grants, need to have entered into an appropriate property agreement for their use and occupation of land and buildings, which cover the entire period of grant award as a specific condition of payment of any grant monies.
- k)** Applicants will also need to demonstrate how their event contributes towards the following strands of the Mayor's key priorities (these will need to relate to the arts):
 1. Regeneration and the creation of Sustainable Communities;
 2. Creating Jobs and supporting the growth of the Local Economy;
 3. Young People and Schools;
 4. Older People and Health;
 5. Community Safety and Community Cohesion;
 6. Environment and Public Realm;
 7. Arts, Heritage, Leisure and Culture. (mandatory)

<p>5. Priority will be given to the following types of projects or events.</p>	<ul style="list-style-type: none"> a. Arts events or arts projects which celebrate cultural diversity and extend cross-cultural understanding in the borough and strengthen community cohesion. b. Arts events or arts projects which increase community arts provision, neighbourhood renewal and/or community development, particularly in wards with less provision: Bromley North, Limehouse, Mile End, Poplar, St Dunstan's, Blackwall and Cubitt Town, Bow East, Bow West, Bromley South, Canary Wharf, Island Gardens, Lansbury, and St Katherine's and Wapping. (To find your ward, please go to the map 2f on the application form). c. Arts events or arts projects which are free to access to audience and participants. d. Arts events or arts projects which demonstrate community involvement and active participation in delivering and managing the event/project and result in clear progression routes or skills for participants. e.g. through workshops, organising, performance etc with clear outcomes stated. e. Arts events or arts projects which take a fresh, innovative approach, which are discernibly different from other events in the borough. f. Arts events or arts projects which involve young people, encourage personal responsibility and making a positive contribution to the community. g. Arts events or arts projects aimed at and involving older people. h. Arts events or arts projects which aim to increase opportunities for deaf and disabled people to take part in the arts. i. Arts events or arts projects which improve the health and wellbeing of local residents.
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<p>6. The Event Fund should NOT:</p>	<ul style="list-style-type: none"> a. Support events devoid of cultural or artistic content. b. Fund core activities, i.e. main or essential activities of the company/organisation. c. Support profit making activities or events with a prohibitive charge for entry for local audiences. d. Support those who aim to raise money for charity, to promote religious or political beliefs or to promote the interests of an individual or organisation. The organisation must show that it does not want to promote or oppose any political party or cause or otherwise get involved in party political activity. We will not fund activities which promote the adoption of a particular faith or religion. e. Support any activity that leads to the long-term segregation of any particular group. f. Support events that are not open to the general public e.g. within a school or solely for school community.
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	<p>g. It is a condition of the grant that the applicant cannot be in debt to the Council.</p> <p>h. Be the sole source of income – the organisation must be able to show that it is taking reasonable steps to obtain funding for its activities from sources other than the Council. Organisers are advised to seek funding and partnership support from a variety of sources. Other funding should not be solely “in-kind”. Details of other funding schemes and support can be obtained from: (Please click on the links below.)</p> <ul style="list-style-type: none"> • Other Funding Streams • Tower Hamlets Open 4 Community
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<p>7. Successful recipients of Event Fund grants MUST:</p>	<p>a. Complete and return the Acceptance Form (see section 9: Award Payments) and confirm that they have submitted details onto our website no later than one month before the event start date to receive funding. The submission of information onto our website will enable Tower Hamlets to give additional marketing support to your event.</p> <p>b. Submit details of the event directly onto the Tower Hamlets Arts website, including a photographic image to illustrate the event and register their organisation on our online Arts Directory at least 4 weeks before the event / project. Click link to submit</p> <p>c. Ensure that the programme/content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme should be discussed with the Festivals & Events Officer prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.</p> <p>d. Acknowledge the support of Tower Hamlets including use of logo and the following text inserted “Supported by Tower Hamlets Council”, in all event publicity and promotional material including digital platforms such as websites or social media, press releases and post-event reports. Please use the correct version of the logo as supplied to successful applicants within the acceptance pack.</p> <p>e. Electronic versions of publicity and promotional material must be submitted to the Information Officer before your event, and uploaded with your completed Evaluation Form post-event. Details will be in your acceptance pack.</p> <p>f. Provide free access for Tower Hamlets Council representatives to the event/project for purposes of monitoring.</p> <p>g. Monitoring & evaluation - Organisations will be expected to have a system in place to measure the outputs and outcomes as set out in the Evaluation Form.</p>
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<p>8. Assessment and Awards</p>	<p>a. Assessment of applications will take place quarterly following the submission deadlines by the Event Fund Assessment Panel.</p>
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- b. Your application will be assessed against the stated criteria and priorities and will be scored. Assessment will take into account the track record of the organisation, event content, benefit, Community Plan priorities, access, marketing, partnerships, community involvement and development, outcomes and value for money. If your application does not receive a high enough score, it will not be successful. In the majority of cases, successful applications will not be awarded the full amount requested.
- c. Following the quarterly assessment of applications you will receive a letter indicating whether your application has been successful.
- d. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria and priorities can be met.
- e. Organisations are unlikely to be funded twice in the same financial year.
- f. Events funded in one financial year will not be guaranteed funding the following year.
- g. The maximum amount that can be applied for is £2,500. However, most awards will be in the region of £500 - £1,500.
- h. The level of funding offered will take into consideration the cost, subsidy per head, other cash funding agreed, ticket price, the amount of in-kind support, the number of participants benefiting from the project and the overarching artistic value of the project.
- i. Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient agreed cash funding from other sources.

9. Award Payments

1. Organisations that are successful will enter into a Grant Agreement with the Council.
2. Organisations will need to complete and return an acceptance form by the stated deadline. Acceptance Forms must contain organisation bank account details, not those of personal current accounts. Payments are made by BACS transfer.
3. The first payment of 80% will not be made until:
 - a. We have received the completed and signed Acceptance Form complete with BACS details by the specified deadline
 - b. Details of the event have been added to the website
 - c. Details of your organisation are registered onto the Arts Directory
4. The Second payment of 20% will not be made until:
 - a. We have received your online Evaluation report, appropriate evidence including photographs of the event, publicity samples, equalities monitoring and final budget statement, no later than the stated deadline. It will be the responsibility of the successful applicant to upload these documents on time – we do not routinely send out reminders. Failure to submit an evaluation form and final budget statement within stated deadline as set out in your grant offer letter will result in the final instalment of grant being withheld and may jeopardise future application to the Event Fund.

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| | <p>b. Any substantial changes to the programme or other income should have been discussed with one of the Festivals and Events Officers prior to the event start date and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.</p> |
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Please note that, in accordance with council finance procedures, it may take a minimum of 28 days to process each payment instalment.

For further details about the Event Fund please contact:

Festivals & Events Office

Arts, Parks & Events
Tower Hamlets Council
Brady Arts Centre
192 -196 Hanbury Street
London, E1 5HU

Tel. 020 7364 7907 **Email:** festivalsandevents@towerhamlets.gov.uk

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<p>Grants Determination Sub Committee</p> <p>9th May 2017</p>	
<p>Report of: Debbie Jones, Corporate Director for Children’s Directorate</p>	<p>Classification: Unrestricted</p>
<p>Event Fund - Report on Event Fund Awards 2016/17 – Quarter 3 Feedback on awards for events taking place in October, November and December 2016</p>	

Lead Member	Councillor Asma Begum, Cabinet Member for Culture
Originating Officer(s)	Alison Denning
Wards affected	All Wards
Key Decision?	No – No decision required
Community Plan Theme	One Tower Hamlets

Executive Summary

The Event Fund is a small grant fund for community arts events which has been operating successfully for a number of years. It works on a rolling programme with financial year 2016/17 still operating on monthly deadlines. The Event Fund is designed to support small scale local events with arts content to encourage participation from the local community across the borough.

The fund is part of the Council’s revenue budget and is intended to support the delivery of the Council’s Community Plan priorities.

This report covers Event Fund applications and events which took place within quarter 3 (between October 1st 2016 and December 31st 2016).

This report will cover all applications, details of which were and were not successful with a brief explanation, and breakdown of the amount spent, the wards covered and the number of beneficiaries.

Recommendations:

The Grants Determination Sub Committee is recommended to note the report.

1. REASONS FOR THE DECISIONS

1.1 No Decisions are required. This is for information only.

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. DETAILS OF REPORT

3.1 Strategic Alignment

3.1.1 The Tower Hamlets Community Plan provides the long-term vision for the borough, articulating local aspirations, needs and priorities.

