

GRANTS DETERMINATION (CABINET) SUB- COMMITTEE

MAYOR

Mayor John Biggs

MEMBERS

Councillor Denise Jones (Cabinet Member for Health & Adult Services)
Councillor Sirajul Islam (Statutory Deputy Mayor and Cabinet Member for Housing)
Councillor Asma Begum (Cabinet Member for Community Safety)

Deputies:

Councillor Abdul Mukit MBE (Cabinet Member for Culture and Youth)
Councillor David Edgar (Cabinet Member for Resources)
Councillor Amina Ali (Cabinet Member for Environment)

[The quorum for the meeting is 3 Members]

MEETING DETAILS

Tuesday, 5 December 2017 at 5.30 p.m.
Council Chamber, 1st Floor, Town Hall, Mulberry Place,
London E14 2BG

This 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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- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS** 7 - 10
- 3. UNRESTRICTED MINUTES** 11 - 18
To confirm as a correct record of the proceedings the unrestricted minutes of the meeting held on 24th October 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 DISCRETIONS / INDIVIDUAL MAYORAL DECISION**
- 6. REPORTS FOR CONSIDERATION**
 - 6 .1 Event Fund Report for Applications Received Quarters 1 – 3 2017-18** 19 - 76
 - 6 .2 Mental Health User Led Grants Programme 2018-20** 77 - 106
 - 6 .3 IDF: Approval of the Allocation of S106 and CIL Funding for the Following NHS Projects: Wellington Way Health Centre (New Build Extension); Aberfeldy Village Health Centre;and Suttons Wharf Health Centre** 107 - 218
 - 6 .4 Tower Hamlets Affordable Housing Grant - Continuous Market Engagement** 219 - 232
 - 6 .5 Grants Register** 233 - 244
- 7. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT**

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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:-

Asmat Hussain, Corporate Director, Governance and Monitoring Officer.

Tel 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 5.39 P.M. ON TUESDAY, 24 OCTOBER 2017

Members Present:

Mayor John Biggs (Chair)	(Executive Mayor)
Councillor Amina Ali	(Cabinet Member for Environment)
Councillor Denise Jones	(Cabinet Member for Health & Adult Services)

Other Councillors Present:

Councillor Andrew Wood	(Chair of Grants Scrutiny Sub Committee)
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Officers Present:

John Coker	–	(Strategic Housing Manager, Place)
Zena Cooke	–	(Corporate Director, Resources)
Janet Fasan	–	(Divisional Director, Legal)
Steve Hill	–	(Head of Benefits Services)
Ludovica Orlando	–	Strategy, Policy and Performance Officer
Rachael Sadegh	–	(Service Manager Substance Misuse)
Imelda Burke	–	Regeneration Officer
Antonella Burgio	–	(Democratic Services)

INTRODUCTIONS AND SCRUTINY COMMENTS

Mayor Biggs welcomed Councillor Amina Ali who had been appointed to the Sub Committee as a substitute.

He also welcomed Councillor Andrew Wood, Chair of Grants Scrutiny Sub Committee and invited him to report out outcomes of the Grants Scrutiny Sub Committee's (GSSC) discussions of the items to be determined by Grants Determination Sub Committee (GDSC). Councillor Woods advised that a written report had been circulated to all GDSC Members before the meeting and gave a summary that all proposals except that for the interim payment to Ocean Regeneration Trust (ORT) (Item 6.1) were supported. GSSC felt unable to support the payment to ORT as no officers had attended GSSC meeting to respond to questions, therefore members' queries concerning this report remained unanswered.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sirajul Islam and Asma Begum

2. DECLARATIONS OF INTERESTS

Councillor Denise Jones declared an interest on respect of agenda item 6.4 in that she was Cabinet Member for Health & Adult Services, the area under which the activity was delivered.

Mayor Biggs, Councillor Jones and Councillor Ali made non pecuniary declarations in respect of agenda item 6.2.

Pollyanna Training Theatre Company:

Councillors Denise Jones declared an interest in the project was located in her Ward.

Councillor Amina Ali declared an interest in that her daughter had attended the project in the past.

Children Education Group:

Declarations of interest were made by all Elected Members of the Grants Determination Sub Committee (GDSC) in that the Chair of Children Education Group Board (CEG) was known to them through their common Labour Party membership.

Tower Hamlets Youth Sports Foundation:

Mayor Biggs declared an interest in that the trustees of this foundation were known to him.

Wadajir:

Councillor Amina Ali declared an interest in that those administering the project were known to her.

Black Women's Health and Family Support:

Councillor Amina Ali declared an interest in that those administering the project were known to her.

Community Transport:

Mayor Biggs declared an interest in that he had been approached by members of this project in regard to premises issues.

Half Moon Professional Theatre Venue for Young People in Tower Hamlets:

Councillor Denise Jones declared an interest in that the project was known to her.

3. UNRESTRICTED MINUTES

The minutes of the meeting held on 12th September 2017 were approved as a correct record of proceedings.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

There were no public submissions relating to the agenda items to be considered at the meeting.

5. EXERCISE OF DISCRETIONS / INDIVIDUAL MAYORAL DECISION

The Mayor advised that he had made no expedited decisions discharged as Individual Mayoral Decisions since the last meeting.

VARY ORDER OF BUSINESS

The Chair moved and it was agreed that item 6.4 Substance Misuse Prescribing Costs be considered as the first item of business. Following this the items of business for the meeting were considered in the order printed in the agenda.

6. REPORTS FOR CONSIDERATION

6.1 One year interim payment to Ocean Regeneration Trust (ORT) of £80k

The Strategic Housing Manager and Regeneration Officer presented the report. They apologised that no officer had been able to attend GSSC meeting and advised that a response to issues raised by GSSC had been circulated to all its members. GDSC members were informed that for commercial and circumstantial reasons there had been delays in realising funding to ORT from retail units' receipts and therefore an interim payment was being sought for 2017/18 pending completion of all necessary tasks to bring income from the retail units on stream for 2018/19.

Councillor Woods reported that GSSC was concerned that the projected self-funding elements of the project were slow to be delivered and the project had become protracted. Additionally there was a risk of no funds if the retail units remained unlet. Members of GDSC echoed this concern and noted there had been historic issues around the let of the regenerated retail units.

Members were informed that it had been recognised that ORT would not achieve full income in the first year of letting the retail units, and hence funding would likely be necessary in this period (2018/19). Officers outlined how ORT had been subject to interim funding and lease arrangements at the Harford Centre whilst the retail units were being completed and let, this had also impacted on the organisations ability to raise additional funds independently. However it was intended that the interim arrangement should not continue beyond the time necessary to establish an income stream from the retail units and work for a new rental proposal would be undertaken in the coming financial year.

The Chair enquired and Councillor Woods confirmed that the matters raised by GSSC had been answered sufficiently to withdraw the recommendation that the decision be deferred.

RESOLVED

1. That the Corporate Director, Place be authorised to make a payment to Ocean Regeneration Trust of £80,000 in the financial year 2017/2018. “

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

The Head of Benefits Services presented the report which reported performance of projects under the Mainstream Grants Programme (MSG) for the period April-June 2017 and provided verbal updates on four of the projects rated amber/red. The written comments of GSSC were noted.

RESOLVED

That the recommendations relating to the following red and amber rated projects be approved.

Recommendation 1 – Our Base

1. That the committee note the progress being made with Our Base in respect of premises and a premises update be provided in the next MSG quarterly monitoring report (July to September 2017).
2. That the outstanding lease/premises issues and performance monitoring work be resolved before funds can be released.

Recommendation 2 – Pollyanna Training Theatre

1. That a premises update be provided in the next MSG quarterly monitoring report (July to September 2017) in respect of the Pollyanna Training Theatre together with the finalised significant variation request.
2. That it be noted that no funds will be released until premises issues are resolved.

Recommendation 3 – Children’s Education Group

In acknowledgement that the CEG have been Red rated for performance for a period of 12 months due to the premises issues which remain unresolved, mindful too that CEG projects delivery have ceased as a consequence of grant funding being suspended, CEG be *removed from the MSG programme*.

Recommendation 4 – Tower Hamlets Youth Sports Foundation

1. That the verbal update on progress to resolve premises issues be noted.
2. That in acknowledgement of the verbal performance monitoring update provided concerning Hub Club and Stepping Stones projects, payments be released subject to satisfactory progress on the premises issues.

3. That a premises update be provided in the next MSG quarterly monitoring report (July to September 2017) in respect of the Tower Hamlets Youth Sports Foundation.

Recommendation 5 - Family Action

That in acknowledgement of Family Action completing their old license, including payment of rent and considering their willingness to enter into an appropriate property agreement, MSG payments be released for this period subject to satisfactory performance.

Recommendation 6 – Wadajir

That whilst negotiations take place between the Trustees of the Teviot Community Hall and the Council, MSG payments to Wadajir continue subject to satisfactory performance.

Recommendation 7 - Community Building Review – extended scope

1. That payment continue to be paid to Bethnal Green Weightlifting Club, Black Women's Health and Family Support, Age UK and Tower Hamlets Community Transport whilst the review is concluded, subject to satisfactory performance.
2. That the verbal update on progress towards addressing premises issues for the above organisations arising from the re-classification of premises as community buildings and non-community buildings be noted.

Recommendation 8

That the significant variation request to reduce the number of participants, received from Cubitt Town Bangladeshi Cultural Association be approved.

Recommendation 9

That the significant variation request to realign the periods to measure user outcomes, received from Half Moon Professional Theatre Venue for Young People in Tower Hamlets be approved.

6.3 Innovation Fund - organisations funded in phases 1 & 2

The Head of Benefits Service introduced the report which provided an update on the activity of the Innovation Fund and the pledges made and the match funding secured through this scheme.

The written comments in support of the scheme from GSSC and those of support from Councillor Woods at the meeting were noted.

RESOLVED

1. That the report be noted

2. That the pledges made to organisations as detailed in paragraph 5.5 of the report be noted.

6.4 Substance Misuse Prescribing costs - LBTH / THCCG

The Service Manager, Substance Misuse presented the report which concerns funding for the reimbursement of prescription costs to Tower Hamlets CCG for treatment interventions for individuals who misuse drugs / alcohol; a service which is commissioned by the Council. The Chair requested clarification and the Divisional Director, Legal Services confirmed that the payment was deemed to be a grant since the Council had discretion to make the award and the activity was not for profit.

The written comments of GSSC supporting the proposal were noted.

RESOLVED

1. That an annual grant to THCCG to the value of £210k to fund drug costs associated with substance misuse treatment interventions for the duration of the current Reset contract with ELFT (due to end on 30th October 2018 or 30th October 2019 if the option to extend is exercised) be approved.
2. That authority be delegated to Corporate Director Health, Adults and Community to approve risk share agreement between THCCG and LBTH.
3. That it be noted that payment of the grant will be made in arrears at the end of the year in which expenditure was incurred. The first payment will therefore be for the contract year 31st October 2016 to 30th October 2017.
4. That it be noted that in the coming year a review of grants would be undertaken to ensure that payments made as grants would be appropriately categorised and where appropriate eliminate unnecessary bureaucracy.

6.5 Forward Plan

Members received the forward plan and asked that progress on the items listed and deferred from the meeting be provided. Members also noted that work was being undertaken to improve the scope of the information provided through the plan.

RESOLVED

1. That the forward plan be noted

2. That an update be provided on deferred items

6.6 Emergency Funding Application - Phase 10, Ashaadibi Education & Cultural Centre

The Chair noted the request for funding received and that the applicant did not meet the criteria as the project was not part of the MSG programme and there were premises issue. The Chair enquired and it was confirmed that where such applications were received, officers engaged to explore what other forms of support might be offered. The Sub Committee was also informed that the purpose of the fund was to address unforeseen circumstances for projects during the time Commissioners were directed to the Council.

The written comments of GSSC were noted.

RESOLVED

1. That the officer recommendation not to award emergency funding based on the analysis set out in paragraph 5.2 of the report be endorsed.
2. That decision making for future applications relating to the Emergency Funding Programme be delegated to the Corporate Director, Resources, after consultation with the Executive Mayor, as detailed in 5.4 of this report.

7. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

Nil items.

The meeting ended at 6.40 p.m.

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

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Grants Determination Sub-Committee Tuesday 5 th December 2017	
Report of: Debbie Jones, Corporate Director, Children's Services.	Classification: Unrestricted
Event Fund Report for Applications Received Quarters 1 – 3, 2017-18	

Lead Member	Cabinet Member for Culture and Youth
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, totalling £52,500 per annum, for community arts events which has been operating successfully for a number of years. It works on a rolling programme operating to quarterly deadlines from 1st April 2017.

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 Event Fund provides 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

The fund is part of the Council's revenue budget and is intended to support the delivery of the Council's Community Plan priorities and contribute to its four themes:

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

The projects are expected to demonstrate:

Administration and management of events

- An engaging programme of events which are either directly delivered or which are provided in partnership with groups or community organisations.

A robust process for collaborating with community groups or organisations

- Evidence that they have a strong approach to partnership, and its processes, working with local organisations across the borough.

A strong understanding of equality, including:

- Understanding of the council's commitment to equality through the Community Plan as detailed in the Single Equality Framework.
- A proposal that articulates the issues or topics that will be addressed through the events; why these issues have been identified; and how resolving the issues will assist 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 and evaluation

- Organisations are expected to have a system in place to measure the outputs and outcomes.
- Delegated authority to award the Events Grant was granted by the Commissioners, on 9th September 2015, to the Divisional Director, Sports, Leisure and Culture

This report provides an overview of Event Fund applications for events taking place within quarters 1 to 3 (between April 1st and December 31st 2017), and the outcome of events in quarter 1 (April – June inclusive). The report provides information about applications submitted, including details of those that were and were not successful, with an explanation and breakdown of the amounts spent; the wards covered and the number of beneficiaries expected in quarters 1 to 3 and details of actual delivery for quarter 1.

Recommendations:

The Grants Determination Sub-Committee is recommended to:

1. Note the contents of this report.

1. REASONS FOR THE DECISIONS

1.1 This report is for information only.

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. DETAILS OF REPORT

3.1 The total budget available for the Event Fund is £52,500 per year. The Event Fund has run on a rolling programme of monthly deadlines for applications for many years, and the Financial year 2017-18 is the first year that the deadlines have moved from monthly to quarterly. The decision to move to quarterly was taken to ensure that there is a more even spread of funding across the year as quarterly decisions will be made in one go.

3.2 An Eligibility Quiz was introduced in 2017-18 which applicants are required to complete before they start on their application form. The Eligibility Quiz asks a number of questions which all require a 'yes' answer in order to proceed with the form including information about the organisation and the event e.g. the Event has Arts content, is open to the general public, takes place in Tower Hamlets. However some applicants may tick 'yes' and proceed, even though they are not actually eligible, e.g. a school is not eligible for funding if their project takes place entirely within their premises as this is not open to the general public. These would then have been rejected as part of the assessment process.