It is the objective of the Event Fund to help support the Community Plans outcomes and contribute towards its four themes:

A Great Place to Live
A Fair and Prosperous Community
A Safe and Cohesive Community
A Healthy and Supportive Community

3.1.2 The Event Fund exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community and to promote the One Tower Hamlets principles across the borough, which are:

- Tackling Inequality
- Strengthening Community Cohesion and,
- Building Community Leadership

3.1.3 The projects are expected to demonstrate:

Administration and management of events

- An engaging programme of events through a combination of directly delivered events and events which are delivered in partnership with other groups or community organisations.

A robust process for collaborating with community groups or organisations

- Evidence they have a strong approach to partnership working with local organisations across the borough and robust partnership processes in place.

A strong understanding of equality, including:

- Understanding of the council's commitment to equality through the Community Plan and ideally, also some understanding of the council's commitment across the protected characteristics as detailed in the Single Equality Framework.
- A proposal that outlines what issues or topics will be addressed through the events, why these have been selected and how they help the council to achieve the One Tower Hamlets principles.

Mayor's Priorities:

The Event Fund contributes towards the following strands of the Mayor's key priorities:

- Creating Jobs and supporting the growth of the Local Economy;

- Young People and Schools;
- Older People and Health;
- Community Safety and Community Cohesion;
- Environment and Public Realm; and
- Arts, Heritage, Leisure and Culture.

Monitoring & evaluation:

- Organisations will be expected to have a system in place to measure the outputs and outcomes by the protected characteristics as set out in the Public Sector Equality Duty where relevant and appropriate.
- We acknowledge that there is an imbalance between number of events taking place in each ward and therefore ask organisers to provide additional monitoring to look at the origin of the audience / participants. Organisations will be expected to have a system in place to monitor the area of the borough that their participants and audience are from and are provided with a two types of template to gather this information. This information is broken down into the 5 postcodes: E1, E2, E3, E14, E1W
- Delegated authority for awards to be authorised by the Service Head for Culture Learning & Leisure [now, Divisional Director, Sports, Leisure, Culture & Youth] was granted by the Commissioners on 9th September 2015.

3.2 Event Fund Applications, Quarter 3 2016/17

3.2.1 The annual budget for the Event Fund is £52,500. The maximum grant award is £2,500 however most awards are in the region of £500 - £1,500.

A total of £14,800 was awarded in Quarter 3.

Awards	Month	Total Number of Applications	Total Number Awarded	Total Number Declined
£ 9050	October	14	10	4
£ 3250	November	10	4	6
£ 2500	December	2	2	0

3.2.2 Applications were assessed by three officers independently of each other. Applications were initially checked for eligibility. If not eligible they were rejected and not assessed. If eligible, applications were scored across a number of areas:

- Track record of delivery for the organisation;
- Event outline,

- Benefit (how it meets the EF Priorities, and objectives of One Tower Hamlets),
- Accessibility, Marketing,
- Partnerships & community involvement,
- Outcomes
- Value for money.

These areas form 7 sections on the assessment form for the Event Fund 2016-17 and each area attracts a maximum score of 5, with the overall application receiving a maximum score of 35 by each assessor. The three assessors' scores are then added together to give a maximum score of 105.

The minimum total score of 63 was set by the Service Head, and the minimum of 3 out of 5 was set by the Commissioners, on the question of benefit to the local community in order to be considered for funding. The ultimate decision on successful awards and amounts was made by the Service Head for Culture Learning & Leisure on a monthly basis once applications had been assessed and scored by officers. For full details of the Guidelines and Criteria, please see Appendix E.

- 3.2.3 A total of 26 Applications were received in Quarter 3
 A total of 16 Applications were awarded funding.
 A total of 10 applications were declined funding.

A full list of the applications received for Quarter 3 can be seen in Appendix A.

2 events from Quarter 2 (Saudha Society – Bangla Music Festival; Grand Union Music Theatre Ltd – Remembering Cable Street) straddled 2 quarters with some activity taking place in quarter 3.

- 3.2.4 The evidence considered in the monitoring (Appendix D) is based on 16 applications. Monitoring information is included from 2 events from quarter 2 which overlapped into quarter 3. Monitoring information from 14 applications from quarter 3 has been included. 2 awardees have not submitted their evaluation forms.

The majority of evaluation forms tend to be completed based on estimates and some do not provide feedback for all categories. This should be considered when referring to Appendix D.

- 3.2.5 A number of applications involved multiple events and multiple venues, which is reflected in the monitoring information. Events took place in 17 wards. The Table below illustrates the number of events which were funded in each ward during quarter 3 and compares to quarters 1 and 2.

As a response to the lack or low numbers of Event Fund applications from certain wards in the previous year and the previous quarters, there has been additional targeting and marketing to encourage applications through the Event Fund priorities, Our East End publication, our website, social media, and e-newsletters.

WARD PROFILE -	Number of events in each Ward QTR1	Number of events in each Ward QTR2	Number of events in each Ward QTR 3
1. Bethnal Green	3	2	4
2. Blackwall and Cubitt Town	0	1	1
3. Bow East	0	2	2
4. Bow West	2	2	5
5. Bromley North	0	0	0
6. Bromley South	0	0	0
7. Canary Wharf	0	2	3
8. Island Gardens	0	1	1
9. Lansbury	1	2	1
10. Limehouse	0	1	2
11. Mile End	4	2	1
12. Poplar	1	2	5
13. Shadwell	3	2	6
14. Spitalfields and Banglatown	4	3	5
15. St Dunstan's	1	0	1
16. St Katharine's and Wapping	0	1	2
17. St Peter's	1	1	3
18. Stepney Green	3	0	0
19. Weavers	4	1	3
20. Whitechapel	1	1	3

3.2.6 Based on the figures provided through the Evaluations, events taking place in Quarter 3 had the following beneficiaries:

Total participants:	4545
Total Audience:	36153
Total Artists:	939
Total Managers / Organisers;	68
Total Attendance:	42008

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 This report complies with the requirement to provide a quarterly update reports to the Grants' Decision Making meetings on payments awarded from the Events Fund. The total available for grant funding community arts events in 2016/17 is £52,500. The total of £40,100 was awarded by quarter three with the remaining balance of £12,400 allocated in the final quarter. The process continues to be managed through the Arts, Parks and Events team who consider the grant applications and assess them for the purposes of grant award.

- 4.2. For the period covering the third quarter of this financial year a total of 16 grant applications were successful receiving grants totalling £14,800 out of a total of 26 applications, requesting total grants of £45,858. This enabled coverage of a total of 26 events to be delivered across 17 Wards in the Borough.
- 4.3. Awards of £500 or more, received an initial payment of 80% of the grant reflecting the spend profile of events that typically require necessary infrastructure to be purchased in advance of the events. The balance of the 20% of the award is retained until receipt of the completed evaluation form, final budget statement and all supporting documents as specified in the guidelines and criteria.

5. LEGAL COMMENTS

- 5.1 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.2 Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 5.3 This report provides the Grants Determination Sub-Committee with a quarterly performance update for the period 1st October 2016 to 31st December 2016 on applications received for grants from the Events Fund.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Event Fund is designed to support small local events that bring people together and help promote a sense of community. The Event Fund helps to support the diverse local community to celebrate this richness of cultures helping to promote cultural understanding, a sense of inclusion and tolerance and promoting conditions conducive to a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and

intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.

- 6.2 All applicants must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the monitoring forms supplied to them which include a template for the recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.
- 6.2 An equality analysis has been completed (Appendix B); the Equality Analysis Quality Checklist (Appendix C), and Event Participants' Equalities Data is also attached (Appendix D).
- 6.3 The monitoring data collated from each round of applications indicated in the quarterly report, provides an overview of the characteristics and wards which need to be targeted for future rounds and officers endeavour to pro-actively engage with the community to increase participation in these areas through social media, and other targeted means. However, with limited resources, we have limited success in increasing participation.
- 6.4 At the Commissioners' Decision Making Meeting on 08/11/2016, and the Grants Sub Committee agreed that, subject to monitoring of implementation and effects, a variation of the interval for processing applications from one month to three months be approved, to begin 3rd January 2017.
- 6.5 We received feedback from the Commissioners and Grants Scrutiny Sub Committee when presenting the Quarter 1 Report on 8 November 2016 that the process is difficult for some organisations and that further work is needed to engage with the community across the borough.

We successfully held 2 workshops in Bromley North and Blackwall and Cubitt Town in January prior to opening the new application process for Quarter 1, 1718, and will continue to hold them in partnership with THCVS before the new quarterly deadlines. In addition we are reviewing the application process and procedures to simplify and shorten the forms and make the grants more accessible to organisations less confident or familiar with applying for funding.

We are currently setting up workshops prior to the deadline for Quarter 2 in partnership with THCVS both to raise awareness and to increase community engagement and support applications in Wards where there is low take up. We are also reviewing the forms with a view to using them from Quarter 3 onwards.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The conditions of the Event Fund state that it cannot be the sole source of funding, so it helps to lever in other funding and assistance in kind for community activity. It supports valuable community led activity supporting a

range of key strategic objectives of the Council in a cost effective manner which would otherwise be unlikely to take place (annually it supports circa 40 – 50 community events). The Council therefore receives added value from the events supported through their additional funding received from other sources.

The exceptions to this are certain strategic priorities such as Black History Month and special one off events such as the Queen's Birthday where some of the applicants may have small events where there is no additional funding. For these, some of the criteria are relaxed, including the need for additional cash funding. This tends to just apply to the smaller requests for funding of amounts of £500 or less.

- 7.2 The current process of monthly application deadlines and the increasing pressure placed on the fund through increased numbers of applications and the additional layers of assessment mean that the fund is costly to maintain. A decision was made at the Commissioners meeting on Tuesday 8th November 2016 to move the deadlines to quarterly for 2017/18. This will ensure that each quarter is assessed fairly and equal weight is given to all applications within that quarter and funding amounts can be more consistent.
- 7.3 Due to changes in the administration and assessment of the Event Fund in 2016/17 which now necessitates additional cross-departmental input, and sign off by the Divisional Director, an initial review has been carried out in January 2017 for the start of the new year's applications, and a further review in March 2017 to look at how the new process has performed, and agree the formal arrangements for the assessment and administration of the Event Fund awards using the quarterly process in 2017/18.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

N/A

9. RISK MANAGEMENT IMPLICATIONS

- 7.1 The Council retains a proportion of grant which is offered on receipt of monitoring information. Any group not providing required information would lose their second payment and may not be eligible for future funding. The Grant process is audited as determined by corporate risk management arrangements.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 Free community events help to promote community cohesion which in turn helps to reduce crime and disorder, particularly where young people are engaged in volunteering and supporting local events.
- 10.2 Priority is given to arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.

11. SAFEGUARDING IMPLICATIONS

11.1 There are no specific safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

- Event Fund - Report on Event Fund Awards 2016/17 – Quarter 1
- Event Fund - Report on Event Fund Awards 2016/17 – Quarter 2

Appendices

- Appendix A Event Fund Quarter 3 Applications List
- Appendix B Equality Analysis (EA)
- Appendix C EA Checklist
- Appendix D Event Participants' Equalities Data
- Appendix E Event Fund Guidelines and Criteria

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

Officer contact details for documents:

- Alison Denning, Festivals and Events Officer
alison.denning@towerhamlets.gov.uk 020 7364 7907

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APPENDIX A - EF QUARTER 3 APPLICATION LIST

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	amount requested	Reason for decline
SEPTEMBER									
7753	Saudha Society	25th Sept - 10th Dec	Bangla Music Festival		Kobi, Rich Mix, Rough Trade, River Poet, Town House, Idea Store Whitechapel, Brady	Weavers, Spitalfields & Banglatown,	£ 1,000.00	£ 2,000.00	
7766	Grand Union Music Theatre Ltd	23 Sept - 8 Oct	Remembering Cable Street	Cable Street	St John's Church, Brady Centre, St Leonard's Church	St Katherine's & Wapping, Bow East & West, Canary Wharf, Limehouse, Poplar, Shadwell, Whitechapel, Bethnal Green, Spitalfields & Banglatown	£ 2,000.00	£ 2,460.00	
OCTOBER							£ 9,050.00		
7737	Half Moon	01-Oct	Fun Palaces		Half Moon Theatre	St Dunstan's	£ 750.00	£ 2,158.00	
7751	KAYD Somali Arts and Culture	21-30 Oct	Somali Week Festival	BHM	Oxford House	St Peter's	£ 2,000.00	£ 2,500.00	
7758	AYOKA	1-2 Oct	Theatre Focused African Culture Workshops	BHM	1 Lochnagar St	Poplar	£ 500.00	£ 1,500.00	
7762	Nomad Projects	1-31 Oct	Black History Oral Archive	BHM	Raines, Bow Belles, Geezers Club, St Katherine's Yurt Café, Teesdale and Hollybush TRA, Cardboard Citizens	Bethnal Green, Bow East and West, Limehouse, St Peter's, Whitechapel	£ 2,000.00	£ 2,000.00	
7764	Speak Nest	23-Oct	Speak Vocal Training	BHM	St Margaret's House	Bethnal Green	DECLINED	£ 1,800.00	No additional funding, high reliance on Event Fund, unclear how community would be involved, no cash partners mentioned, no outcomes relating to the event.
7765	Ingeenium	15-Oct	East London Youth Gospel Workshop	BHM	Tredegan Community Centre	Bow West	£ 300.00	£ 610.00	

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APPENDIX A - EF QUARTER 3 APPLICATION LIST

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	amount requested	Reason for decline
7767	Alternative Arts	1 Oct - 30 Nov	Photomonth	BHM	Four Corners, LA Noble @ Four Corners, the Printspace Gallery, TH Local History Library and Archive, V&A Museum of Childhood, Mile End Art Pavilion, Chisenhale Arts, Morgan Arms, Idea Store Canary Wharf, Republic Gallery, St Matthias Community Centre, Idea Store Watney Street, Brady Arts Centre, Canvas Cafe, Ely's Yard, Fifth Base, Idea Store Whitechapel, Project Space Wapping, Oxford House, Espacio Gallery, Lo and Behold, Rich Mix, Shipton Gallery, Bank Space Gallery, Cass Foyer Gallery	Bethnal Green, Bow West, Canary Wharf, Poplar, Shadwell, Spitalfields and Banglatown, St Katherine's and Wapping, St Peter's, Weavers, Whitechapel	£ 1,000.00	£ 2,500.00	
7769	Thick as Thieves Theatre	2-20 Oct	The Tempest		Trussler Hall, Whitechapel Idea Store, Watney Market IS.	Poplar, Shadwell, Spitalfields & Banglatown	DECLINED	£ 2,300.00	no additional marketing beyond existing TH marketing support, community involvement and partnership is poor
7770	Young News	24 Oct - 4 Nov	Make and Celebrate		Montefiore Centre	Spitalfields & Banglatown	DECLINED	£ 2,000.00	not considered to have sufficient reach to the wider community across the borough, or engaging with new people beyond existing users. No other funding in place
7771	Udichi	15-16 Oct	Bangla Book Fair	BHM	Waterlily	Bethnal Green	£ 500.00	£ 2,000.00	
7773	THCH	19-Oct	BH Exhibition & Play	BHM	Tarling East Community Centre	Shadwell	£ 500.00	£ 950.00	

APPENDIX A - EF QUARTER 3 APPLICATION LIST

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	amount requested	Reason for decline	
7774	Cornucopia Theatre	1-8 Oct	Before the Battle of Cable Street	Cable Street	St George's Gardens, Jamboree, Schools and Idea Stores	Shadwell,	£ 1,000.00	£ 2,000.00		
7777	Lon-Art	15-Oct	HERstoric Black Women	BHM	Idea Store Watney Market	Shadwell	£ 500.00	£ 795.00		
7778	Cinderella Rockerfella	28-31 Oct	Afro Irish Beats	BHM	Studio B6, Bow Business Centre	Bow East	DECLINED	£ 2,500.00	event content unclear, no partners or volunteers mentioned, outcomes do not reflect the event information given, no partners, no match funding, high cost for number of beneficiaries, not clear if free to attend.	
NOVEMBER				TOTAL			£ 3,250.00			
7759	Mukul and the Ghetto Tigers	11 - 12 Nov	Mishti Girls	SBD	Pinter Hall QMUL	Mile End	£ 1,000.00	£ 1,500.00		
7760	Mayflower Primary	01-Nov	Celebrating Significant People	BHM			DECLINED	£ 2,500.00	not eligible as takes place within a school and not open to the public.	
Page 99	7763	The Tagoreans	06-Nov	Bashikaran	SBD	Rich Mix	Weavers	DECLINED	£ 2,000.00	not enough information in marketing and outcomes that targeted to a local audience across the borough. Marketing existing and venue's networks, lack of partnerships or outreach and engagement beyond general Season of Bangla Drama arrangements. Tickets £8
	7768	Leicester Probashi	25-Nov	Drama - DK Bose er diary	SBD	Brady	Spitalfields & Banglatown	DECLINED	£ 1,500.00	sharing event not open to the public, does not demonstrate access to arts based activities beyond watching the show, additional marketing only aimed at friends, no community involvement, outcomes not clear, budget not clear, costs high, mainly to transport group.