3.3 Applications were all 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 the following areas:

- Track record of delivery for the organisation,
- Event outline,
- Benefit - how it meets the Event Fund Priorities, and objectives of One Tower Hamlets ,
- Accessibility and marketing,
- Partnerships and community involvement,
- Outcomes, and
- Value for money.

These areas form 7 sections on the assessment form for the Event Fund 2017-18 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 where score 1= very poor and score 5 = Excellent. Applications not scoring

sufficiently during the assessment process were declined. The minimum score of 3 out of 5 for each section, was recommended by the Commissioners. A minimum score of 3 needed to be achieved for the response to the question about Benefit, in order for the application to be considered for funding. The ultimate decision on successful awards and amounts was made by the Divisional Director, Sports, Leisure and Culture on a quarterly basis once applications had been assessed and scored by officers. For full details of the Guidelines and Criteria, please see Appendix A.

Please see APPENDIX E: Application Form Questions Quarters 1 and 2.

Feedback from the Grants Determination Sub-Committee (GDSC), Assessors and Applicants concluded that the amount of information required was excessive and a review was carried out to simplify the process and forms.

Following the review, the new and greatly simplified application form and scoring system were utilised for the third round of applications (quarter 3) which now has 2 funding options: An up to £500 funding option; and £501 - £2500 funding option.

A trial version of the up to £500 options was used for a special allocation of funding to support the Great Get Together / Big Lunch initiative in honour of the late Jo Cox, MP (quarter 2). For quarter 3, the applications were assessed against 8 sections on the assessment form, with each section scoring a maximum of 5 points, where score 1= very poor and score 5 = Excellent, raising the maximum score to 120.

Please see APPENDIX F: Application Form Questions Quarter 3.

- 3.4 **Quarter 1:** A total of £ 7,870 was awarded for events that benefited 9,250 beneficiaries covering events in Weavers; Blackwall and Cubitt Town; Spitalfields and Banglatown; and Bow East wards.

A total of 6 applications were received

A total of 5 applications were awarded funding.

A total of 1 application was declined funding.

Quarter 2: - A total of £15,000 was awarded for events that were estimated to benefit 88,010 beneficiaries covering events in Mile End, Poplar, Blackwall and Cubitt Town, St Peter's, Shadwell, Limehouse, Bow West, Bow East, Bethnal Green, Whitechapel, Spitalfields and Banglatown, St Katharine's Wapping, Weavers, Lansbury, and St Dunstons wards.

One event also covered Hackney and City as part of the of the Art Nights programme (which also included Whitechapel, St Katharine's Wapping Spitalfields and Banglatown wards).

A total of 17 applications were received.

A total of 11 applications were awarded funding.

A total of 6 applications were declined funding.

Great Get Together / Big Lunch — A total of £2,725 was awarded for events that were estimated to benefit 1132 beneficiaries covering events in St Peters, Bow West, Weavers, Bethnal Green, Mile End, and Bow East wards

A total of 11 applications were received

A total of 11 applications were awarded funding

A total of 0 applications were declined funding

Quarter 3: - A total of £18,300 was awarded for events that were estimated to benefit 49,950 beneficiaries covering events in Lansbury, St Peter's, Whitechapel, Bethnal Green, St Dunstan, Spitalfields and Banglatown, Weavers, Canary Wharf, Island Gardens, Bow East, St Katharine's and Wapping wards.

A total of 22 applications were received

A total of 17 applications were awarded funding

A total of 5 applications were declined funding.

The total number of beneficiaries for quarters 2 and 3, and the Jo Cox events are based on the projected numbers given on the applications and the final numbers will be included in the Annual Report once the evaluations have been received.

Quarter	Total Award	Number of applications	Number awarded	Number declined
1	£7870	6	5	1
2	£15,000	17	11	6
Great Get Together / Big Lunch	£2725	11	11	0
3	£18,300	22	17	5
Total	£43,895	56	44	12

A full list of the applications received for quarters 1 to 3 can be seen in Appendix B.

Quarter one monitoring results

- 3.5 With the new quarterly deadlines, there is a new timeline for receiving Event Fund evaluations post event. It is therefore only possible to provide the monitoring information for quarter 1.
- 3.6 The full monitoring for 2017/18 will be included in the Event Fund Annual Report in July / August 2018. For Monitoring information please see Appendix C. Please note, that the majority of the monitoring information provided is based on estimates. Due to the nature of many of the events taking place, it is not always possible to glean actual numbers of people attending or a

breakdown of ethnic group, age etc. For full details of application and evaluations deadlines, see Appendix A. Guidelines and Criteria.

- 3.7 Further revision was made of the forms and a new version will be used in quarter 4 which applicants access via a link on the Tower Hamlets website: <http://www.towerhamletsarts.org.uk/?s=45>
- 3.8 Applications were received for events in all 20 wards. However, following assessment, events receiving awards are due to take place in 19 wards with the exception being Bromley North. For full list of applications received and where each event was proposed to take place, and for a breakdown of venues and wards see Appendix D.
- 3.9 Applications were received for events to take place in 67 venues. however, some of these venues changed or will change, so the final list will be included in the Event Fund Annual Report .

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report complies with the requirement to provide updates to the Grants Determination Sub Committee on payments awarded from the Events Fund. The total amount available for the community arts events fund in 2017/18 is £52,000.
- 4.2 A total of £43,895 has been awarded for quarters 1 to 3 in 2017/18 and there is no overspend anticipated at the end of the financial year.

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 performance update for quarters 1 to 3 of 2017/2018 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 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. Further work has been done with the One Tower Hamlets team, and some of the protected characteristics will no longer be required in the monitoring of events, however, events cannot discriminate on grounds of any of the nine protected characteristics.
- 6.2 An equality analysis has been completed (Appendix G); the Equality Checklist (Appendix H), and Monitoring Information for Quarter 1 is also attached (Appendix C).
- 6.3 The monitoring data collated from the first round of applications indicated in the report, provides an overview of the characteristics and wards which have been met, and identifies those areas that 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, workshops and other targeted means. However, with limited resources, we have limited success in increasing participation. The introduction of workshops in different locations around the borough before each application deadline has sought to address this and continue with raising awareness and encouraging participation and applications to the Event Fund.
- 6.4 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. This has been addressed through the review of the application process and the introduction of workshops. The first 2 quarters of 2017/18 continued with the old version of the application form, however a revised and shortened / simplified version was introduced for quarter 3 applications.

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 Great Get Together in honour of Jo Cox MP, 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. With the introduction of the new application forms for 2017-18 following the review, there are now 2 versions and the one for under £500 has less stringent requirements for additional funding.

- 7.2 The new quarterly deadlines for applications 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.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 N/A

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The Council retains a 20% proportion of the grant which is paid on receipt of satisfactory monitoring information post event. 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 [Authors should identify any safeguarding risks or benefits from the proposals detailed in the report.]

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- APPENDIX A: GUIDELINES AND CRITERIA QUARTERS 1&2
- APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3
- APPENDIX C: MONITORING INFORMATION QUARTER 1 (TO FOLLOW)
- APPENDIX D: VENUES AND WARDS QUARTERS 1-3
- APPENDIX E: APPLICATION FORM QUESTIONS QUARTERS 1&2
- APPENDIX F: APPLICATION FORMS QUARTER 3 QUESTIONS
- APPENDIX G: EQUALITIES ANALYSIS (TO FOLLOW)
- APPENDIX H: EQUALITIES CHECKLIST (TO FOLLOW)
- APPENDIX I: GUIDELINES AND CRITERIA QUARTER 3

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

- List any background documents not already in the public domain including officer contact information.
- These must be sent to Democratic Services with the report
- State NONE if none.

Officer contact details for documents:

Or state N/A

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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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APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Organisation	EVENT NAME	EVENT Start Date	EVENT End Date	VENUE	VENUE WARD	NUMBER OF BENEFICIARIES	AMOUNT REQUESTED FROM EVENT FUND	Total Budget	Award Amount	Brief Project Description -	number of events	Themes
OTHER ASIANS	DIY CULTURES 2017	14-May-17	14-May-17	Rich Mix	WEAVERS	1700	£ 1,000.00	£ 20,168.00	£ 1,000.00	DIY Cultures 2017: - A day-long festival of zines, artist books, comics, talks, exhibitions, workshops the spirit of independence, autonomy & alternatives. Exhibition: DIY Knowledge. Curated by Hamja Ahsan, Sofia Niazi and Helena Wee.	1	DIY Cultures day festival emphasises Black, Asian, Islamic, feminist, migrant and LGBT viewpoints.
NEIGHBOURS IN POPLAR	POPLAR HISTORY WEEK	19-May-17	26 MAY 2017	St. Matthias Community Centre, Workhouse Leisure Centre, E14 Wigram House Community Centre, 14	BLACKWALL AND CUBITT TOWN	200	£ 1,120.00	£ 1,470.00	£ 1,120.00	Poplar History Week, Past, Present & Future. This will be a week of story telling, art workshops, dramatic presentations, displays and general gatherings of local people in an attempt to re-discover the glorious history behind the Poplar Ward.	7	local community all ages celebrating diversity
RAINBOW FILM SOCIETY	18TH RAINBOW FILM FESTIVAL	09-Apr-17	16-Apr-17	Genesis Cinema, Rich Mix Centre, Brady Arts Centre	SPITALFIELDS AND BANGLATOWN	700	£ 3,000.00	£ 12,170.00	£ 2,000.00	18th Rainbow Film Festival will take place across East London. There will be around 18 films from different countries including feature, short and documentary. For full details please visit www.rainbowfilmsociety.com	25	cultural diversity, promoting racial harmony and community cohesion
RADHARAMAN SOCIETY	BAUL AND VAISHNAV MUSIC FESTIVAL	29-Apr-17	30-Apr-17	Montefiore Centre, Rich Mix, Kobi Nazrul Centre, Cafe Grill Bricklane, Sonar Gaon Brick lane,	WEAVERS & SPITALFIELDS AND BANGLATOWN	400	£ 2,000.00	£ 5,100.00	£ 1,750.00	Baul and Vaishnav Music Festival on 29 and 30 April featuring the ecstasy of the heart-arresting, unmarred melody that evolved from the soil of Bengal.	2	all ages, celebrating diversity
AREBYTE GALLERY	CENSORSHIP	21-Jun-17	21-Jun-17	Watermans (Brentford), Cruise Boat on the Thames from Watermans to Limehouse, walking tour from Limehouse to Hackney Wick, arebyte Gallery,	BOW EAST BUT MAINLY OUT OF BOROUGH	50	£ 2,500.00	£ 9,680.00	£ -	CensorSHIP is a day of performative workshops taking place on a cruise ship traveling on the Thames addressing human rights issues. Through a series of playful workshops and games led by Desearch Reperment art collective, Censorship will take the passengers through unique and critically engaging experiences. Does not sufficiently demonstrate benefit or engagement with local residents.		
DASH ARTS	DASH ARTS DACHA 2017	16-Jun-17	12-Jul-17	Rich Mix, advance workshops for schools/community groups across Tower Hamlets in May 2017.	WEAVERS	6200	£ 2,500.00	£ 15,800.00	£ 2,000.00	The Dash Arts Dacha is a 12 hour, everchanging performance venue modelled on the iconic Russian country house, based at Rich Mix from 12th June - 12th July. Enter an enchanting space laced with performances, live music, films, djs and a kitchen stocked with hot tea and snacks	30	Post Soviet and Former Eastern Bloc Communities in Tower Hamlets - celebrating cultural diversity and community cohesion

£ 7,870.00

Organisation	EVENT NAME	EVENT Start Date	EVENT End Date	VENUE	VENUE WARD	NUMBER OF BENEFICIARIES	AMOUNT REQUESTED FROM EVENT FUND	Total Budget	Award Amount	Project Description	Number of Events	Themes
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APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Approach Gardens	The Great Get Together - Approach Garden Party	09/07/2017	24.4.17	Approach Community Gardens	ST PETERS	140	£ 250.00	£ 340.00	£ 250.00	garden party for local residents to enjoy community garden, allotments, wildlife garden, pond, bug hotel etc. folk music, food and drink to share		celebrating cultural diversity and community cohesion
St Andrew's Health Centre part of the Bromley By Bow Health Partnership (BBBHP)	The Great St Andrews Village Get Together,	08/07/2017	27/04/2017	St Andrews Village (moved to Victoria Park)	BROMLEY SOUTH (moved to Bow West)	100	£ 250.00	£ 1,000.00	£ 250.00	street party for neighbours honouring British values and celebrating diversity. Bunting making, sing a long, school performances, interactive map showing community of TH.		celebrating cultural diversity and community cohesion
Columbia School / Friends of Columbia / in support of the formation of Friends of Ion Square	The Big Ion Square Clean up Part 1 & 2	17/06/2017	27/04/2017	Ion Square Gardens	WEAVERS	80	£ 250.00	£ 570.00	£ 250.00	graffiti cleaning, litter picking, prepare wall and shared refreshments day one, paint wall, clean up and more refreshments day 2		celebrating cultural diversity and community cohesion
Columbia Tenants and Residents Association	East End Summer Gathering (As part of Great Get Together)	15/07/2017	27/04/2017	Ravenscroft Park	WEAVERS	100	£ 855.00	£ 855.00	£ 250.00	community bring and share picnic, to build community relations and kick start future clean up and gardening schemes. Fun day for family with games, activities and music and dance		celebrating cultural diversity and community cohesion
Globe Community Food Garden	Globe Community Food Garden's Jo Cox Get Together	18/06/2017 DATES CHANGED TO 9 JULY	27.4.17	Globe Community Garden	BETHNAL GREEN	52	£ 250.00	£ 800.00	£ 250.00	open garden, food to share, childrens games. Seed sowing, plant and preserves sale. Mindfulness and well-being workshops, band, magician.		celebrating cultural diversity and community cohesion
Leaders in Community (LIC)	Share in Sunday	09/07/2017	27.4.17	St Paul's Way Centre	MILE END	100	£ 250.00	£ 2,559.00	£ 250.00	celebration of cultural diversity in the area, food, conversation, art, intergenerational event,celebrating cultural diversity		celebrating cultural diversity and community cohesion
Mohila Ongon Association	Street Party	16/07/2017	26.4.17	Dence House, Turin Street	WEAVERS	100	£ 250.00	£ 250.00	£ 250.00	street party for neighbours in Turin Street. Activities for kids, face painting, art and craft		celebrating cultural diversity and community cohesion
St Hilda's East	Our Tower Hamlets	8.7.17	27.4.17	St Hilda's East & Cookham House Courtyard	WEAVERS	200	£ 250.00	£ 1,100.00	£ 250.00	tea party, craft stalls, face painting, mural and showing film by yound disabled group Surjamuki		celebrating cultural diversity and community cohesion
The Young Foundation	The Big Lunch with the Young Foundation	16/06/2017	27/04/2017	Young Foundation	BETHNAL GREEN	60	£ 250.00	£ 360.00	£ 250.00	lunch party by invitation only		celebrating cultural diversity and community cohesion
West Indian Over 50's Social Club	Great Get Together Event	08/07/2017	25/04/2017	Centurion Road, Bow	BOW EAST	150	£ 250.00	£ 250.00	£ 250.00	Music, Sound system, dancing, bouncy castle, face painting and afro-caribbean food.		celebrating cultural diversity and community cohesion
Working Well Trust and Pritchards Day Centre and Baking Well Social Enterprise	Pritchards Centre Picnic	07/06/2017	27.4.17	Pritchard Centre	ST PETERS	50	£ 250.00	£ 450.00	£ 250.00	cup cake decorating & get together with neighbouring organisations		celebrating cultural diversity and community cohesion