APPENDIX A - EF QUARTER 3 APPLICATION LIST

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	amount requested	Reason for decline
7772	SOAS Indian Dance Society	13-Nov	An East Wind	SBD	Pinter Hall QMUL	Mile End	DECLINED	£ 1,125.00	small number of beneficiaries, QMUL venue, not clear who audience would be, but does not clearly indicate beyond students how they would engage with the wider community across the borough. Ticket price could exclude some residents (£8)
7776	Akoban Awards	02-Nov	As Long as You're of African Heritage	BHM	Brady	Spitalfields & Banglatown	£ 500.00	£ 1,850.00	
7779	Urmil Cultural Organisation	18-Nov	Nobitun's New Year	SBD	Brady	Spitalfields & Banglatown	DECLINED	£ 4,000.00	marketing not clear and doesn't show cross borough engagement. No partnership funding, budget not clear, high costs for number of beneficiaries, does not expand on how they will meet TH community plan themes. Asked for more than maximum amount.
7780	Poplar HARCA	7 Sep - 7 De	Box of Toys, Poplar Film		various	Poplar	£ 1,400.00	£ 1,400.00	
7781	Docklands Theatre of Performing Arts	19-Nov	Ekmutho Jonmovumi	SBD	Brady	Spitalfields & Banglatown	DECLINED	£ 970.00	on defaulters list for late evaluation for last 2 years, no information given on event content or workshops, content repeats criteria without evidence, TH Community plan themes not supported with evidence of how they will be met, no clear strategy for marketing across the borough.outcomes not clear. no partnership funding. £8 ticket price. high reliance on Event Fund
7782	Jumble Abode Theatre	22-23 Nov	The Invention of Shoes	SBD	The Space	Canary Wharf	£ 350.00	£ 350.00	

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APPENDIX A - EF QUARTER 3 APPLICATION LIST

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	amount requested	Reason for decline
	DECEMBER			TOTAL			£ 2,500.00		
7783	Journey to Justice	10th Dec	Journey To Justice Opening Event		Rich Mix	Weavers	£ 1,000.00	£ 1,250.00	
7748	Open Book Theatre	16 - 22 Dec	A Christmas Carol		Idea Stores Bow, Canary Wharf, Chrisp Street, Watney Market, Whitechapel, Cubitt Town Library	Bow West, Canary Wharf, Lansbury, Shadwell, Spitalfields and Banglatown, Blackwall and Cubitt Town	£ 1,500.00	£ 1,800.00	
	QUARTER 3						£ 14,800.00		

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Equality Analysis (EA)

Financial Year
2016/17

Section 1 – General Information (Aims and Objectives)

Name of the report

Event Fund - Report on Event Fund Awards 2016/17 – Quarter 3

This is to analyse the implementation of the Event Fund during the period of the third quarter of the financial year of 2016/17.

See Appendix
A

Current decision
rating



Service area:

Children's

Team name:

Culture, Learning and Leisure

Service manager:

Judith St. John, Acting Divisional Director for Sports, Leisure and Culture

Name and role of the officer completing the EA:

Alison Denning, Festival and Events Officer

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

The service collects the following data:

1. Protected characteristics that the events intended to focus on. This information was collected by the evaluation form.
2. Equalities data of people who benefited from the project in percentage. This information is collected by the successful applicants and included in the event evaluation form. The form requires the event organisers to specify if the number is actual or estimate.

2. Equality data of people who benefited from the events

All event applications need to demonstrate that their events will be accessible to deaf and disabled people, this includes venues, content and with some of the applications they specifically mentioned disabled people benefiting.

17 out of 19 organisations have submitted the evaluation form including the equality data of people who benefited from the events to the service. The details of the returned data are as attached Appendix D: Event Participants Equalities Data. It should be noted that the majority of the data is based on estimates and some evaluation forms did not give data for all categories.

Section 3 – Assessing the Impacts on the 9 Groups

Target Groups	Impact – Positive or Adverse	Reason(s)
	What impact will the proposal have on specific groups of service users or staff?	<ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Positive	The given data suggest that a range of communities of this group participated in the events.
Disability	Positive	The given data shows that this group participated in at least seven events during this period.
Gender	Positive	The given data suggest that both male and female participated in the events.
Gender Reassignment	Positive	The given data show some trans people participated in three events.
Sexual Orientation	Positive	There is data that this group participated in two funded events.
Religion or Belief	Positive	It appears that various groups participated in at least three funded events.
Age	Positive	The given data suggest that different age groups participated in the events.
Marriage and Civil Partnerships.	Positive	The data suggests the relationship status of the participants at three events.
Pregnancy and Maternity	Positive	The given data suggest that people of this group participated in two events.
Other Socio-economic Carers		

Section 4 – Mitigating Impacts and Alternative Options

N/A

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

Yes?

No?

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

N/A

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes?

No?

How will the monitoring systems further assess the impact on the equality target groups?

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes?

No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1 Simplify the Evaluation form to make it more accessible to EF awardees	1 Modify and refine the categories.	1 Some modification will be investigated for 1718 to simplify the categories and a more comprehensive review will be done for future rounds.	1 AD / EF-R	1 First modification to be done by end of March 2017 (in progress)
2 More streamlined collation of monitoring data	2 Create online evaluation system. Staff trained or given refresher training in GIFTS	2 Evaluation process to be put online for 1718	AD / NSJ	2 Evaluation form to be online by end of April 2017 (In progress)

APPENDIX C: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Event Fund Applications for Events taking place in Quarter 3, financial year 2016/17
Directorate / Service	Children's / Culture, Learning and Leisure
Lead Officer	Steve Murray, Head of Arts, Parks and Events
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div>Proceed with implementation</div> </div> <p>An Equality Analysis is attached.</p>

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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	Quarterly Report showing the awards made from the Event Fund 1617.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)?	Yes	An Equality Analysis (Appendix B) identifies the positive impact on the protected characteristics.

	Is there information about the equality profile of those affected?		Monitoring data included in the Evaluation Form provide an audience profile. The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Evaluation / monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service have evaluated the data and information provided by the applicants and recommended events making high enough scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics. The assessment questions and score sheet provide interpretation of impact against different protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The report is retrospective, however the Equalities Data (Appendix D) highlights areas to be included in an action plan for increasing outreach for the Equalities 9 protected Characteristics.

b	Have alternative options been explored	Yes	Applications which did not fully meet the criteria and priorities outlined in section 4 of the Event Fund 2016/17 Guidelines and Criteria were not successful.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund procedures are reviewed annually along with its criteria and how it is marketed. Additional reviews are ongoing to ensure that any areas not being addressed are targeted.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The successful applicants will be asked to provide a completed evaluation form. The second payment of 20% will not be made until the Council receive required documents including a completed evaluation form and equalities monitoring.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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Tower Hamlets Council recognises the unique position of local voluntary and community groups in supporting residents as well as providing services for them. The Council is committed to supporting the work and the future of the voluntary and community sector, coupled with the drive for the best use of resources.

The Event Fund is a distinct allocation from the Tower Hamlets Mainstream Grants budget and exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community. Please pay careful attention to the following information and, to avoid disappointment, only apply if fully eligible.

N.B. Prior to completing your application it is advisable that you create a separate draft word document with a word count in order to copy and paste onto the online form.

1. Timelines

- a. The Event Fund operates on a rolling programme with monthly deadlines. All applications must be submitted on the correct application form.
- b. Applications should adhere to the timeframe below to be eligible for funding.
- c. Successful applicants must return the signed Terms and Conditions Acceptance Form within 4 weeks of the start date of their project or event
- d. We aim to assess applications within three weeks of the deadlines outlined below. However please take into consideration that it can take up to 2 months from application deadline to receipt of first 80% of funding.
- e. Late applications will not be considered and applications cannot be made retrospectively.
- f. Events requiring a Premises Licence (where one does not already exist) are advised to apply a minimum of 3 months before their event date.

**Applications must be received by the end of the deadline day (MIDNIGHT) .
late submissions WILL NOT BE CONSIDERED**

Event Date	ROUND	Application Deadline	Event Date	ROUND	Application Deadline
April 2016	1	11 th Feb 2016	Oct 2016	7	28 th July 2016
May 2016	2	3 rd March 2016	Nov2016	8	1 st Sept 2016
June 2016	3	21 st April 2016	Dec2016	9	6 th Oct 2016
July 2016	4	28 th April 2016	Jan 2017	10	3 rd Nov 2016
Aug 2016	5	2 nd June 2016	Feb 2017	11	1 st Dec2016
Sept 16	6	30 th June 2016	March 2017	12	5 th Jan 2017

2. The Event Fund aims to:

- a. Improve access to arts based events.
- b. Encourage good practice.
- c. Provide arts activities where few exist.
- d. Improve the quality of festivals and events in Tower Hamlets.
- e. Extend the potential of events to develop audiences, encourage participation and increase community involvement.
- f. Allow for more adventurous or ambitious programming.
- g. Promote community cohesion and cross-cultural understanding

3. Eligibility

- a. Events and projects that are eligible must include *arts based content and be accessible to the general public: examples include community arts events, creative and performing arts projects. *(Events celebrating the Queen's 90th Birthday, may not necessarily have arts content and an exception will be made for the special grants for events in June up to £250 which celebrate the Queen's 90th Birthday)
- b. Events or projects should be led by an organisation which has a formal management structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for. Applicants must demonstrate good management and organisational practice as well as the viability of the event / project and their ability to carry it out.
- c. All events must take place within the London Borough of Tower Hamlets between 1st April 2016 and 31st March 2017.
- d. Applications must meet the published timescales – deadlines are final and non-negotiable.
- e. Applicants will also need to demonstrate how their event contributes towards the following strands of the Mayor's key priorities:
 - 1) Regeneration and the creation of Sustainable Communities;
 - 2) Creating Jobs and supporting the growth of the Local Economy;
 - 3) Young People and Schools;
 - 4) Older People and Health;
 - 5) Community Safety and Community Cohesion;
 - 6) Environment and Public Realm;
 - 7) Arts, Heritage, Leisure and Culture. (mandatory)

f. Queen's 90th Birthday Celebrations: This year sees the Queen's 90th Birthday and the Council wishes to support and encourage community celebrations as an effective opportunity to promote community cohesion and celebrate local culture through residents street parties and community events. Small grants of up to £250 are available through the Event Fund to participate in the national celebrations on 12th June in line with the Patron's Lunch. The deadline for these grant applications is 21st April. The Council recognises that a temporary relaxation of the eligibility criteria to have arts content and a formal management structure is necessary to enable some of these events to happen.

4. The Event Fund has the following mandatory criteria:

- a) Applications must be made on the correct version of the online Event Fund Form which must be completed in full.
- b) Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples of how your event will achieve this.
- c) Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.
- d) Events / projects must be accessible to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Please demonstrate how you will promote your event to and include the wider community.
- e) Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: [Equalities and Diversity](#)
- f) The activities must contribute directly to priorities in the Tower Hamlets Community Plan or Strategic Plan, mainly benefiting people who live in Tower Hamlets. For more information go to [Tower Hamlets Community Plan](#). The Community Plan prioritises equality, cohesion and community leadership through the theme of One Tower Hamlets.

One Tower Hamlets: Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.

1 A Great Place to Live: – promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrance and energy that our communities provide.

2 A Healthy and Supportive Community: – to support residents to live healthier, more

independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.

3 A Safe and Cohesive Community: –to have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.

4 A Prosperous Community: – to have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.

g) Applicants must demonstrate partnership funding and support. This should include agreed in-kind and cash support for this project.

h) Event Budget - Income and Expenditure totals should be the same (balance). All cash and in-kind amounts should be included, as well as any projected income from ticket sales if applicable.

i) Events or activities with a fee charged would need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and budget forecast. Events or activities with a ticket price higher than £5 will not be eligible unless they can demonstrate adequate additional free content that is accessible to the wider community.

j) The activities must contribute directly to the Mayor's key priorities::

- 1** Regeneration and the creation of Sustainable Communities;
- 2** Creating Jobs and supporting the growth of the Local Economy;
- 3** Young People and Schools;
- 4** Older People and Health;
- 5** Community Safety and Community Cohesion;
- 6** Environment and Public Realm; and
- 7** Arts, Heritage, Leisure and Culture

k) Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)

l) Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.

m) Events cancelled after receiving award will require organisations to repay the award in full.

n) Applications should demonstrate that they aim to reach a wide range of people throughout the events programme, providing information about anticipated attendance, including from people from a range of different backgrounds, and ages, across the 9 protected equality groups where appropriate

- o) Applications should detail promotional materials and identify channels to use these events and activities to effectively promote messages which celebrate the rich diversity of all communities within Tower Hamlets, and give details of marketing and engagement plans to reach people in all wards in the borough

5. Priority will be given to the following types of projects or events.

- a. Community arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.
- b. Community arts events aimed at and involving older people.
- c. Arts events or projects which take place in or demonstrate active engagement with communities from the following wards; Bromley North, Limehouse, Mile End, Poplar, St Dunstan's, Blackwall and Cubitt Town, Bow East, Bow West, Bromley South, Canary Wharf, Island Gardens, Lansbury, and St Katherine's and Wapping. To find your ward, please go to the map 2f on the application form.
- d. Arts events or arts projects which are able to make a real difference in terms of community provision, neighbourhood renewal and/or community development.
- e. Arts events or arts projects which celebrate cultural diversity and extend cross-cultural understanding in the borough and strengthen community cohesion.
- f. Arts events or arts projects which take a fresh, innovative approach, which are discernibly different from other events in the borough.
- g. Arts events or arts projects which aim to increase opportunities for deaf and disabled people to take part in the arts.
- h. Arts events or arts projects which demonstrate community involvement and active participation in delivering and managing the event/project and result in clear progression routes or skills for participants. e.g. through workshops, organising, performance etc with clear outcomes stated
- i. Arts events or community arts projects which are free to access to audience and participants.
- j. Events which improve the health and wellbeing of local residents.
- k. Cultural events or community arts projects which celebrate and contribute to the Black History Month programme in October 2016.

6. The Events Fund will NOT:

- a. Be the sole source of income – the organisation must be able to show that it is taking

reasonable steps to obtain funding for its activities from sources other than the Council. Organisers are advised to seek funding and partnership support from a variety of sources. Other funding should not be solely “in-kind”. Details of other funding schemes and support can be obtained from: (Please click on the links below.)

- Other [Funding](#) Streams
- Tower Hamlets [Open 4](#) Community

- b. Fund core activities, i.e. main or essential activities of the company/organisation.
- c. Support events devoid of cultural or artistic content.
- d. Support profit making activities or events with a prohibitive charge for entry for local audiences.
- e. Support those who aim to raise money for charity, to promote religious or political beliefs or to promote the interests of an individual or organisation. The organisation must show that it does not want to promote or oppose any political party or cause or otherwise get involved in party political activity. We will not fund activities which promote the adoption of a particular faith or religion.
- f. Support any activity that leads to the long-term segregation of any particular group.
- g. Make grant payments to individuals. Organisations must have a bank account.
- h. Fund events that are not open to the general public e.g. within a school or solely for school community.
- i. It is a condition of the grant that the applicant cannot be in debt to the Council

7. Successful recipients of Events Fund grants MUST:

- a. Ensure that the programme/content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme should be discussed with the Festivals & Events Officer prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.
- b. Acknowledge the support of Tower Hamlets including use of logo and the following text inserted “Supported by Tower Hamlets Council”, in all event publicity and promotional material including digital platforms such as websites or social media, press releases and post-event reports. Please use the correct version of the logo as supplied to successful applicants within the acceptance pack.
- c. Electronic versions of publicity and promotional material must be submitted to the Information Officer before your event, and uploaded with your completed Evaluation Form post event. Details will be in your acceptance pack.
- d. Be aware that any illegal fly posting of posters or promotional material around a funded event will mean that there will be no future funding for the group involved.

- e. Submit details of the event directly onto the Tower Hamlets Arts website, including a photographic image to illustrate the event and register their organisation on our online Arts Directory at least 4 weeks before the event / project. [Click link to submit](#)
- f. Provide free access for Tower Hamlets Council representatives to the event/project for purposes of monitoring.
- g. Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)
- h. Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.
- i. Events cancelled after receiving award will require organisations to repay the award in full.
- j. Monitoring & evaluation - Organisations will be expected to have a system in place to measure the outputs and outcomes by the protected characteristics as set out in the Evaluation Form where relevant and appropriate.

8. Assessing your Application:

- a) We will confirm receipt of your application.
- b) Your Application will be assessed against the stated criteria and priorities and will be scored. Assessment will take into account the track record of the organisation, event content, benefit (Mayor's priorities, Event Fund priorities and Community Plan priorities met), access, marketing, partnerships, community involvement, outcomes and value for money. If your application does not receive a high enough score, it will not be successful. In the majority of cases, successful applications will not be awarded the full amount requested.
- c) Following the monthly assessment of applications you will receive a letter indicating whether your application has been successful.