£ 2,750.00

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Organisation	EVENT NAME	EVENT Start Date	EVENT End Date	VENUE	VENUE WARD	NUMBER OF BENEFICIARIES	AMOUNT REQUESTED FROM EVENT FUND	Total Budget	Award Amount	Brief Project Description	Number of Events	Themes
Friends of Tower Hamlets Cemetery Park	Summer Fair - celebrating steam	01/07/2017	01/07/2017	Tower Hamlets Cemetery Park	Mile End	800	£ 2,000	£ 7,000	£ 2,000.00	Free. celebrating the wonder of Steam. Traditional woodland crafts such as basket weaving, ride a penny farthing bicycle, face painting, learning about local history, and see steam powered models and ride a replica steam powered bus		celebrating cultural diversity and community cohesion. All ages
Neighbours In Poplar	Blackwall Road Show	30/07/2017	24/08/2017	5 Estate in Lap 7 - Poplar High Street E14	Poplar and Blackwall and Cubitt Town	700	£ 1,000	£ 3,200	£ 1,000.00	6 Estate based FunDays in Poplar during August. - tea parties and a Poplar's got talent "competition" at the end of the month, and a programme of sport events in the Workhouse Leisure Centre.		celebrating cultural diversity and community cohesion. All ages
Green Candle Dance Company	Sagacity!	03/07/2017	04/07/2017	Oxford House	St Peter's	130	£ 1,200	£ 4,150	£ 1,000.00	Sagacity! - London's annual celebration of older people's dance: 3rd, 4th July at Oxford House in Bethnal Green, July 3rd: Workshops celebrate Green Candle's 30th Birthday, focusing on dance, music and film from 1987, + free lunch and film showing July 8th: Older people's dance groups from across London perform.		celebrating cultural diversity and community cohesion. Older people
Cornucopia Theatre Company	Pericles	07/07/2017	30/07/2017	Glamis adventure playground	Shadwell	1,200	£ 2,500	£ 30,050	£ 1,500.00	PERICLES by William Shakespeare. Director Mark Duncan Composer James Hesford Designer Andie Scott Singer/narrator Na jma Akhtar Performance Dates: July 7,8,9/14,15,16/21,22,23/28,29,30 (2017)	12	celebrating cultural diversity and community cohesion. Young people
Limehouse Community Forum	LIMEFest	02/07/2017	02/07/2017	Ropermakers Fields	Limehouse	2,000	£ 2,500	£ 7,125	£ 1,500.00	A fun packed day for all the family . Dog show, come and try e.g. bell ringing. Live Bands, fitness and children's areas, food court, market stalls and much much more,		celebrating cultural diversity and community cohesion. All Ages
Friends of Mile End Park	Park Life - Mile End Park Community Fair & Dog Show 2017	09/07/2017	09/07/2017	Event Field, Haverfield Road, Mile End Park	Bow West	600	£ 2,300	£ 12,113	£ 2,000.00	Park Life - Mile End Park Community Fair & Dog Show is a free event for people of all ages and includes face painting, t-shirt printing, Stixx sculpting and juggling workshops, Mr Bubbles, fair rides, a belly-dancing troupe, food stalls, Dog Agility training and DOG SHOW		celebrating cultural diversity and community cohesion. All Ages

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

arebyte Gallery	Crowd Control	21/07/2017	23/07/2017	arebyte Gallery + public spaces and other venues across Tower Hamlets	Bow East	600	£ 2,500	£ 14,800	£ -	During three days of happenings across Tower Hamlets, Crowd Control invites youth groups, elderly populations and the wider community in Tower Hamlets to take part in creative experiments exploring collective behaviour. ○○○○○○○ Crowd Control is a collaboration between arebyte Gallery with artist Heather Barnett, and behavioural scientist Dr Andrew King. Did not sufficiently demonstrate engagement or participation from local residents or wider community.		
Sweet 'Art	Femfest	04/09/2017	10/09/2017	Off Quay (E14)	Poplar	300	£ 4,901	£ 10,851	£ -	Femfest will be a week long event showcasing the work of 40 visual artists exploring themes of feminist issues in the workplace and the reclaiming of traditionally masculine spaces. There will be an exciting programme of associated performances, talks and workshops for visitors to get involved in throughout the event. Did not have any partners beyond venue, outcomes not clear, high costs for number of beneficiaries.		
Kazzy Arts Project	MerryMaker Summer Tour	24/07/2017	31/08/2017	tour of different public locations each day -Housing Associations, Playcentres and Adventure Playgrounds. e.g.: 1. Weavers Field, 2. Linc Centre 3. St Paul's Way	Bethnal Green	500	£ 2,000	£ 3,200	£ 2,000.00	MerryMaker is a fun and enjoyable and interactive walkabout performance for families, presented by a performer using a mobile trike, who entertains and interacts with people, regaling them with a personal rap, on the spot! The work will be toured in accessible locations including the Museum of Childhood, and playspaces.		celebrating cultural diversity and community cohesion. Young people
OffthePage	Offthe_page present - AmiaActor AmiaDancer AmiaSinger	23/07/2017	23/07/2017	Chisenhale dance space OR Oxford House	Bow West	80	£ 600	£ 615	£ -	Little or No experience, Dancing, Acting, Singing 25-99+ any age, London. Workshops. Did not sufficiently demonstrate benefit, partners not clear, outcomes not clear, budget not clear.		
ArtCity Nights	Art Night 2017	01/07/2017	01/07/2017	The Cass, , Whitechapel Gallery, Village Underground St Katharine's Dock, London Dock White Chapel Building Masonic Temple, Exchange Square, Middlesex Street Estate and Petticoat Lane	Whitechapel, Spitalfields and Banglatown, St Katharine's Wapping, & City and Hackney	75,000	£ 2,500	£ 20,500	£ 1,000.00	Art Night is a free annual contemporary arts festival that transforms London for one unforgettable night, presenting acclaimed international art in unusual locations across the city, this year in the East End, in collaboration with the Whitechapel Gallery and curated by independent curator and writer FatoAÿ Åcestek.		celebrating cultural diversity and community cohesion. All ages
Certain Blacks	Arts Ensemble - Harlem	07/09/2017	11/09/2017	Rich Mix	Weavers	1,000	£ 2,000	£ 58,360	£ -	The Harlem Renaissance describes a period in 1920's Harlem area of new your when Black theatre, literature, music and arts found its own unique voice within American culture. The festival will be based around an R n D staging of Invisible Man by Ralph Ellison. Did not demonstrate sufficient engagement or benefit to local residents. High ticket prices.		

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Saudha Society Of Poetry and Indian Music	Bangla Music Festival	02/09/2017	22/10/2017	Rich Mix, Kobi Nazrul Centre, Idea Store, Townhouse, Poplar Union, The Water Poet Pub, Husk Coffee and Creative Space,	Weavers, Spitalfields and Banglatown, Lansbury, St Dunstons	1,500	£ 2,000	£ 8,500	£ 1,000.00	Showcasing the splendour of Bangla Music and its spectacular latitude through mind blowing performances		celebrating cultural diversity and community cohesion. All ages BANGLADESHI COMMUNITY
Surbandhan Society	Raaga Factory's Mughal to Modern - A Celebration of Indian Classical Music	10/06/2017	22/07/2017	Brady Arts centre	Spitalfields and Banglatown	200	£ 2,500	£ 3,380	£ -	A Classical Music journey through the Mughal times with Raaga Factories Mughal to Modern. Did not score highly enough, did not demonstrate how would involve local people, very scant information.		
Yard Theatre Ltd	Summer Celebration	30/07/2017	30/07/2017	Hub67, The Yard Theatre	Bow East	400	£ 2,000	£ 5,900	£ 1,000.00	Free performances and workshops for all ages, including spoken word, rangoli art, dance and live music, the Makers Market, food, drink and a chance to meet your neighbours.		celebrating cultural diversity and community cohesion. All ages
Zoe Gospel Promotions	FRI: DEM	10/08/2017	25/08/2017	Bethnal Green Hall and Bow Road Methodist church halls	Bethnal Green	200	£ 1,200	£ 2,900	£ -	FRI: DEM is a 5 week participatory project that will support 60 young people from 6 different schools or communities in East London as they learn how to sing as a group and work towards showcasing their art in 5 community venues across East and south London. Not clear how much of the project would be in Newham, info sketchy and did not sufficiently demonstrate engagement with wider community in TH.		
V&A Museum of Childhood	Museum of Childhood Summer Festival	23/07/2017	23/07/2017	V&A Museum of Childhood	Bethnal Green	2,800	£ 1,000	£ 4,000	£ 1,000.00	The Museum's annual Summer Festival with a colourful mix of live entertainment. The Museum grounds will come alive with a buzzing programme of live music, dance, designer stalls, food, face paints, rickshaw rides, games and lots for kids to make and do.	1	celebrating cultural diversity and community cohesion. All ages

£ 15,000.00

Organisation	EVENT NAME	EVENT Start Date	EVENT End Date	VENUE	VENUE WARD	NUMBER OF BENEFICIARIES	AMOUNT REQUESTED FROM EVENT FUND	Total Budget	Award Amount	Project Description	Number of Events	Themes
Bygrove Primary School	Black History Week	09/10/2017	20/10/2017	Within school	LANSBURY	200-300	£ 500.00	£ 500.00	£ -	focus on one person from history who inspires us in different ways, examples being Martin Luther King, Rosa Parks etc.workshops in areas such as steel pans and tribal masks NOT ELIGIBLE AS WITHIN A SCHOOL	1	

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Kayd Somali Arts & Culture	Somali Week Festival 2017	20/10/2017	28/10/2017	Oxford House, British Library Southbank Centre University College London	ST PETER'S AND OUT OF BOROUGH	4500	£ 2,000.00	£ 126,460.00	£ 1,750.00	SWF 2017 will take place over 10 days, offering 15 events, performances, panel discussions, workshops, family events, featuring 70 artists. Over 50% of the events will take place in Somali and English. The festival will open at the British Library and SWF will co-promote an event featuring four young women poets at Southbank Centre's Poetry International Biennale. Events at UCL and SOAS. Theme is Home and Displacement, placing the festival at the centre of current debates about migration and belonging.	15	celebrating cultural diversity and community cohesion. All ages SOMALI ARTS
Bangladeshi Mental Health Forum	BMHF- World Mental Health Day 2017	10/10/2017	10/10/2017	London Muslim Centre,	Whitechapel	300- 400	£ 500.00	£ 3,500.00	£ 500.00	A mental health awareness day which will take place on World Mental Health Day (10th October) to raise awareness of mental health, challenge stigma and improve knowledge of local mental health services and support mechanisms. Live interactive play, film screening, presentations on local mental health services, stalls, creative ways of collecting service user/carer feedback, service users / carers telling their personal experiences.	1	celebrating cultural diversity and community cohesion. All ages HEALTH AND WELLBEING, BANGLADESHI COMMUNITY
Genesis Entertainemtn Ltd	Black History Month: The Amazing James Baldwin - Course and Free Screenings	10/10/2017	14/11/2017	Genesis Cinema	Bethnal Green	400+	£ 500.00	£ 1,500.00	£ 500.00	Five part course on the work of the iconic James Baldwin accompanied by a series of free screenings of related films - I Am Not Your Negro, Get Out, Hidden Figures and Moonlight. free spaces to Tower Hamlets residents	9	celebrating cultural diversity and community cohesion. YOUNG PEOPLE, BLACK HISTORY MONTH
Half Moon Young People's Theatre	What Once Was Ours	10/10/2017	10/10/2017	Half Moon, 43 White Horse Road E1 0ND	St Dunstans	57	£ 800.00	£ 1,610.00	£ 800.00	A new show for teenagers about identity and belonging. 'What Once Was Ours' explores the relationship between half-siblings Katie and Callum: their different heritage, different cities, different opportunities. Created against the background of Brexit, developed in consultation with young people. Teenagers to participate in pre-show workshop and to share their thoughts on identity and difference	1	celebrating cultural diversity and community cohesion. YOUNG PEOPLE, BLACK HISTORY MONTH
Sohaya Visions	Silent Sisters-Brothers Unhinged	06/11/2017	18/11/2017	Workshops / rehearsals /open playreading and rehearsal to invited audience at Brady Arts Performances at Rich Mix	Spitalfields and Banglatown & Weavers	350	£ 2,000.00	£ 8,508.00	£ 500.00	Silent Sisters-Brothers Unhinged is a powerful new drama based on British Asian memories of partition in 1947.The play aims to challenge the collective amnesia around this subject and to get people to talk about this as a way of healing across religious, racial and ethnic divides. It focuses on both the eastern (Bangladesh) and western sides of partition, the former not having received much attention in theatre.	5	celebrating cultural diversity and community cohesion. All ages BANGLADESHI ARTS
Purple Moon Drama	Side Effects	20/10/2017	27/10/2017	Poplar Union, Christian Street Centre, Brady Arts Centre,	LANSBURY, Whitechapel, Spitalfields and Banglatown	320	£ 2,450.00	£ 5,600.00	£ 2,000.00	Side Effects is a play written by young writer Iman Qureshi. The cast has 11 local young people. The play centres around issues to do with race, heritage and science. The theme in the play are to do with race and heritage with a diverse cast. The project will also provide work for local artists in terms of technical and photographic assistance.	3	celebrating cultural diversity and community cohesion. YOUNG PEOPLE, BLACK HISTORY MONTH

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Bishwa Shahittya Kendra Limited	Represents multiculturalism	04/11/2017	11/11/2017	Brady Arts Centre	Spitalfields and Banglatown	65	£ 500.00	£ 700.00	£ -	application withdrawn as 2 submitted	2	
Udichi Shilpi Gosthi	Cultural Festival and Children's song Contest	01/10/2017	01/10/2017	Rich Mix	Weavers	600	£ 2,500.00	£ 13,000.00	£ -	The programme includes multicultural poetry session, children's song contest , photographic, painting exhibition and display of publication from the local writers and poets. INSUFFICIENT DETAIL ON FORM TO BE CONSIDERED FOR FUNDING.	2	
Surbandhan Society	From Mughal to Modern: Raga Factory	04/11/2017	16/12/2017	Oxford House	St Peter's	30,000	£ 2,500.00	£ 8,304.20	£ 1,250.00	Exploring, learning and appreciating raga music including the history of arts of the Mughal era, consisting of: ◦6 intensive workshops, performance and ◦ Audio & vide capture of reflective moments & performances	7	celebrating cultural diversity and community cohesion. All ages BANGLADESHI ARTS
The Rokeya Project	'SOLD' presented by The Rokeya Project for A Season Of Bangla Drama	22/11/2017	25/11/2017	Preview Sampled Performances: Crossrail Place Roof Gardens Main Performances (Matinee and Evening): The Space Theatre	Canary Wharf & Island Gardens	325	£ 2,250.00	£ 4,150.00	£ 500.00	'SOLD' is a highly visual Dance Theatre Production with strong elements of story telling, Poetry and Narration, which focuses on raising awareness on the global issue of Sex Trafficking. The performance will have elements of strong Contemporary Dance, Hip Hop and South Asian Classical and Creative Dance.	4	celebrating cultural diversity and community cohesion. All ages BANGLADESHI ARTS
Cause2Create	Beyond the Problem: Celebrating and supporting equality through creativity	17/11/2017	18/11/2017	EXP Cantina - Stour Space Gallery Formans Smokehouse, White Post Cafe - The Atrium Das Kino Pop Up Cinema Grow Hackney,	7 x Bow East, Grow Hackney out of Borough.	3000	£ 2,500.00	£ 36,388.00	£ 1,500.00	An annual celebration of Creativity for Good. This year's theme is Beyond the Problem: delving into the root issues of many of the issues we see in society today. We reach into four theme areas of: Equality, Division, Perception and Home, through a range of creative mediums including: Art, Design, & Illustration, Photography, Talks, Film Screenings, Music, Food, Creative Workshops and Performance.	8	celebrating cultural diversity and community cohesion. All ages
ice&fire Theatre Company	Asylum Monologues	24/10/2017	24/10/2017	Idea Store - Whitechapel	Spitalfields and Banglatown	1387	£ 2,250.00	£ 3,087.50	£ 1,000.00	Centering around AFHR's flagship script Asylum Monologues, a first-hand account of the UK asylum system in the words of people who have experienced it, performed by actors. This powerful, stripped-back reading will be followed by a short, complementary creative performance from an artist sourced by our Actors in Residence. The evening culminates in a short Q&A with a representative from a local refugee action charity	1	celebrating cultural diversity and community cohesion. All ages MIGRATION ANDY ASYLUM

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

Teatro Vivo	TWISTOV	09/10/2017	18/11/2017	multiple venues still in negotiation, but will include: Nomadic Community garden, St. Leonard's, (out of Borough) Rich Mix, 3	Spitalfields and Banglatown, Weavers & out of borough	3164	£ 2,500.00	£ 71,005.00	£ 1,500.00	TWISTOV, inspired by Charles Dickens' Oliver Twist, will be immersive theatre taking audiences into the world of immigrant life in contemporary London. The script for TWISTOV has been developed through a process of research and workshops with migrants and refugees coordinated by Teatro Vivo. working with UK based migrant artists to produce the final script, and the project will culminate in 18 promenade performances delivered on the streets of East London. the audiences will follow as silent witnesses.	18	celebrating cultural diversity and community cohesion. All ages IDENTITY
Spitalfields City Farm	Catalyst 10 - Roots and Wings	07/10/2017	07/11/2017	Spitalfields City Farm Buxton street London E1 5AR	Spitalfields and Banglatown	1500	£ 1,500.00	£ 2,300.00	£ 1,500.00	The event is a free all-day Arts event located at Spitalfields City Farm in Tower Hamlets open to all members of the community featuring talks about wellbeing, a children's theatre-workshop, a drumming-workshop, an exhibition of visual arts; film, photography and installation, supported by live music by female solo artists, finishing up with some poetry readings. The event will take place on Saturday 7th October 2017 and will serve to open a one month long exhibition of art with the purpose of bringing more visitors to the farm and benefitting the community in a sustainable way.	1	celebrating cultural diversity and community cohesion. All ages
Half Moon Young People's Theatre	Fun Palaces 2017	07/10/2017	07/10/2017	Half Moon Theatre 43 White Horse Road London E1 0ND	St Dunstons	500	£ 1,630.00	£ 3,590.00	£ 1,500.00	Third Fun Palaces day for families in Tower Hamlets focused on the theme of space and astrology.	1	celebrating cultural diversity and community cohesion. All ages FAMILIES AND YOUNG PEOPLE
Arts Initiative Limited	Beheld	03/10/2017	22/10/2017	Pennington Street Warehouse, Pennington Street, London E1W 2AD	St Katharine's and Wapping	2400	£ 1,000.00	£ 24,000.00	£ -	This is a presentation of Graeme Miller's ongoing installation project Beheld at the Pennington Street Warehouse in Wapping, East London in conjunction with Bow Arts. Application withdrawn due to venue pulling out.	1	
African Women's Welfare Association (Ayoka Project)	Theatre Focused Black History Workshops	29/09/2017	30/09/2017	St. Margaret's House, & 1 Lochnagar St., Poplar	ST PETER'S AND Lansbury	1200	£ 500.00	£ 500.00	£ 500.00	This is a 2-days FREE event, featuring 3-presentations/sessions each day. Each session begins with a 30 minute speech delivered by External Speaker who interfaces with a narrator and subject matter expert. Drummer accompanies dancers (Clad in traditional costume) to interpret/translate the message into dance.	2	celebrating cultural diversity and community cohesion. ALL AGES - BLACK HISTORY MONTH

APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3

NARRATIVE EYE	YOUNG OTHELLO	05/11/2017	30/11/2017	THEATRE AND A COMMUNITY SPACES/SCHOOLS - not confirmed	TBC	162	£ 500.00	£ 650.00	£ 500.00	Young Othello is a play based on the life of Shakespeare's Othello and explores the early years of a character that is shrouded in mystery. Set within a prosperous ancient African kingdom untouched by slavery or colonialism, the event will bring Othello to life through presentations and small sketches from the play. Targeted at a wide range of people including the Black community and those isolated from the arts to experience, this project will enable people to experience Shakespeare in a context that they can understand while providing volunteers the opportunity to access theatre programmes and a new career path.	3	celebrating cultural diversity and community cohesion. ALL AGES - BLACK HISTORY MONTH
Cardboard Citizens	Music Lab Sharing	05/12/2017	05/12/2017	Cardboard Citizens, 77a Greenfield Road, London, E1 1EJ	Whitechapel	65	£ 2,000.00	£ 4,994.00	£ 2,000.00	End of term sharing event of Music Lab, a term of workshops for young people aged 16-25 affected by homelessness. The young people will produce brand new music to share at the event, and will support the event's planning. The event will be open to homeless/vulnerable people from across the community, as well as social sector staff and Cardboard Citizens' partners.	1	celebrating cultural diversity and community cohesion. YOUNG PEOPLE, HOMELESSNESS
Bishwo Shahitto Kendro London	The Cafe	03/11/2017	04/11/2017	The Brady Arts Centre 192-196 Hanbury Street London E1 9HZ	Spitalfields and Banglatown	355	£ 2,121.00	£ 4,201.00	£ 500.00	The Cafe - a new play by Bulbul Hasan based on the post Brexit socioeconomic events that will affect the residents of East London. The Café depicts the mismatched life of Bengali Londoners stuck in their own dilemma trapped in between British mainstream and traditional Bengali culture.	2	celebrating cultural diversity and community cohesion. All ages BANGLADESHI ARTS

£ 18,300.00

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APPENDIX C MONITORING INFORMATION FOR QUARTER 1 APPLICATIONS

Organisation	Project	Date of proposed project (from Application Form)	When did the event/project take place? (From Evaluation Form)	Benefit				
				Participants	audience	artists	managers /organisers	total attendance
Other Asias	DIY Cultures 2017	14 May 2017 and 3 May to 2 June 2017		250	3,439	662	3	4354
Neighbours in Poplar	Poplar History Week	19-26 May 2017	19-26 May 2017	400	200	13	5	618
Rainbow Film Festival	18th Rainbow Film Festival	09.04.17 - 16.04.17	May 29 at 12.00 , 30 May to 3 June daily at 6.00, 4 & 5 June daily 12.00, 300, 6.00	21	1038	19 (including guests)	14	1073
RadhaRaman Society	Baul & Vaishnav Music Festival	29.04.17 - 30.04.17	29th and 30th April 2017. The festival also started from 21 April from Nehru centre.	106	436	18	14	574
Dash Arts	Dash Arts Dacha 2017	12.6.2017 - 12.7.2017	1-3 July 2017	All artsits	1500	40	4	1544

TOTAL 8163

Organisation	Project	White								
		British	Irish	Irish Traveller	Turkish / Cypriot	Greek / Cypriot	Gypsy / Roma	European	Other	Not Known
Other Asias	DIY Cultures 2017	38%	1.9%						13%	
Neighbours in Poplar	Poplar History Week	310								
Rainbow Film Festival	18th Rainbow Film Festival	4%			2%		6%			
RadhaRaman Society	Baul & Vaishnav Music Festival	187								
Dash Arts	Dash Arts Dacha 2017	14%	6%				31%	17%		

Organisation	Project	Asian								
		Asian British	Bangladeshi	Other	Indian	Pakistani	Mixed / Dual Heritage	Chinese	Vietnamese	Not Known
Other Asias	DIY Cultures 2017		5.7%	3.8%	3.8%	3.8%		1.9%		
Neighbours in Poplar	Poplar History Week		224							
Rainbow Film Festival	18th Rainbow Film Festival	1%	78%		7%		1%			
RadhaRaman Society	Baul & Vaishnav Music Festival	220						6		
Dash Arts	Dash Arts Dacha 2017								3%	

APPENDIX C MONITORING INFORMATION FOR QUARTER 1 APPLICATIONS

Organisation	Project	Black										
		Caribbean	African	Black British	Somali	Mixed / Dual Heritage	Other	American	Latin American	Other ethnic group	Not Known	Preferred not to say
Other Asias	DIY Cultures 2017		9.4%		1.9%	1.9%						3.8%
Neighbours in Poplar	Poplar History Week	61			23							
Rainbow Film Festival	18th Rainbow Film Festival	1%										
RadhaRaman Society	Baul & Vaishnav Music Festival	3			20							
Dash Arts	Dash Arts Dacha 2017		6%			14%	3%	6%				

Organisation	Project	Gender		
		Women	Men	Transgender
Other Asias	DIY Cultures 2017	58.5%	35.8%	
Neighbours in Poplar	Poplar History Week			
Rainbow Film Festival	18th Rainbow Film Festival	51%	49%	
RadhaRaman Society	Baul & Vaishnav Music Festival	205	231	
Dash Arts	Dash Arts Dacha 2017	55%	45%	

Organisation	Project	Age													Not Known	
		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+
Other Asias	DIY Cultures 2017				16-24 24.5%		25-34 41.5%		35-44 20.8%		45-54 7.5%		55-64 - 3.8%		1.9%	
Neighbours in Poplar	Poplar History Week															
Rainbow Film Festival	18th Rainbow Film Festival				1%	2%	3%	8%	12%	22%	7%	12%	7%	7%	14%	5%
RadhaRaman Society	Baul & Vaishnav Music Festival															100%
Dash Arts	Dash Arts Dacha 2017	Under 14 - 7%			1%	2%	24%	29%	19%	10%	2%	1%	2%	1%	2%	

APPENDIX C MONITORING INFORMATION FOR QUARTER 1 APPLICATIONS

Organisation	Project	Disability						
		Alzheimer's	Dementia	Deaf / Partially Deaf	Blind / Partially Sighted	Physical Disability	Learning Disability	Not Known
Other Asias	DIY Cultures 2017	Yes - 3.9% No - 94.1%						2%
Neighbours in Poplar	Poplar History Week							
Rainbow Film Festival	18th Rainbow Film Festival							
RadhaRaman Society	Baul & Vaishnav Music Festival						100%	
Dash Arts	Dash Arts Dacha 2017	7% of of audience consider themselves to have a disability						

Organisation	Project	Religion										
		Agnostic	No religion	Christian	Jewish	Muslim	Buddhist	Sikh	Hindu	Humanist	Another religion	Not Known
Other Asias	DIY Cultures 2017	30.2%	17.1%	7.5%	1.9%	11.3%	3.8%	1.9%		5.7%		20.8%
Neighbours in Poplar	Poplar History Week											
Rainbow Film Festival	18th Rainbow Film Festival		8%	7%		65%	2%		11%	2%		5%
RadhaRaman Society	Baul & Vaishnav Music Festival											100%
Dash Arts	Dash Arts Dacha 2017											100%

Organisation	Project	Sexual Orientation				
		Heterosexual	Lesbian	Gay	Bisexual	Not Known
Other Asias	DIY Cultures 2017	62.3%	1.9%		13.2%	7.6%
Neighbours in Poplar	Poplar History Week					
Rainbow Film Festival	18th Rainbow Film Festival	50%			3%	47%
RadhaRaman Society	Baul & Vaishnav Music Festival			More than 18		
Dash Arts	Dash Arts Dacha 2017					100%

APPENDIX C MONITORING INFORMATION FOR QUARTER 1 APPLICATIONS

Organisation	Project	Pregnancy / Maternity		
		Pregnant	Breastfeeding	Not Known
Other Asias	DIY Cultures 2017			
Neighbours in Poplar	Poplar History Week			
Rainbow Film Festival	18th Rainbow Film Festival		1%	99%
RadhaRaman Society	Baul & Vaishnav Music Festival			100%
Dash Arts	Dash Arts Dacha 2017			100%

Organisation	Project	Relationship Status					
		Civil Partnership	Married	Single	Co-habiting	Divorced	Not Known
Other Asias	DIY Cultures 2017						
Neighbours in Poplar	Poplar History Week						
Rainbow Film Festival	18th Rainbow Film Festival		47%	8%	3%	3%	39%
RadhaRaman Society	Baul & Vaishnav Music Festival						100%
Dash Arts	Dash Arts Dacha 2017						100%

Organisation	Project	Postcode Areas					
		E1	E2	E3	E14	E1W	Other
Other Asias	DIY Cultures 2017						
Neighbours in Poplar	Poplar History Week						
Rainbow Film Festival	18th Rainbow Film Festival	27%	5%	8%	11%	7%	
RadhaRaman Society	Baul & Vaishnav Music Festival	130+	20+	50+	30+	10+	
Dash Arts	Dash Arts Dacha 2017	9%	5%	3%	3%		

Organisation	Project	Postcode Areas					
		E1	E2	E3	E14	E1W	Other
Other Asias	DIY Cultures 2017						
Neighbours in Poplar	Poplar History Week						
Rainbow Film Festival	18th Rainbow Film Festival	27%	5%	8%	11%	7%	
RadhaRaman Society	Baul & Vaishnav Music Festival	130+	20+	50+	30+	10+	
Dash Arts	Dash Arts Dacha 2017	9%	5%	3%	3%		