9 Award Amounts

- a. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria and priorities can be met.
- b. We are unlikely to fund the same organisation twice in the same financial year.
- c. Events funded in one financial year will not be guaranteed funding the following year.
- d. The maximum amount that can be applied for is £2,500. However, most awards will be in the region of £500 - £1,500.
- e. The level of funding offered will take into consideration the cost, subsidy per head, other cash funding agreed or pending, the amount of in-kind support, the audience or participants

benefiting from the project and / or the overarching artistic value of the project and its benefits.

f. Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient cash funding from other sources.

g. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.

10. Payment Arrangements:

1. Organisations that are successful will enter into a Grant Agreement with the Council.
2. Organisations will need to complete and return an acceptance form at least 4 weeks before the event / project. Acceptance Forms must contain organisation bank account details, not those of personal current accounts. Payments are made by BACS transfer
3. The first payment of 80% will not be made until:
 - a. We have received the completed and signed Acceptance Form complete with BACS details by the specified deadline;
 - b. Details of the event have been added to the website;
 - c. Details of your organisation are registered onto the Arts Directory.
4. The Second payment of 20% will not be made until:
 - a. We have received your online Evaluation report, appropriate evidence including photographs of the event, publicity samples, equalities monitoring and final budget statement, no later than the stated deadline. It will be the responsibility of the successful applicant to upload these documents on time – we do not routinely send out reminders. Failure to submit an evaluation form and final budget statement within stated deadline as set out in your grant offer letter will result in the final instalment of grant being withheld and may jeopardise future application to the Events Fund

Please note that, in accordance with council finance procedures, it may take a minimum of 28 days to process each payment instalment.


5. The outstanding balance of your award will be paid on receipt of your Evaluation Form and supporting information providing that the programme or content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme or other income should be discussed with one of the Festivals and Events Officers prior to the event start date and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.

For further details about the Events Fund please contact:

Festivals & Events Officer,

Arts, Parks & Events, Tower Hamlets Council, Brady Arts Centre, 192 -196 Hanbury Street,
London, E1 5HU

Tel. 020 7364 7907 **Email:** festivalsandevents@towerhamlets.gov.uk

Grants Determination (Cabinet) Sub Committee 9 th May 2017	
Report of: Zena Cooke, Corporate Director Resources	Unrestricted
MSG Project Performance Report – Period 6 – January to March 2017	

Originating Officer(s)	Steve Hill - Head of Benefits Services
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	All

EXECUTIVE SUMMARY

The Main Stream Grant (MSG) 2015/18 Programme was approved by Commissioners on 29 July 2015 and runs from 1 September 2015 through to 31 August 2018.

The Programme is made up of five (5) broad Themes covering a range of activities and services. The activities and services are being delivered by a portfolio of projects each of which has targeted outcomes to achieve during the course of the programme period.

This performance report provides an update on Period 6 from January to March 2017 covering Red and Amber performance rated projects for this period. The full performance report will be presented as planned at the June meeting.

Project performance for this period (January to March 2017) presently shows there are 18 Red rated projects and 5 Amber rated projects.

Projects are classified as Green, Amber or Red within the Council’s agreed performance management framework. This report covers Red and Amber rated projects only. Red performance ratings are as a consequence of premises issues, debtor issues, performance issues or failing to submit the quarterly monitoring return. This report details those issues and provides recommendations for the Committee to consider.

RECOMMENDATIONS

Grants Determination Sub Committee is recommended to:

Consider the recommendations relating to the Red and Amber rated projects as set out in section 3 of the report.

1. REASONS FOR THE DECISIONS

- 1.1 Regular performance updates ensure that the MSG Themes and individual projects are on track to achieve the targeted outcomes.
- 1.2 Any issues that raise concerns can be addressed and appropriate remedial actions agreed. Where necessary, this could include the reduction, withdrawal or reallocation of funds to ensure that the overall Programme is making the most effective use of resources and maximising the potential achievement of agreed aims and objectives.
- 1.3 To consider the funding for MSG recipients in line with the July 2015 Commissioners' decision regarding MSG recipients in Council buildings having appropriate property agreements in place.

2. ALTERNATIVE OPTIONS

- 2.1 Information relating to various aspects of project and monitoring activity is contained within the report to provide Grants Determination (Cabinet) Sub Committee with an overall understanding of how projects and organisations have performed against the key elements of their Grant Agreements.
- 2.2 Grants Determination (Cabinet) Sub Committee could request further information or alter the recommendations.

3. DETAILS OF REPORT

Introduction

- 3.1 The MSG Programme currently has 124 live projects.
- 3.2 Performance ratings for the live projects throughout the January to March period have been affected by the premises related issues and by Monitoring Returns not being submitted. The deadline for returns to be received was 18 April 2017, 10 working days after the quarter end. This update report details information received up to 24 April 2017 to meet the reporting cycle and a number of returns have yet to be received.
- 3.3 A theme by theme summary for Red and Amber projects is set out below.

3.4 Theme 1 Summary - Children and young people

The work of the theme focuses primarily on delivering activities and services aimed at children and young people.

There are 56 live projects within this theme of which 9 are Red rated and 2 projects are rated Amber.

Of the 8 projects rated Red, 5 are due to the January to March 17 performance monitoring returns not being submitted and consequently not being able to be assessed. Of the other 3, one is subject to premises issues, one has premises and performance related issues and one is subject to verification checks and performance issues being completed.

The Red rated projects are

- **Teviot British Bangladeshi Association (TBBA)** – Opportunity – Online Monitoring Return not submitted for the quarter
- **Osmani Trust** - Shaathi Family Support Programme – Online Monitoring Return not submitted for the quarter
- **Island House Community Centre** - Island House YOU Project – Online Monitoring Return not submitted for the quarter
- **Our Base LTD** - One Stop Youth Service – Online Monitoring Return not submitted for the quarter / Ongoing premises issues
- **Shadwell Basin Outdoor Activity Centre** - Girls Can Adventure - Shadwell Basin Outdoor Activity Centre – Online Monitoring Return not submitted for the quarter
- **Pollyanna Training Theatre** – Musical theatre and Performance Arts Course – Performance issues / further verification required
- **Children’s Education Group** – Berner Football Academy – Premises issues / Performance issues (project halted due to suspension of grant)
- **Community of Refugees from Vietnam** - East London – Home-School Liaison Project - Premises issue

The Amber rated projects for theme 1 are:

- **Cubitt Town Bangladeshi Cultural Association** – performance related issues but the organisation has submitted a significant variation request.
- **Half Moon Young People's Theatre** – performance related as organisation has increased its fees for beneficiaries without consultation.

3.5 Theme 2 Summary – Routeways to employment & Welfare Advice Services

The theme is split into two distinct areas of focus; the first being employability skills training which is formally referred to as Routeways to Employment. The other area focuses on delivering a range of social welfare advice services.

There are 20 projects with 4 rated Red and 1 rated Amber.

Three of these are due to premises issues, one due to monitoring returns not being submitted and consequently not being able to be assessed and one as the organisation owes money to the council.

- **Island House Community Centre** - ABLE - Adult Basic Learning & Employment - Readiness Project - Online Monitoring Return not submitted for the quarter
- **Bromley By Bow Centre** - Integrated Generalist Advice Service for the North East Cluster – Debtor issues
- **Legal Advice Centre** - Social Welfare Advice - NW Ward Cluster (LAP 1 and 2) – Premises issues
- **Citizens Advice Bureau** – Premises issue.

There is one Amber rated **project**.

- **Princes Trust** – Bridging the gap - performance issues.

3.6 **Theme 3 Summary – Health and Wellbeing**

This theme is entitled prevention, health and wellbeing and is intended to achieve a range of targeted outcomes with a primary focus on what were traditionally referred to as adult services.

This theme is made up of 35 live projects, of which 5 are rated Red and 1 is rated Amber.

Of the Red rated projects two are due to monitoring returns not being submitted and consequently not being able to be assessed (one of these also has a premises related issue). One has premises and performance related issues. One is due to performance issues and one owes money to the council.

The Red rated projects are:

- **Bethnal Green Weightlifting Club** – Bethnal Green Weightlifting Club Online Monitoring Return not submitted for the quarter/Premises issues
- **Children Education Group** – Harkness Luncheon Club - Premises issues/performance issue.
- **Island House Community Centre** - Health & Wellbeing Project 2015-18 – Online Monitoring Return not submitted for the quarter
- **Toynbee Hall** – Wellbeing in Tower Hamlets – Performance issues
- **Bromley by Bow** – Fit for all – Debtor issue

The Amber rated project for theme 3 is:

- **Green Candle Dance Company** – performance related issues.