APPENDIX D: VENUES AND WARDS QUARTERS 1-3

Venues	Wards	NO OF REQUE STS	NO OF EVENTS	New venues used
1 Lochnagar St. Poplar	Lansbury	1	1	Y
5 Estates in Lap 7, Poplar High St	Poplar	2	2	
Approach Community Gardens	St Peter's	1	1	Y
Arbyte Gallery	Bow East	2	0	
Bethnal Green Methodist church hall	Bethnal Green	1	0	
Bow Road Methodist church halls	Bromley North	1	0	
Brady Arts centre	Spitalfields and Banglatown	6	4	
Bygrove Primary School	LANSBURY	1	0	
Café Grill Brick Lane	Spitalfields and Banglatown	1	1	Y
Cardboard Citizens	Whitechapel	1	1	
Centurion Road, Bow (changed)	Bow East (Changed)	1	0	
Chisenhale Dance Space	Bow West	1	0	
Christian Street Centre	Whitechapel	1	1	Y
Cookham House Courtyard	Weavers	1	1	Y
Crossrail Place Roof Gardens	Canary Wharf	1	1	
Das Kino Pop Up Cinema	Bow East	1	1	Y
Dence House, Turin Street	Weavers	1	1	Y
EXP Cantina	Bow East	1	1	Y
Formans Smokehouse	Bow East	1	1	
Genesis Cinema	Bethnal Green	2	2	
Glamis Adventure Playground	Shadwell & St Katharine's and Wapping	1	1	
Globe Community Garden	Bethnal Green	1	1	Y
Half Moon Theatre	St Dunstan's	2	2	
Hub 67	Bow East	1	1	
Husk Coffee & Creative Space	St Dunstan's	1	1	
Idea Store - Whitechapel	Spitalfields and Banglatown	3	3	
Ion Square Gardens	Weavers	1	1	Y
Kobi Nazrul Centre	Spitalfields and Banglatown	2	2	
Linc Centre	Bromley South.	1	1	
London Muslim Centre	Whitechapel	1	1	
Middlesex Street Estate	Spitalfields and Banglatown	1	1	
Mile End Park, Haverfield Road	Bow West	1	1	
Montefiore Centre	Spitalfields and Banglatown	1	1	
Nomadic Community Garden	Spitalfields and Banglatown	1	1	Y
Off Quay (E14)	Poplar	1	1	Y
Oxford House	St Peter's	4	3	
Pennington Street Warehouse,	St Katharine's and Wapping	1	0	Y
Petticoat Lane	Spitalfields and Banglatown	1	1	Y
Poplar Union	LANSBURY	2	2	Y
Pritchard Centre	St Peter's	1	1	Y
Ravenscroft Park	Weavers	1	1	Y
Rich Mix	Weavers	10	8	
Ropemakers Fields	Limehouse	1	1	
Sonar Gaon Brick Lane	Spitalfields and Banglatown	1	1	Y
Spitalfields City Farm	Spitalfields and Banglatown	1	1	
St Andrew's Village (moved to VP)	Bromley South (moved to Bow West)	1	0	
St Hilda's East	Weavers	1	1	
St Katherine's Dock	St Katherine's and Wapping	1	1	Y

APPENDIX D: VENUES AND WARDS QUARTERS 1-3

St Matthias	Blackwall and Cubitt Town	1	1	
St Paul's Way Centre	Mile End	2	2	
St. Margaret's House	ST PETER'S	1	1	
Stour Space Gallery	Bow East	1	1	
TH Cemetery Park	Mile End	1	1	
The Atrium	Bow East	1	1	Y
The Cass	Whitechapel	1	1	Y
The Space Theatre	Island Gardens	1	1	
The Water Poet Pub	Spitalfields and Banglatown	1	1	Y
The Yard Theatre	Bow East	1	1	
Town House		1	1	Y
V & A Museum of Childhood	Bethnal Green	1	1	
Weavers Fields	St Peter's	1	1	
White Chapel Building	Whitechapel	1	1	Y
White Post Café	Bow East	1	1	Y
Whitechapel Gallery	Spitalfields and Banglatown	1	1	
Wigram Community Centre	Blackwall and Cubitt Town	1	1	Y
Workhouse Leisure centre	Blackwall and Cubitt Town	1	1	Y
Young Foundation	Bethnal Green	1	1	Y

69 VENUES REQUESTED

61 USED, 28 NEW VENUES OR SITES USED.

Wards	NO OF REQUESTS	NO OF EVENTS
Bethnal Green	6	5
Blackwall and Cubitt Town	4	4
Bow East	11	9
Bow West	2	1
Bromley North	1	0
Bromley South (moved to Bow West	2	1
Bromley South.	1	1
Canary Wharf	1	1
Island Gardens	1	1
LANSBURY	4	3
Limehouse	1	1
Mile End	3	3
Poplar	2	2
Shadwell	1	1
Spitalfields and Banglatown	20	18
St Dunstons	3	3
St Katharine's and Wapping	2	1
St Peter's	8	7
Weavers	15	13
Whitechapel	5	5

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

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. Event Fund	£
2. Ticket Income:	£
3. Total Cash Agreed	£
4. Total Cash Pending	£
5. Total In-Kind Agreed	£
6. Total In-Kind Pending	£

Grand Total £

Expenditure

Give details for the TOTAL projected expenditure of the proposal.

1. Total In Kind	£
2. Total Cash	£

Grand Total £

APPENDIX F: NEW APPLICATION FORMS QUESTIONS UP TO £500 AND £501-£2500

Event Fund

EF2 – APPLICATION FORM QUESTIONS FOR UP TO £500

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

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

Event Fund**EF1 APPLICATION FORM QUESTIONS £501 TO £2500****Eligibility Y/N**

7. My organisation has a constitution, terms of reference or articles of association and can provide documentation to support this. Y/N
8. My organisation has a bank account requiring at least 2 signatures from people who are not related to each other. Y/N
9. Event/activity takes place in Tower Hamlets. Y/N
10. Event is open to the general public in Tower Hamlets. Y/N
11. Event is primarily arts based. Y/N
12. Event will take place in the quarter to which the application refers. Y/N
13. 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

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

- d. Is your event taking place in fully accessible venue(s)? Y/N
- e. 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)
- f. Is there a cost to the public for the event? If yes, please give price/concessions/free tickets and numbers of each.
- g. 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, people from other parts of the borough). 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	£
Grand Total	£

b. Expenditure

Total In Kind	£
Total Cash	£
Grand Total	£

10. Declaration

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

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Equality Analysis (EA)

Financial Year
2016/17

Section 1 – General Information (Aims and Objectives)


EVENT FUND REPORT FOR APPLICATIONS RECEIVED QUARTERS 1-3,
2017-18

This is to analyse the implementation of the Event Fund during the period of quarters 1 of the financial year of 2017-18. (the evaluation data has not been received for quarters 2 & 3 so this can Not be included).

Service area:
Children's

Team name:
Culture, Learning and Leisure

Service manager:
Judith St. John, Divisional Director for Sports, Leisure and Culture
Name and role of the officer completing the EA:
Alison Denning, Festival and Events Officer

See Appendix
A
Current decision
rating


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

The data is based on the 5 events in Quarter 1, in which a total of 8163 people benefited.

Data provided is based on a mix of information provided through online surveys, face to face, feedback forms and observations at the event.

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.

5 out of 5 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 C: Monitoring Information for Quarter 1 applications. 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

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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 <p>Please also how the proposal will promote the three One Tower Hamlets objectives?</p> <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. DIY Cultures specifically featured work of Black, Asian, and migrant viewpoints. The Baul and Vaishnav Music Festival featured music from the Bengali community. The Dash Arts Dacha featured Post Soviet and Former Eastern Bloc communities but was designed to involve diverse communities.
Disability	Positive	The given data shows that this group participated in events during this period. DIY Cultures specifically featured work on mental illness and creativity, spoken poetry, body size acceptance, disability and neurodiversity. All venues were accessible.
Gender	Positive	The given data suggest that both male and female participated in the events. DIY Cultures specifically featured feminist and LGBT viewpoints. The Rainbow Film Festival featured films by women directors.

Gender Reassignment	Positive	The given data does not show any Trans people attended however DIY Cultures featured LGBT viewpoints.
Sexual Orientation	Positive	There is data that this group participated in five funded events (the majority answered not known). DIY Cultures specifically featured LGBTQ viewpoints.
Religion or Belief	Positive	It appears that various groups participated in at least eight funded events. (the majority answered not known) DIY Cultures specifically advertised through links with local Muslim (Bengali, Arab, Somali), other Asian groups. The Baul and Vaishnav Music Festival featured music from the Bengali Hindu and Muslim (Sufi) and all faith communities from the Diaspora, India and Bangladesh.
Age	Positive	The given data suggest that different age groups participated in the events. The Rainbow Film Festival had free screenings to older people from the borough it also had young people included in Q&A sessions as part of the festival.
Marriage and Civil Partnerships.	Positive	The data suggests the relationship status of the participants at one event. It is no longer a requirement in the monitoring for Event Fund events, and the data is collated from different versions of the Evaluation form.
Pregnancy and Maternity	Positive	The given data suggest that people of this group participated in two events.
Other Socio-economic Carers	Positive	DIY Cultures included viewpoints of migrants however there is not a specific category on the monitoring form which captures socio-economic data.

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. Better outreach and geographical spread of the Event Fund across the borough	1. Set up 2 workshops prior to each quarterly application deadline in venues across the borough. Working with THCVS to deliver. To encourage more participation and to widen the spread of funding across the borough.	1. some workshops have already taken place, and they have been useful in connecting to the community and understanding their concerns re. applying for funds. They have also enabled us to express the priorities and purpose of the fund and target specific areas.	1 AD / EF-R	1. First workshops were done Jan 2017 (ongoing)

<p>2. More streamlined collection and collation of monitoring data and simplify.</p> <p>3. Simplified Application forms</p>	<p>2. Create new simplified monitoring and evaluation forms for 2017-18.</p> <p>3. Review of the application form and criteria to simplify process and increase involvement from less confident communities</p>	<p>2. One TH have revised the requirement for the Event Fund. Review of processes and evaluation forms to be put online for 1718. We will work towards implementing the online Evaluation form to enable us to gather more consistent monitoring statistics within quarter 3 of 1718.</p> <p>3. Overhaul of application process for 1718 with new application forms for £500 and under and £501 to £2500</p>	<p>AD / NSJ / EF-R</p> <p>AD / NSJ</p>	<p>2. Evaluation form to be online by end of August 2017 (In progress)</p> <p>New forms and guidelines and criteria online by Quarter 3 2017-18</p>
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APPENDIX H: EQUALITIES 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 Report for Applications Received Quarters 1 3 2017-18
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: #008000; 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	Annual Report showing the awards made from the Event Fund for the period 1 st April 2017 to 31 December 2017.
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 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 Monitoring information from quarter 1 applications (Appendix C) 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 the Event Fund Guidelines and Criteria 2017/18 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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APPENDIX I: GUIDELINES AND CRITERIA QUARTER 3

Tower Hamlets Event Fund Guidelines and Criteria 2017/18

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.
- We will expect you to ask participants to complete a 'Self Monitoring Form' and to prepare a summary of the returned forms as part of your evaluation.
- 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.

<p>Grants Determination Sub Committee 5th December 2017</p>	 TOWER HAMLETS
<p>Report of: Denise Radley – Corporate Director Health, Adults & Communities.</p>	<p>Classification: Unrestricted</p>
<p>Mental Health User Led Grants Programme 2018 - 2020</p>	

Originating Officer(s)	Carrie Kilpatrick
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A safe and cohesive community

Executive Summary

User led groups are at the heart of the Council’s strategy to develop services that give more choice and control to service users. In particular the Health and Wellbeing Board Strategy places a significant emphasis on the fact that service users have told us that they want more choice and control over services.

The Tower Hamlets Mental Health user led grants programme enables user led groups to provide a wide range of social and therapeutic activities to promote social inclusion, well-being, and independence for people with mental health problems aged over 18.

The mental health user led grants programme is aligned with the Mental Health Council Wide Strategy and facilitates the delivery of a number of core commitments within the strategy action plan. User Led groups deliver preventive services which increase wellbeing and keep people out hospital.¹ They are effective value-for-money ways of keeping people well in the community.² Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community, thus preventing more acute and costly care and support needs.

The grant scheme has been running for 10 years and has steadily increased the level of peer support available in Tower Hamlets. The scheme invites small user-led groups for people with mental health problems to apply for a maximum grant of £5,000 per year to develop peer support networks.

¹ Repper, J and Carter T.(2011). ‘A review of the literature on peer support in mental health Services.’ Journal of Mental Health, August 2011; 20(4): 392–411

² http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

At a cost of £ £90,838 the programme presents good value for money in terms of the quality and the volume of services delivered; enabling us to meet key priorities stated within the Tower Hamlets Mental Health strategy to:

- Reduce stigma and discrimination by offering alternatives to traditional segregated services;
- Support people to take control of their lives;
- Ensure that people are able to access support easily; and
- Promote service user involvement in developing and improving services.
- Developing user led recovery culture in mental health services
- More people with mental health problems will have good physical health

The current grants come to an end in March 2018; meaning there is a priority need to determine the future of this grants programme and commence the process for 2018-19 and beyond.

This paper recommends the continuation of the Tower Hamlets Mental Health User Led Grants Programme, recognising their role in facilitating the delivery of a number of core commitments within the following:

- The Mental Health Council wide Strategy
- The Five Year Forward View for Mental Health
- The Care Act 2014

Recommendations:

The Grants Committee is recommended to:

1. Agree the commencement of the Mental Health User Led grants programme for 2018- 2020 at the current level.
2. Agree the criteria under which the grants will be awarded
3. Delegate authority for grant awards to the Corporate Director for Health, Adults and Communities

1. REASONS FOR THE GRANT PROGRAMME

- 1.1 Annual funding of the user led groups has proved immensely beneficial to the large majority of service users who use user led groups; with service users reporting that they feel very positive about their involvement in either facilitating groups or being an active member. Mental Health user led groups are becoming increasingly popular year on year, as they enable service users to take active control of meeting their own needs, to be innovative and creative in doing so, and to develop new skills and knowledge in the process.

- 1.2 User Led groups deliver preventive services which increase wellbeing and keep people out hospital.³ They are effective value-for-money ways of keeping people well in the community.⁴ Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community thus preventing more acute and costly care and support needs.
- 1.3 The programme presents good value for money in terms of the quality and the volume of services delivered. This is demonstrated in relation to the:
- Number of workshops delivered by the programme;
 - Number of people who attended these workshops;
 - Choice and variety of different workshops and activities available;
 - Ability of the groups to offer services for hard to reach communities;
 - Capacity to include people with multiple and complex needs; and,
 - Geographical distribution of groups in relation to need in the borough.
 - The ability to access peer support during out of hours as highlighted by groups facilitators during a consultation

2. ALTERNATIVE OPTIONS

- 2.1 The user led group grant schemes continue to be an innovative approach to enabling peer groups to support recovery and improve well-being for participants.
- 2.2 Taking into consideration the continued success and impact of the scheme no other viable options have currently been identified to create similar or better outcomes with the funding available.

DETAILS OF REPORT

3. BACKGROUND

- 3.1 Mental Health is a national priority. One in four people will experience a mental health problem at some point in their lifetime and one in six adults has a mental health problem at any one time. Among people under 65, nearly half of all ill health is mental illness. In other words, nearly as much ill health is mental illness as all physical illnesses put together. Tower Hamlets has a high prevalence of mental health problems. We have the fourth highest proportion of people with depression in London, the fourth highest incidence of first episode psychosis, and the highest incidence of psychosis in east London according to GP registers. In total there are approximately 30,000 adults estimated to have symptoms of a common mental health problem in the borough, with around 15,900 people known to their GP to have depression,

³ Repper, J and Carter T.(2011). 'A review of the literature on peer support in mental health Services.' Journal of Mental Health, August 2011; 20(4): 392–411

⁴ http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

and 3,300 known to have a serious mental illness, with a prevalence of c. 1150 people with dementia.⁵

- 3.2 Mental health is also a local priority. Residents of Tower Hamlets experience some of the highest levels of Mental Health need in England; over 45% of people claiming incapacity benefit in Tower Hamlets are doing so due to a mental health problem.
- 3.3 The Mental Health Strategy includes a number of commitments to build resilience in the population through supporting people to live well with a mental health problem. The model which enables people to live well with their mental health problems is the recovery model. There is a fundamental commitment within the strategy to develop recovery based services to:
- Reduce stigma and discrimination by offering alternatives to traditional segregated services
 - Support people to take control of their lives
 - Ensure that people are able to access support easily
 - Promote service user involvement in developing and improving services.

4. The Tower Hamlets Mental Health User Led Grants Programme

- 4.1 The Tower Hamlets Mental Health user led grants programme funds user led groups to provide a wide range of social and therapeutic activities to promote social inclusion, well-being, and independence for people with mental health problems aged over 18. A significant proportion meet out of usual office hours, including evenings and weekends and so provide social support when other services are not available. They provide targeted support to a wide range of communities across the borough including some of our most vulnerable and hard-to-reach communities.
- 4.2 User led groups are at the heart of the Council's strategy to develop services that give more choice and control to service users. In particular the Health and Wellbeing Board Mental Health Strategy places a significant emphasis on the fact that service users have told us that they want more choice and control over services.
- 4.3 The grant scheme has been running for 10 years and has steadily increased the level of peer support available in Tower Hamlets. For 2016/17 and 2017/18, the Council allocated £90,838 per year for a small grants programme to support user-led groups for people with mental health problems; currently the programme funds 24 user led groups (see Appendix A and B). Grant applications were requested for a maximum of up to £5,000 per year for a 2 year period. The current grants come to an end in March 2018.

⁵

<https://democracy.towerhamlets.gov.uk/documents/s53391/5%201%202014%201%2022%20Tower%20Hamlets%20Mental%20Health%20Strategy%20FINAL.pdf>

4.4 To qualify for a grant, groups have to be led by a person or people with a mental health problem. When a group of service users have ideas on how their social care needs could be better or more creatively met, through the user-led grant process, they therefore have the opportunity to apply for funding to realise their ideas in practice. Groups are offered support with the administrative and organisational aspects of running a group, along with help solving problems as they arise, through a separately commissioned Support User Network (SUN Network) coordinated by Community Options, a local third sector organisation specialising in mental health.

4.5 A high proportion of the funded user-led groups have been established over many years, with the firm foundation that they actively encourage and promote healthy lifestyles, focus on health promotion and endorse a positive outlook on the lives of service users through physical exercise and alternative therapies. The original purpose of the grants scheme was to:

- Increase numbers of people with mental health problems involved in delivering services and/or activities
- Increase number of people in user group leader/involvement roles achieve personal goals and aspirations
- Increase levels of peer support available in community settings

4.6 Service user engagement and coproduction is vital to the delivery of this agenda. User-led services provide many benefits which have an impact on our strategic priorities such as:

- Intrinsic value for the individual involved, for example, increased confidence in social situations and reduced social isolation;
- Increased capacity of services, for example, by using service users' lived experience, time, skills, resources and networks we are providing a higher amount of higher quality services; and
- Monetary value, for example, preventing more acute needs arising and so reducing the use of expensive crisis services.⁶

5. Mental Health User Led Grant Programme 2017- 18 : Outcomes and Value

5.1 At a cost of £90,838 the provision presents good value for money in terms of the quality and the volume of services delivered. This is demonstrated through an analysis of monitoring data in relation to:

- Number of workshops delivered by the programme;
- Number of people who attended these workshops;
- Choice and variety of different workshops and activities available;
- Ability of the groups to offer services for hard to reach communities;
- Capacity to include people with multiple and complex needs; and,
- Geographical distribution of groups in relation to need in the borough.

⁶ http://www.neweconomics.org/page/-/publications/Co-Production_web.pdf

- 5.2 In order to receive funding from the Council user led groups are required to submit quarterly monitoring returns (qualitative and financial) as well as receive a minimum of one quarterly support meeting from the Development Worker based in the Coproduction Project. Support meetings actively monitor groups to ensure that they are delivering and working towards their agreed outcomes within the means available, ensuring that new members are taken aboard and the maximum number of members benefit from the funding allocated.

The performance of all groups was reviewed at the end of year one of the two year grant as a condition of receipt of the grant in year two.

5.3 Number of workshops delivered by the programme

The 24 mental health service user led groups all provide at least one session every two weeks as a minimum requirement. These usually last between 2 hours and half a day. 15 groups deliver sessions on a weekly basis, for example, BYM deliver exercise classes to Bangladeshi women every week. In addition most of the groups organise seasonal activities and specific social events which present added value. In the last two quarters of 2017/18, the current grant programme has delivered 494 sessions. This equates to 1,976 sessions over the 2 years of the programme. The cost of these session is extremely good value for money at only £69 per session.

5.4 Number of people who attended these workshops

The sessions delivered by the user-led groups reach a wide number of people. The groups range from 9 attendees to 30 attendees. The smaller groups, such as the group which offers support to people who self-harm, are purposefully kept smaller to better manage the specific needs of people within the group. In the first two quarters of 17/18 the current grant programme has delivered a service to 427 individuals with mental health problems. It is likely that this number will increase by the end of the final quarter as per previous years. Again this is demonstrable value for money. 427 people have been supported for 6 months at a cost of only £80 per person. It is important to note, 182 (43%) live in their own homes, 180 (42%) have Learning and or physical disability.

5.5 Choice and variety of different workshops and activities available

The model of this programme enables a variety of options and develops the social care market. The 24 groups each have a different offer. There are a range of activities including gardening; alternative therapies, healthy cooking and arts based groups. It also means that niche groups which can be difficult to incorporate in statutory services can have their needs met. The programme model encourages service users who have identified a need to form a user led group with the support of the local support service. For example, the Hidden Universe of Self-Harm is the only specific service for people who self-

harm in the borough. This has resulted in a more personalised level of support for people with specific needs.

5.6 Ability of the groups to offer services for hard to reach communities

An original driver of the programme was to target individuals with mental health support needs from vulnerable and hard to reach communities. Some communities have high levels of mental health problems but because of stigma and a lack of culturally appropriate services often only access services at point of crisis.

The aim of this programme is to provide accessible, preventative services which harness the resources of the communities and to prevent mental health problems from escalating. The success of this programme can be seen in the captured equalities data in table 1 below.

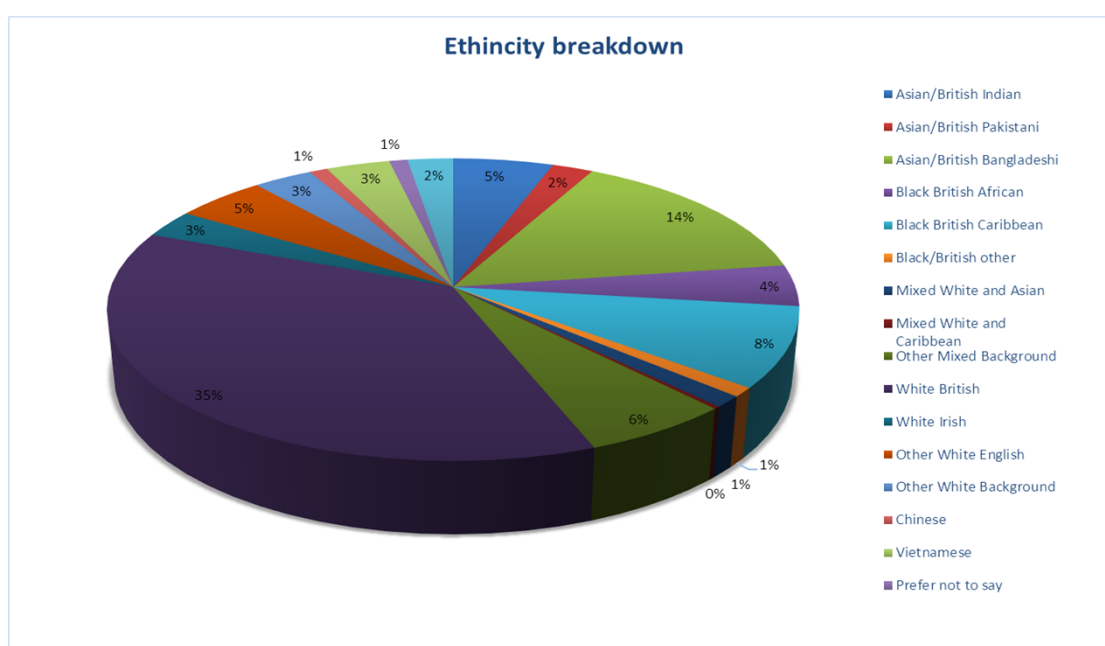


Chart and table 1: Equalities Data of People Attending User Led groups from Q2 2017

The chart shows the diversity of attendance at the user led groups from a variety of different group's representative of Tower Hamlets ethnic makeup. This is a result of the policy to encourage service users from these communities to lead their own groups that both meet culturally specific needs and are accessible to their community networks. The grants process specifically targets communities who are currently underrepresented to apply for grants and is able therefore to be flexible in response to any identified gaps or changing demographic needs.

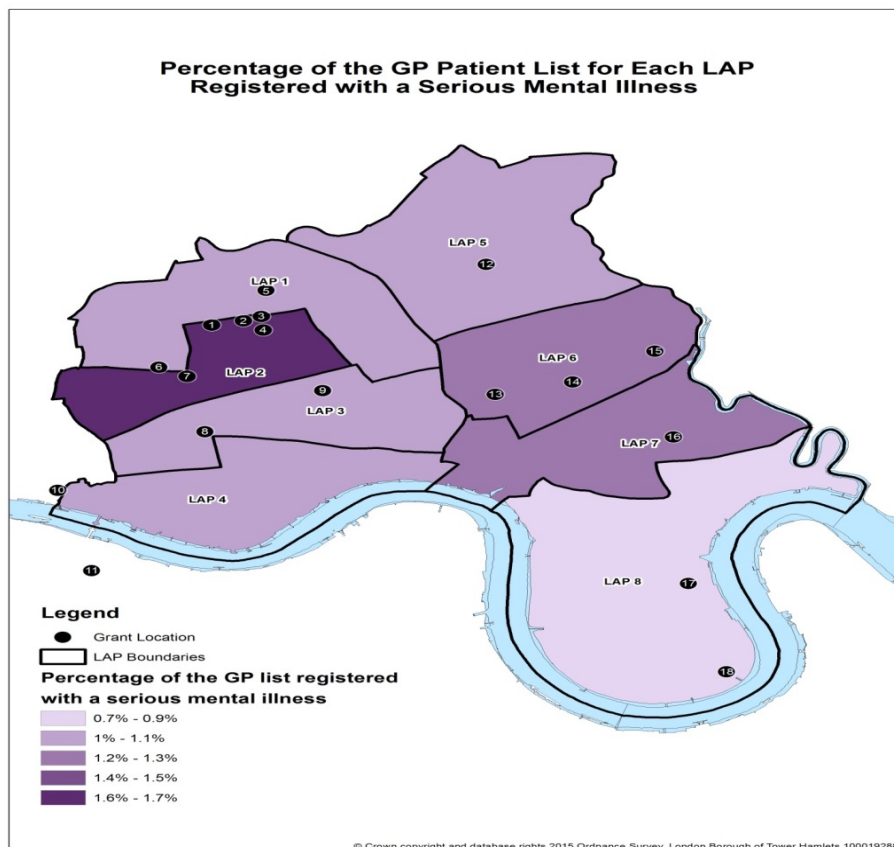
5.7 Capacity to include people with multiple and complex needs

An important health agenda is the drive to address the needs of people with co-morbidities. A high proportion of people with a mental health need also have physical health problem. It is important to provide services which can meet the needs of people with multiple and complex needs. Monitoring data

demonstrates that the groups are inclusive of this cohort and offer a service to people often designated as complex. In the last quarter 180 (42%) people attended the groups who in addition to mental health problem also had a physical or learning disability. It is important to have inclusive provision for these people then they don't fall through the gaps.

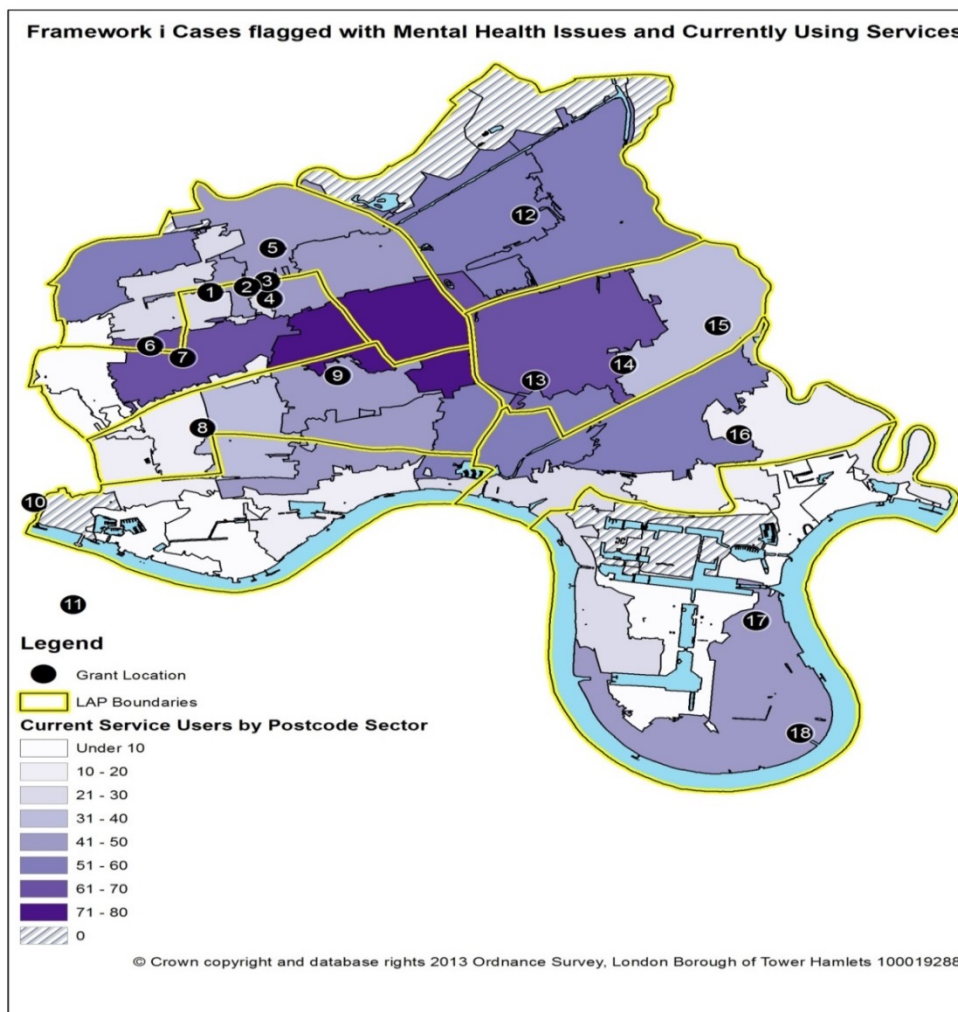
5.8 Geographical distribution of groups in relation to need in the borough

The geographical distribution is broadly in line with the distribution of mental health need across the borough. This is demonstrated by the maps below.