3.7 **Theme 4 Summary – Third Sector Organisational Development**

Theme four consists of 3 projects. No projects within this theme have been rated Red or Amber for this reporting period.

One of the projects covers a key “strategic partner” role to the Council and is undertaken by Tower Hamlets Council for Voluntary Services. The other two consortium projects provide organisational development and capacity building support to local voluntary and community sector organisations.

3.8 **Theme 5 Summary – Community Engagement, Cohesion and Resilience**

This theme focus is on community engagement, cohesion and resilience. Projects work closely with local residents to facilitate the building of a stronger, more cohesive, supportive and stronger community.

This theme is made up of 10 projects. One project is rated as Red and one project is rated as Amber.

The Red rated projects are:

- **City Gateway** – Premises issue.

The Amber rated project is:

- **Somali Parents and Childrens Play Association – Somali women engagement forum** – performance related.

- 3.9 The Mainstream Grants Spotlight Review Panel is due to meet and review Red and Amber performance rated projects in advance of the May Grants Determination (Cabinet) Sub Committee. The meeting is due to take place on Friday 28th April 2017. Updates will be provided to the upcoming May meetings for Grants Scrutiny Sub Committee and Grants Determination (Cabinet) Sub Committee.

Premises Issues

Monitoring of Mainstream Grants recipients has identified the following organisations based in Council buildings. For each of these organisations the current status, when a lease is expected to be in place and recommendations to the Grants Determination Sub-Committee are detailed.

The organisations are:

3.10 **Children Education Group (Harkness House)**

The organisation has requested a schedule of repairs required for the building. The council will send the schedule during week commencing 1st May 2017. This will then be followed by Heads of Terms being sent to the organisation.

Recommendation 1 – It is recommended that grant funding continue to be suspended until confirmation that CEG have entered into the lease agreement.

3.11 **Bethnal Green Weightlifting Club (229 Bethnal Green Road)**

Heads of Terms were sent to the organisation at the end of February 2017 but no response has been received to date. The council will be serving a Section 25 notice to the organisation in the week commencing the 1st May 2017.

Recommendation 2 – As detailed in the 14th March 2017 Grants Determination (Cabinet) Sub-Committee, that payment of grants be suspended if no confirmation is received from the Bethnal Green Weightlifting Club by the 9th May 2017.

3.12 **Black Womens Health and Family Support (82 Russia Lane)**

The council decided that the lease with Black Women's Health and Family Support at 82 Russia Lane will not be backdated to the 1st April 2014 but will commence from the 1st April 2017 and will be based on the current market rental rate. A survey of the property has now been undertaken and the Council is awaiting the valuation advice. Heads of Terms will then be offered to the organisation. The organisation will then be given 3 weeks to confirm their intention on entering into a lease agreement with the council, at the revised market rate.

Recommendation 3 – In acknowledgement of the developments for 82 Russia Lane, it is recommended that whilst the revised Heads of Terms are devised and sent to Black Womens Health and Family Support, the quarterly MSG payments continue to be paid quarterly in advance, subject to satisfactory MSG performance ratings.

3.13 **Age UK East London (82 Russia Lane)**

The council decided that the lease with Age UK East London at 82 Russia Lane will not be backdated to the 1st April 2014 but will commence from the 1st April 2017 and will be based on the current market rental rate. A survey of the property has now been undertaken and the Council is awaiting the valuation advice. Heads of Terms will then be offered to the organisation. The organisation will then be given 3 weeks to confirm their intention on entering into a lease agreement

with the Council, at the revised market rate.

Recommendation 4 – In acknowledgement of the developments for 82 Russia Lane, it is recommended that whilst the revised Heads of Terms are devised and sent to Age UK East London, the quarterly MSG payments continue to be paid quarterly in advance, subject to satisfactory MSG performance ratings.

3.14 **Pollyanna Training Theatre (Wapping TRA/Raine Street)**

The review of the arrangements with Wapping TRA and Pollyanna has raised a number of issues which have been subject to further verification.

Pollyanna have provided information requested which is being reviewed by Officers.

In relation to premises issues, it has been proposed that Heads of Terms will be sent to the Pollyanna Training Theatre in the week commencing 1st May 2017.

Additionally, in relation to performance there is an underperformance issue in respect of delivery to beneficiaries and in particular project delivery to disabled beneficiaries.

Recommendation 5 – It is recommended that payment of grant to Pollyanna is suspended pending satisfactory outcome and completion of the review. The outcome of the review will be supplied to the 9th May Grants Determination (Cabinet) Sub Committee together with an update in respect of the performance issues.

3.15 **Our Base LTD (Goulston Street)**

A valuation of the property has now been undertaken; the property has been valued at £7,500 per annum. Details of this as well as the main terms of a lease were sent to the organisation on the 13th April 2017 for their agreement before Heads of Terms are to be devised. Our Base Ltd responded on the 21st April 2017 requesting a meeting with officers. A meeting is to be arranged.

Recommendation 6 – It is recommended that MSG payments continue to be suspended to Our Base LTD until an appropriate property agreement is in place. That the organisation be given until the next Grants Determination Sub Committee (GDSC) meeting (20th June 2017) to confirm their intention of entering into an appropriate agreement, at market rate.

3.16 **Family Action**

Backdated Heads of Terms for 2014-2017 were sent to the organisation and have now been agreed. A revaluation is currently being undertaken before new Heads of Terms can be offered to the organisation.

Recommendation 7 - That, since the process for preparing a licence is underway, MSG payments to Family Action continue to be paid monthly in arrears pending the appropriate premises agreement being signed.

3.17 **Premises Audit**

As previously reported, the council has reviewed 41 agreements with organisations as part of its premises audit. This work relates to buildings that the council has an interest in and where MSG projects are/were being delivered from. As a result of this audit, the following 8 organisations and premises require further work as detailed below.

3.18 **Legal Advice Centre (104 Roman Road)**

The Legal Advice Centre is the lead within a consortium offering advice services in the borough. A lease was granted in 1989 for 5 years. Following the expiry of their lease, the council is proposing to serve a Section 25 notice. This would then be followed by a valuation of the premises before Heads of Terms are offered to the organisation. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

Recommendation 8 – Given that the organisation had an existing lease and discussions on the lease between the council and the Legal Advice Centre have just commenced, recommendation is that MSG payment continues to be paid whilst the survey is undertaken and revised Heads of Terms are offered to the Legal Advice Centre.

3.19 **Tower Hamlets Community Transport**

Tower Hamlets Community Transport is part of a consortium together with the Tower Hamlets Council for Voluntary Services and Volunteer Centre Tower Hamlets. The organisation is currently holding over on their lease with the Council proposing serving a Section 25 notice. This would then be followed by a valuation of the premises before Heads of Terms are offered to the organisation. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

Recommendation 9 – Given that the organisation had an existing lease and the council has yet to commence liaison with the organisation on the premises issues arising from the audit, the recommendation is that MSG payment continues to be paid whilst the survey is undertaken and revised Heads of Terms are offered to Tower Hamlets Community Transport. A

further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

3.20 **Wadajir**

The organisation has returned the premises hire booking agreement form for the use of the Teviot Community Hall (TRA). However further analysis has identified that the Trustees are not allowed to share the building, as stipulated within their agreement with the council. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

Recommendation 10 – As Wadajir are waiting for a resolution between the TRA and council it is recommended that MSG payment continues to be paid whilst discussions take place between the council and the TRA on the use of the Teviot Community Hall.

3.21 **Splash**

The organisation has returned the premises hire booking agreement form for the use of the St Vincent's Porta-cabin (TRA) where it is using the premises as an outreach site. However further analysis of this has identified that the Trustees are not allowed to share the building, as stipulated within their agreement with the Council. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

Recommendation 11 - That MSG payment continues to be paid whilst discussions take place between the Council and the TRA on the use of the St Vincent's Porta-cabin. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

3.22 **Tower Hamlets Youth Sports Foundation (use of various Schools)**

The organisation has raised concerns on the need to complete the Premises hire booking agreement as they work from around 30 different venues across the borough – ranging from schools, public spaces and commercial facilities. Due to the nature of this, it is proposed that the organisation is given further time to gather the agreements. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

Recommendation 12 - That MSG payment continues to be paid whilst the Tower Hamlets Youth Sports Foundation gather appropriate premises agreements from the various venues they deliver from. A further update will be provided at the June Grants Determination (Cabinet) Sub-Committee meeting.

3.23 City Gateway

City Gateway was delivering some sessions from the Harford Street Multi-centre as an outreach site. This project concluded on the 31st March 2017 however their final payment has not yet been released as they have not provided a completed booking form for their use of the Harford Street Multi-centre.