GP Practice SMI Register

The distribution of mental health need in the borough is relatively fixed as it is connected to a number of demographic factors including deprivation, housing condition, age and ethnicity of the various communities in Tower Hamlets. It should also be noted that the supply of supported accommodation for people with mental health problems and hostels are focussed in the North West and centre of the borough, resulting in an increased prevalence of SMI in the North West and centre of the borough. The data detailed above relates to practice registration of service users, not their home address, though practice registration is a reasonable proxy for the locus in which the service users' address is located, as service users tend to register with a GP practice close to home.



Mental health service users who receive commissioned social care

5.10 Broader delivery of preventative outcomes

The user led grants programme supports the delivery of a number of other key Council programmes and objectives, for example, physical health and healthy living. A high proportion of the user led groups were established with the firm foundation that they actively encourage and promote healthy lifestyles, focus on health promotion and endorse a positive outlook on the lives of service users through physical exercise and alternative therapies. For example, the Maury Thai Boxing group not only develops skills to manage emotions and develop focus it also provides all the physical health benefits of a boxing club and an accredited qualification.

In addition the user led groups deliver preventive services which increase wellbeing and keep people out hospital.⁷ Community-based peer support groups have been proven nationally to be effective, value-for-money ways of

⁷ Repper, J and Carter T.(2011). 'A review of the literature on peer support in mental health Services.' Journal of Mental Health, August 2011; 20(4): 392-411

keeping people well in the community.⁸ Evaluations of preventative programs are notoriously difficult to evaluate, however, data from the JSNA indicates the local success of peer support groups. Tower Hamlets has extremely high levels of mental health need in the borough. Despite this we have comparatively low numbers of people in hospital and an extremely high number of people living well within the community.⁹ Although a variety of factors influence this, positive conclusions can be drawn as to the effectiveness of our user-led community provision.

The user led groups are also instrumental in strengthening emotional resilience among service users, a key objective in the council's plan to address mental health need.

The promotion of social networks is an essential outcome to recovery in mental health. The groups provide friendship and support to people who can be socially isolated without friends or family. The Sunday Lunch club runs when the majority of services are closed and provides a lifeline at a time when people are particularly at risk. This is an example of how the grant programme enables service users to feel supported when statutory services are closed. Not only is decreasing social isolation an important outcome the social networks also deliver added value such as community cohesion, social capital and practical support.

The benefit of the user led groups also extends to the facilitators who as a result of the responsibility of providing a community service, have an increased sense of self-worth in addition to being equipped with skills which increase their employability. 2017/18 KPI data indicates that 33 individuals have secured employment opportunities following engagement with the User Led Programme.

5.11 Impact of User Led Groups

One of the original outcomes of the programme is to tackle the stigma of mental health. This is particularly difficult in Tower Hamlets as mental health has different meanings within different cultures. The groups offer people a place to tackle their problems and feel supported by people from their own community who have a culturally appropriate understanding of mental health. The programme includes groups who specifically work with, for example, the Bangladeshi Community amongst others. This also has the wider impact of challenging stigma within the communities by building the capacity of the communities to better understand mental health and making it less of a hidden issue. In terms of the preventative agenda the groups are gateways into information and advice from other partners to better manage mental health and signpost to alternative methods to deal with crisis as opposed to hospitalisation.

⁸ http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

⁹ JSNA

The small sample size of the Tower Hamlets Mental Health User Led Groups and the current monitoring practices lack statistical power to incontrovertibly demonstrate their impact.

Despite our current lack of outcomes-focused information, national studies of similar user led programmes allow for an evidence based discussion around the benefits of this type of programme.

In 2015 Nesta reviewed over 1000 studies to analyse the impact of peer support. The study concluded that groups that use peer support such as our user led groups have been found to:

- Have the potential to improve experience, psycho-social outcomes, behaviour, health outcomes and service user among people with long-term physical and mental health conditions;
- Be effective for improving health outcomes when facilitated by trained peers such as in our programme
- Be effective for improving health outcomes when it is based around specific activities (such as our groups) and focus on education, social support and physical support¹⁰

In addition to the case study review there is a range of academic literature around services provided by people with mental health problems (peer support) that also informs the case for User Led Groups.

- People who support their peers and the people who are supported by their peers have greater confidence and self-esteem and a more positive sense of identity, they feel less self-stigmatisation, have more skills and feel more valued;¹¹
- The mutuality and reciprocity that occurs through people with mental health problems supporting each other builds social capital which in turn is associated with well-being and resilience;¹²
- Being supported by one's peers can promote hope and belief in the possibility of recovery, empowerment and increased self-esteem, self-efficacy, and self-management of difficulties, social inclusion, engagement and increased social networks;¹³
- Peer support reduces inpatient bed use;¹⁴¹⁵

¹⁰ Nesta (2015) Peer Support: What is it and does it work?

https://www.nesta.org.uk/sites/default/files/peer_support_-_what_is_it_and_does_it_work.pdf

¹¹ Repper, J. (2013). Peer Support Workers: theory and practice. London: Centre for Mental Health. centreformentalhealth.org.uk/pdfs/ImROC_peer_support_workers_theory_practice.pdf

¹² McKenzie, K. (2006). Social risk, mental health and social capital. In: McKenzie, K. & Harpham, T. (Eds) Social Capital and Mental Health. London: Jessica Kingsley Publishers.

¹³ Repper, J. & Carter, T. (2010). Using personal experience to support others with similar difficulties: A review of the literature on peer support in mental health services. London: Together/University of Nottingham/NSUN. together-uk.org/wp-content/uploads/downloads/2011/11/usingpersexperience.pdf

¹⁴ Lawn, S., Smith, A. & Hunter, K. (2008). Mental health peer support for hospital avoidance and early discharge: an Australian example of consumer driven and operated service. *Journal of Mental Health*, 17, 498–508.

¹⁵ Forchuk, C., Reynolds, W., Sharkey, S., Martin, M.-L. & Jensen, E. (2007). Transitional discharge based on therapeutic relationships: state of the art. *Archives of Psychiatric Nursing*, 21, 80–86.

- Peer support improves the physical health of people with mental health problems;¹⁶
- Peer support is particularly effective in minority communities.¹⁷

6. Commencing the Grants Programme for 2018-20

6.1 In aligning the grant programme for 2018/20 with the delivery of the Mental Health Strategy we are recommending a number of key changes to the programme in the areas listed below:

- **Increased focus on outcomes:** The groups are designed to deliver a series of co-produced outcomes. To enable us to measure the real impact of the programme, we have co-produced a list of key outcomes listed below which will be a mandatory part of the 2018-20 MH grants programme. These will be reported on a six monthly basis.
 - I. I feel more supported because of the group.
 - II. I feel more positive about the future because of the group
 - III. I feel less socially isolated because of the group
 - IV. I feel I have developed because of the group.
 - V. I can better manage my mental health problems because of the group.
- **Alignment to strategic priorities:** We will invite grant applications from Organisations able to demonstrate they will deliver our core priorities of providing support out of hours for example weekends and evenings as well as meeting both mental and physical health needs and challenging social isolation.
- **Provision of a tiered level of support:** we will ensure there is a tiered level of support available through our Co-production project to which enables established groups to support the establishment of new groups whilst enabling those more established groups to develop as social enterprises or independent groups in the future. Part of this will need to focus on the infrastructure support to develop business skills.
- **Formal pathways to increased skills and employability for group leaders.** We wish to provide support to increase the skills of group leaders as part of a pathway to employment as peer support worker or other transferable roles.
- **The introduction of co-facilitator/s:** during our consultation with group facilitators, one of the key challenges they raised was the need for additional support from their groups, they discussed the need for a

¹⁶ Bates, A., Kemp, V. & Isaac, M. (2008). Peer support shows promise in helping persons living with mental illness address their physical health needs. *Canadian Journal of Community Mental Health*, 27, 21–36.

¹⁷ Faulkner, A. and Kalathil, J. (2012) *The freedom to be, the chance to dream*. London: Together.together-uk.org/wp-content/uploads/2012/09/The-Freedom-to-be-The-Chance-to-dream-Full-Report1.pdf

co-facilitator who will share the responsibilities, and assist in leading the groups when the lead facilitator becomes unwell. For the 2018-20 MH Grant programme, applicants will be asked to have two facilitators. This will increase the sustainability of groups, as well as the number of individuals who will develop facilitation and leadership skills. Community Options will provide tailored trainings that would equip the co-facilitators to develop relevant skills.

- 6.2 In order to develop this retargeted programme there is a need for us to work closely with the existing groups, the wider mental health service user community, the current support provider and any internal stakeholders.
- 6.3 Based on the process used in previous years, the grant scheme advert will be published on the Service User Network (SUN) and East End Life on 19th December 2017 with closing date of 19th January 2018.
- 6.4 The advert will highlight the 'eligibility' criteria which is fundamental to the evaluation process:
 - a. Support residents of Tower Hamlets with identified mental health needs aged over 18
 - b. Led by mental health service users
 - c. Provide peer support, therapeutic or social activities
 - d. Provide a quality service to an active membership
 - e. Priority will be given to groups that provide activities that take place out of hours
 - f. Priority will be given to groups that target users who are currently under represented in the overall funding scheme
 - g. Priority will be given to groups who demonstrate a commitment to the agreed outcomes
 - h. Priority will be given to groups who demonstrate a commitment to sustainable development
- 6.5 Interested parties will be sent an application pack containing the following:
 - Application Timetable
 - Funding Application Process Flowchart
 - Guidance notes and eligibility criteria for applicants
 - Application Form for the 2018-20 Small Grants User-Led Groups
 - Draft Terms and Conditions of Grant
 - Copy of the Mental Health User-Led Group 'Quarterly Activities Return' and 'Quarterly Financial Return' forms
- 6.6 The process will also be promoted during, and prior to the advert going to print, via the *Community Options* User Involvement Project, to ensure that all service users expressing an interest in applying for funding are aware of the forthcoming application process. In addition, the process will be promoted within the SUN Network meetings organised by Community Options, as well as at the Voluntary Sector Network (VSN) meetings, where leads for all the Voluntary Sector. We will circulate the advert via email to all the stakeholders

who work with individuals with mental health difficulties as well as announce on our Tower Hamlets CCG website.

- 6.7 Applicants will be asked to submit a i) completed application form, ii) a 12 month activity plan and iii) a 12 month budget. Support from *Community Options* will be available throughout the application process including guidance on how to complete the application form, activity plan and budget.

Timeline for User Led Grants process	
Dates	Task
5 th December 2017	Grants Determination Committee to consider Mental Health User Led Grants Programme
19 th December 2017	Advertise
31 st January 2018	Deadline for return all funding Applications
1 st , 2 nd and 5 th February 2018	Assessment of applications
6 th , 7 th and 8 th February 2018	Telephone / meetings with new and/or existing applicants where necessary
16 th February 2018	Recommendations Report to DMT
26 th February 2018	Call over period
5 th March 2018	Award confirmation letters to successful applicants
April 2018	Payments processed

7. COMMENTS OF THE CHIEF FINANCE OFFICER

- 7.1 This report is a request to continue the funding of the Mental Health User Led Grants Programme (MHULG), agree the criteria by which it is awarded and also to delegate the authority to award the grant for the period 2018-2020 to the Corporate Director for Health Adults and Communities.
- 7.2 The MHULG has an annual cost of circa £90k. Revenue budget is available for 2017/18 to fully cover the forecast cost of the programme for the period requested. This revenue budget allocation (£90k) is available to the programme for the duration of the current medium term financial strategy (2017-2020), pending any future changes to the MHULG Programme.

8. LEGAL COMMENTS

- 8.1 This report concerns a proposal to continue the grant funding of the Mental Health User Led Grants Programme (MHULG Scheme) for 2017- 2018 and agree the criterion for the 2018-2020 MHULG Scheme.

Duties

- 8.2 The Health and Social Care Act 2012 (“the 2012 Act”) requires the Council to establish a Health and Wellbeing Board. Section 193 of the 2012 Act inserts a new s116A into the Local Government and Public Involvement in Health Act 2007, which places a duty on the Health and Wellbeing Board to prepare a joint strategic health and wellbeing strategy in respect of the locals needs identified in the Joint Strategic Needs Assessment, so that future commissioning/policy decisions are evidence-based. The duty to prepare this plan falls on local authorities and the Clinical Commissioning Group, but must be discharged by the Health and Wellbeing Board.
- 8.3 Under Sections 1-7 of the Care Act 2014 the Council has a number of general duties, including to promote an individual’s well-being relating to their physical and mental health, emotional well-being and personal dignity. It places a duty on the Council to co-operate generally with those it considers appropriate who are engaged in the Council’s area relating to adults with needs for care and support, and there is a general duty to prevent needs for care and support from developing. Section 8 provides that those needs may be met in a number of ways, including providing advice and information, and that the Council may arrange for those services to be met by another person.
- 8.4 The MHULG Scheme may be deemed to assist the Council in its attempts to comply with the various duties referred to in paragraphs 8.2 and 8.3 of this report.

Grants

- 8.5 There is no strict legal definition of grant. However, a grant is in the nature of a gift and is based in trust law. Many grants are awarded by the Council for the purpose of discharging one of its statutory duties. However, as a grant is in the nature of a gift, there must be elements of discretion on the Council’s part as grantor as to whom a grant is made to and within appropriate conditions. If the Council is under a legal duty to provide a payment to a specific individual or organisation, and cannot lawfully elect not to make such a payment, that scenario may be one of a number of indicators that the arrangement should not amount to a grant.
- 8.6 The Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding for the MHULG Scheme should ordinarily be measured against a predetermined set of criteria which must be fair and transparent and documented within an appropriate grant agreement.
- 8.7 The grant agreement in relation to the MHULG Scheme should include a clear monitoring process against defined parameters for the purposes of the Council demonstrating either: that delivery is in line with the application and 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.

- 8.8 When implementing the MHULG Scheme, the Council must ensure that no portion of the funds awarded represents a profit element to the recipients. The inclusion of or the opportunity to profit from the grant or third parties indicates that the grant is procurement activity which would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. These circumstances would entail the Council failing to abide by the appropriate internal procedures and external law applicable to such purchases.