Recommendation 13 – That given the successful conclusion of the project, the final payment of MSG is released to City Gateway on production of the booking form for the Harford Street Multi-centre.

3.24 Community of Refugees from Vietnam - East London – Home-School Liaison Project

The organisation is using the Aberfeldy Community Centre as an outreach site for delivery of the project but has not as yet obtained a completed booking form for the premises.

Recommendation 14 – That MSG payments be released for this quarter but that the Community of Refugees from Vietnam must provide a completed booking form for the use of the Aberfeldy Centre before the next Grants Determination (Cabinet) Sub Committee meeting or their MSG payments will be suspended.

3.25 Citizens Advice Bureau (32 Greatorex Street)

The council has an interest in 32 Greatorex Street as freeholders. Citizens Advice Bureau are currently in the final stages of renewing their lease with the Chicksand Citizens Forum Limited for the use of Greatorex Street.

Recommendation 15 – Given the lease renewal is at an advanced stage it is recommended that MSG payments to Citizens Advice Bureau be released for this quarter but that the CAB must provide a completed lease before the next Grants Determination (Cabinet) Sub Committee meeting or their MSG payments will be suspended until the lease is signed.

3.26 **Performance related issues**

3.27 Online performance monitoring return submissions for April

At the time of writing this report there are a number of organisations who failed to meet the April submission deadline for their performance returns for this period. In the event that the returns are received prior to the Grants Determination (Cabinet) Sub-Committee, updates will be provided. However, if returns are not received it is recommended that Red performance ratings be applied for each organisation. It should be noted that officers are contacting each organisation where performance returns is outstanding.

The organisations yet to provide their April returns are as follows:

Teviot British Bangladeshi Association (TBBA)
Osmani Trust
Island House Community Centre
Our Base LTD
Shadwell Basin Outdoor Activity Centre
Island House Community Centre
Bethnal Green Weightlifting Club
Island House Community Centre
Betar Bangla Ltd

Recommendation 16 – That any organisation that has failed to submit a performance monitoring return for Period 6 be Red rated and MSG payments be suspended.

3.28 Cubitt Town Bangladeshi Cultural Association

Cubitt Town Bangladeshi Cultural Association attended the Grants Spotlight Review Panel last quarter as it was reported and confirmed they were deemed as Amber performance rated. The organisation have since completed and submitted a Significant Variation Request Form which shows a reduction in the output targets.

The Significant Variation Request will be considered at the Grants Spotlight Review Panel on 28th April 2017 and an update will be provided for Grants Determination (Cabinet) Sub Committee on 9th May. In the interim as the organisation are reporting against the original targets performance rating continues to be Amber again for this quarter, however this could be rated as Green if the new outputs are recommended for approval.

3.29 Half Moon Young People's Theatre

The project has performed well but an Amber rating has been allocated following an increase in fees.

The Half Moon Young People's Theatre has increased its fees for beneficiaries without prior consultation on the increase with the council.

This will be discussed at the Grants Spotlight Review Panel on 28th April 2017 and an update and recommendation will be provided for Grants Determination (Cabinet) Sub Committee on 9th May.

3.30 **Princes Trust**

The Princes Trust project has been rated Amber because the project outcomes are lower than anticipated e.g. performance targets are for four people into work but to date only one has secured employment. It is proposed that the organisation develop an action plan to address the under performance over the next six months.

Recommendation 17 – That in acknowledgment of current performance the Princes Trust be Amber rated for performance and should receive two thirds payment in accordance with procedure.

3.31 **Toynbee Hall – Wellbeing in Tower Hamlets**

The vast majority of Toynbee Hall's outputs could not be delivered as a number of partner organisations cancelled a large number of the sessions which has impacted on the overall project delivery for this quarter.

An action plan is in place to ensure that the delivery takes place next quarter.

Recommendation 18 – That Toynbee Hall be rated Red for performance for this quarter and MSG to be withheld in accordance with procedure.

3.32 **Green Candle Dance Company**

The Green Candle dance Company was not able to deliver a taster programme which was the main change in the variation of contract agreement that was recently agreed. The non delivery of the taster sessions has led the organisation being classified as Amber rated for this quarter.

Recommendation 19 – That in acknowledgment of current performance the Green Candle Dance Company be Amber rated for performance and should receive two thirds payment in accordance with procedure.

3.33 **Somali Parents and Childrens Play Association – Somali Women engagement**

The Somali Parents and Childrens Play Association – Somali Women engagement forum has been asked for clarification on a potential budget underspend in the final claim. The final claim submitted over the period of grant underspend and in-kind contribution (volunteer hours) totals around £2,899.11. The project was match funded by £2,481.62. The project needs to clarify if there is a £417.49 underspend during the grant period. The project has been Amber rated pending confirmation.

Recommendation 20 – that the Somali Parents and Childrens Play Association – Somali Women engagement forum be Amber rated for performance and should receive two thirds payment in accordance with procedure pending clarification of the budget issue.

4 COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report provides an update on the Councils MSG programme, budgeted at approximately £3.049m per annum or £9.148m, over the three year period 2015/18.
- 4.2 There are sufficient resources within directorate budgets to fund the agreed programme over the 3 year period.
- 4.3 There are a number of projects where temporary suspension of grant payments pending satisfactory performance information has been recommended. This is in line with grant conditions agreed with providers.

5. LEGAL COMMENTS

- 5.1. The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.2. Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 5.3. This report provides the Sub-Committee with a performance update advising as to the MSG Themes and whether individual projects are on track to deliver the agreed outputs and outcomes.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The contribution of VCS Organisations helping to deliver One Tower Hamlets objectives and priorities are explicitly recognised and articulated within the Council's agreed Voluntary and Community Sector Strategy.
- 6.2 VCS Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership. These services are real examples of 'One Tower Hamlets' in practice.
- 6.3 The opportunities offered through the MSG Programme will play a key role in delivering the aims of One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The level of awards to organisations was determined by the quality of their individual applications as well as the overall demand for the funds available within each Theme.
- 7.2 Additionally, the application appraisal process took into consideration the proposed levels of outputs and outcomes to be delivered as well as the organisation's track record and the bid's overall value for money rating.
- 7.5 There will be ongoing performance management of the approved portfolio of projects to ensure that interventions meet the required standards; that the evidencing of project achievements and expenditure are accurately recorded and reported.
- 7.6 Monitoring and reporting arrangements are in place to ensure that payments to organisations are in line with performance. The agreed Payment By Results process will ensure that grants will not be paid to organisations that either significantly or consistently under-perform, or those that are not able to properly evidence the work/outcomes for which funding has been approved.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 The MSG 2015/18 Programme has a broad focus including developing new skills for local people and organisations that are disadvantaged and perhaps facing multiple barriers to achieving a sustainable future.
- 8.2 All programme beneficiaries be they individuals or local organisations will be encouraged to consider taking appropriate steps to minimise negative impact on the environment when taking up the opportunities offered within the programme and on an ongoing basis.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised
 - The funding may be used for purposes that have not been agreed e.g. in the case of fraud
 - The organisation may not in the event have the capacity to achieve the contracted outputs/outcomes
- 9.2 The monitoring being undertaken has identified a small number of projects that have been rated either Red or Amber within the Council's RAG performance rating process. In these circumstances either formal project improvement plans or other appropriate arrangements have been put in place to minimise the risk of further/significant underperformance.

- 9.3 As part of the ongoing programme management arrangements, support, advice and guidance will be made available projects to ensure that all performance and other risks are minimised.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 The activities, services and outcomes that are being targeted through the MSG Programme support the objectives of reducing crime and disorder; this is particularly true of the projects delivering under the Community Engagement Cohesion and Resilience Theme.
- 10.2 Throughout the programme as a whole however, those people involved in, or at risk of involvement in the criminal justice system will be targeted for support.

11. SAFEGUARDING IMPLICATIONS

- 11.1 As part of the initial application process organisations were required to provide details of their safeguarding policy if appropriate. The Grant Agreement that funded organisations have entered into includes requirements in relation to safeguarding.
- 11.2 Organisations providing services to children or vulnerable adults and employing staff or volunteers in a position whose duties include caring for, training, supervising or being responsible in some way for them, are required to fully comply with all necessary safeguarding requirements.

Linked Reports, Appendices and Background Documents

Linked Report:

- MSG 2015/18 Programme – available via the following link:
<http://moderngov.towerhamlets.gov.uk/documents/b16444/Item%205.4%20Main%20Stream%20Grants%20201518%20Programme%2029th-Jul-2015%2018.30%20Commissioners%20Decision%20Making%20M.pdf?T=9>

Appendices:

- None

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

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