Power to Award Grants

- 8.9 The Council has the power under section 1 of the Localism Act 2011 to "do anything that individuals generally may do" and that extends to doing things "for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area". This power is referred to as the 'general power of competence' and includes the award of grants. The MHULG Scheme and the award of grants proposed under it appear to be consistent with the Council's statutory powers under the general power of competence.

Best Value Duty

- 8.10 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 which is referred to as the 'Best Value' duty. Best Value considerations have been articulated in section 10 of this report and the Council should be satisfied that the provision of grants for the MHULG Scheme would represent Best Value.

State Aid

- 8.11 All the proposed grants under the MHULG Scheme appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.

Equality

- 8.12 When making grants decisions in relation to the MHULG Scheme, 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 - PSED). A proportionate level of equality analysis is required to discharge the PSED and information relevant to this is contained in section 9 of this report.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 An original driver of the programme was to target individuals with mental health support needs from vulnerable and hard to reach communities. Some communities have high levels of mental health problems but because of stigma and a lack of culturally appropriate services often only access services at point of crisis.
- 9.2 The aim of this programme is to provide accessible, preventative services which harness the resources of the communities and to prevent mental health problems from escalating.
- 9.3 The previous paper showed the diversity of attendance at the user led groups from a variety of different group's representative of Tower Hamlets ethnic makeup. This is a result of the policy to encourage service users from these communities to lead their own groups that both meet culturally specific needs and are accessible to their community networks. The grants process specifically targets communities who are currently underrepresented to apply for grants and is able therefore to be flexible in response to any identified gaps or changing demographic needs.
- 9.4 A number of areas outlined within 'A healthy community' are endorsed and promoted through the funding of the user-led groups. A high proportion of the existing funded groups promote healthy eating, alternative therapies and physical exercise which clearly evidences positive effects on group members. This in turn has enabled members to look at their lifestyles holistically and improve, enhance and develop other areas of their lives which have a direct impact on their mental wellbeing.
- 9.5 There have also been a number of members who have felt confident enough to cease attending the groups and who have progressed onto volunteering and training opportunities. This not only gives confidence to the member/s who have moved-on and progressed, but also to existing members who may see this as direct encouragement and an insight into opportunities which they may not have necessarily have known about prior to being a group member.

10. BEST VALUE (BV) IMPLICATIONS

- 10.1 The best value duty is a duty 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 Mental Health User Led Grants Programme demonstrates economy and efficiency in that it will significantly improve and increase the range and quality of services.
- 10.2 The Mental Health User Led Grants programme delivers a high volume of support within a limited envelope. This is demonstrated in relation to:
- the number of workshops delivered by the service;
 - the number of people who attend these workshops;

- the choice and variety of different workshops and activities;
- the ability of the groups to offer services to hard to reach communities;
- the capacity to include people with multiple and complex needs; and,
- the equal geographical distribution of groups in relation to need in the borough.

10.3 The User Led Grants Programme is effective in that it enables us to meet priorities stated within the Tower Hamlets Mental Health strategy to:

- Reduce stigma and discrimination by offering alternatives to traditional segregated services
- Support people to take control of their lives
- Ensure that people are able to access support easily
- Promote service user involvement in developing and improving Services.

10.4 User Led groups deliver preventive services which increase wellbeing and keep people out hospital. They are effective value-for-money ways of keeping people well in the community. Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community thus preventing more acute and costly care and support needs.

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

The proposals within the report do not specifically contribute to a sustainable environment nor identify any environmental implications. Authors should explain how the proposals in the report will contribute to a sustainable environment and/or identify any environmental implications of the proposals and the action proposed to address these.

12. **RISK MANAGEMENT IMPLICATIONS**

12.1 The increased focus on outcome, independence and sustainability will be a challenge for some of the service user groups with its accompanying increased responsibility. We will mitigate this risk by:

- Coproducing the mandatory outcomes and measurements with the groups to agree reasonable requirements
- Providing a tiered level of support from the Recovery and Wellbeing service that will develop sustainability within the groups and capacity to access alternative funding
- Supporting the introduction of any new monitoring mechanism and the attainment of the quality assurance standard
- Providing training and skills development courses at the Recovery to support the pathway for group leaders

13 CRIME AND DISORDER REDUCTION IMPLICATIONS

By promoting and supporting recovery focused activities, the proposals seek to enable people to achieve their full potential encouraging participation in meaningful activities and reducing risk of contact with the justice system and anti-social behaviour.

14. SAFEGUARDING IMPLICATIONS

- 14.1 Through the safeguarding training and ongoing support this programme is building understanding and capacity within the mental health service user community. This will enable them to better manage safeguarding issues amongst peers who otherwise may not have engaged with mainstream services. All support and training will be driven by Tower Hamlets Safeguarding strategies and procedures.
-

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- NONE

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

- NONE

Officer contact details for documents:

N/A

Appendix A

GROUPS NAME	2017/18 FUNDING
AKENATUM- B (MIND)	£2,500
ASPIRE2	AFFILIATE
ASUMJWE	£3,900
BOYAAN ST HILDAS	£3,969
BURCHAM STREET GARDENS	£2,500
CAFÉ NIA	£4,351
COOL TO BELIEVE	£5,000
EXPRESSIONS WITH ART	£4,800
FEEL GOOD FRIDAY	£4,321
HANDY CRAFTS	£2,971
KUSHI	£1,971
MELODY MAKERS	£3,169
HUSH – Hidden Universe of Self Harm	AFFILIATE
MINDFULLNESS PHOTOGRAPHY	£3,169
NEW START PAMPER GROUP	£3,111
PEACE OF MIND	£5,000
PERFORMING ARTS AND CINMA GROUP	£5,000
PHONENIX	£3,000
SOHBA THAIBA	£2,750
TIME TO TALK PEER SUPPORT	£2,810
THAI BOXING FIGHTERS ACADEMY	£5,000
THE SONGBIRDS	£3,995
UPBEAT	£5,000
URBAN RAMBLING	£1,424
VIETNAMESE MENTAL HEALTH SERVICE	£3,596
VOICES WITHIN	£2,020
TOTAL	£85,327

Appendix B

Group name	Description	Place from where activities are run from
AKENATUM- B	Akenutum B is a men's and women mixed Caribbean music group for people who have limited to no experience playing an instrument.	13 Whitethorn Street, Bow, E3 4DA.
ASUMJWE	Asumjwe is an African Caribbean women's group that meets the needs of women of these cultural backgrounds and encourages them to be social, inclusive and network. The group provides a variety of women's focused African and Caribbean culture, creativity, health and development activities.	13 Whitethorn Street, Bow, E3 4DA.
BOYAAN ST HILDAS	Boyaan and Go are an Asian women's support group that meet weekly to go to the gym and exercise and stay fit in order to help their physical and mental well-being.	The group offers a door to door mini bus service for its members and runs in the community.
BURCHAM STREET GARDENS	Burcham Street Gardens are a weekly gardening group that helps members improve their gardening, arts and crafts knowledge. The group inspire creativity and helps reduce social isolation.	96 Burcham St, E1 0S
CAFÉ NIA	Café NiA are an African Caribbean mixed support group that takes place fortnightly	13 Whitethorn Street, Bow, E3 4DA.
COOL TO BELIEVE	Cool to believe is a peer support/ therapy group for sharing experiences of living with paranoia, distressing beliefs and related issues such as	1 William Place, London, E3 5ED.

Group name	Description	Place from where activities are run from
	anxiety, isolation and depression.	
EXPRESSIONS WITH ART	Expressions with art are a mixed men's and women's art based group that meet once a week every Wednesday and also go on visits to the museum, art gallery and exhibitions.	437 Saints David square, Westferry road, E14 3WH.
FEEL GOOD FRIDAY	Feel Good Friday are a lively social drop in group that meet every Friday week at Bowhaven day centre, members socialise with one another, make cakes, watch movies and cook a meal together every week.	1 William Place, London, E3 5ED
HANDY CRAFTS	Handy crafts is a mixed group with mostly women the group is an ethnically and culturally diverse group that meet every Thursday once a week to do knitting, cake baking, basket weaving, jewellery making and candle making	Bowhaven day centre, 1 William Place, London, E3 5ED
KUSHI	Kushi group is an Asian women's that meet every Tuesday to socialise, go to gym and spa and once a month outings and activities	Bowhaven day centre, 1 William Place, London, E3 5ED
MELODY MAKERS	Melody makers are a mixed men's and women's music group that support people through musical activities such as; singing, song writing, playing instruments, performing and learning.	Bowhaven day centre, 1 William Place, London, E3 5ED
MINDFULLNESS PHOTOGRAPHY	Mindfulness photography is a mixed men's and women's photography group for social interaction offering the opportunity to learn how to use creative skill to improve overall well-being and reduce social isolation.	The group currently run in the community every Friday.

Group name	Description	Place from where activities are run from
NEW START PAMPER GROUP	New Start Pamper are a women's self-image pampering group that gives members a positive self-image using beauty therapy, manicures, pedicures, massages and alternative therapies by a professional.	1 William Place, London, E3 5ED
PEACE OF MIND	Peace of Mind is a Bangladeshi Men's social/therapy group that help engage with the wider community. The group meet at Open House, 13 Whitethorn Street, Bow, E3 4DA to discuss current affairs, discuss each other's mental health problems and social activities. Members have benefited immensely from social interaction and peer support.	Open House, 13 Whitethorn Street, Bow, E3 4DA
PERFORMING ARTS AND CINEMA GROUP	Performing arts and cinema group are a community based mixed men's and women's social group that meet fortnightly to go to the cinema and theatre the group has helped members stay out of hospital and decreases social isolation.	Community based.
PHONENIX	Phoenix is a mixed men's and women's peer support group for all forms of self-harm. The group meet once a week.	Bowhaven day centre, 1 William Place, London, E3 5ED
SOHBA THAIBA	Sohba Thaiba is an Arabic women's support group that runs in the community, members socialise over activities such as meeting in the idea store, charity events, and cinema and lunch once a month. Members of the group see life more positively.	Idea store and community based locations.

Group name	Description	Place from where activities are run from
TIME TO TALK PEER SUPPORT	Time to talk is a mixed men's and women's therapy group that discusses individual mental health issues and experiences within a comfortable and familiar environment.	Bowhaven day centre, 1 William Place, London, E3 5ED.
THAI BOXING ACADEMY	Thai Boxing fighter's academy is a mixed men's and women's Muay Thai boxing group that helps members keep it.	Derbyshire St, Bethnal Green, London E2 6HG.
THE SONG BIRDS	The songbirds are mixed men's and women's singing group who chose and write their own songs.	Toynbee Hall, Community Centre, 52 Old Castle Street, London E1 7AJ
UPBEAT	Upbeat are a mixed men's and women's Pilates group that runs every Saturday at to help improve physical and mental wellbeing	10 Minerva Street, Bethnal Green E2 9EH
URBAN RAMBLING	Urban rambling are a community based mixed men's and women's exercise group that meet to do bi-monthly exercise through walking, photography and socialising	Community based
VIETNAMESE MENTAL HEALTH SERVICE	VMHS are a mixed men's and women's Vietnamese healthy eating, cooking and outings group that meet every.	Thursday at 25 Fairstreet, London, SE1 2XF
VOICES WITHIN	Voices within are a mixed men's and women's support group for people who hear voices, who may have other unusual perceptions as well as additional mental health needs.	Bowhaven day centre, 1 William Place, London, E3 5ED

2016-17: Small Grants for Mental Health User-Led Groups Grant Application for 2018/20

APPLICATIONS ARE REQUESTED FOR MENTAL HEALTH USER-LED GROUP FUNDING.

To be eligible for a grant, your group must:

- a. Support residents of Tower Hamlets with identified mental health needs aged over 18
- b. Be led by mental health service users
 - i) Existing funded groups:- to demonstrate performance (track record) of being a user-led group.
 - ii) New groups:- to demonstrate experience or aspiration for being a user-led group
 - iii) All groups should have a co-facilitator
- c. Provide peer support, therapeutic or social activities
- d. Provide a quality service to an active membership
- e. Priority will be given to groups that provide activities that take place out of hours
- f. Priority will be given to groups that target users who are currently under represented in the overall funding scheme
- g. Priority will be given to groups who demonstrate a commitment to the agreed outcomes and outputs
- h. Priority will be given to groups who demonstrate a commitment to sustainable development

The maximum grant award to any user-led group is £5,000. Please note due to a finite budget for the small grants, the level of grant awards to successful groups will depend on the number of total applications.

Deadline for returning all small grants application is Wednesday 31st January 2018

For an application pack please contact:

**Charlotte Spigel-Sinclair (Co Production and Involvement Manager –
Community Options)**

Telephone: t: 03300 538 122, m: 07703472588

E-mail: Charlotte.S-Sinclair@community-options.org.uk




Appendix 3: Application Timetable

Small Grants for Mental Health User-Led Groups Application Timetable 2018-20 Funding

19 th December 2016	Advert goes out
Wednesday 31 st January 2018 at 5pm	Deadline for return of all funding Applications to be emailed to: Charlotte.S-Sinclair@community-options.org.uk or posted to: Charlotte Spirgel-Sinclair Community Options 86 Old Montague Street London E1 5NN
1st, 2nd and 5th February 2018	Assessment of applications
6 th , 7 th and 8 th February 2018	Telephone / meetings with new and/or existing applicants where necessary
16 th February 2018	Recommendation Report to DMT
5 th March 2018	Award confirmation letters to successful applicants
15 th February 2018	Successful applicants to return Signed Terms and Conditions and to confirm bank details
Week beginning 9 th April 2018	Authorise payment to successful groups subject to the receipt of signed Terms and Conditions and confirmation of bank details
<p>For further information about the applications' process, you can contact:</p> <p>Charlotte Spirgel-Sinclair- Co-Production and Involvement Manager at Community Options 86 Old Montague Street, London, E1 5NN t: 03300 538 122, m: 07703472588 Charlotte.S-Sinclair@community-options.org.uk</p>	

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<p>Grants Determination Sub-Committee</p> <p>5th December 2017</p>	
<p>Report of: Denise Radley, Director, Health, Adults and Community</p>	<p>Classification: Unrestricted</p>
<p>IDF: Approval of the Allocation of S106 and CIL Funding for the Following NHS Projects: Wellington Way Health Centre (New Build Extension); Aberfeldy Village Health Centre; and Suttons Wharf Health Centre</p>	

Originating Officer(s)	Danielle Solomon, Public Health Specialty Registrar Abigail Knight, Associate Director Public Health
Wards affected	Bethnal Green, Bow West, Bow East, Mile End, Bromley, Bromley, Bromley South, Blackwall and Cubitt Town and St Peters
Key Decision?	Yes
Community Plan Theme	A healthy and supportive community

Executive Summary:

This report relates to the release of up to £7,454,475.06 of section 106 resources to NHS Tower Hamlets Clinical Commissioning Group (CCG) to deliver increased capacity, access and service provision via a number of premises improvements across primary care to enhance local GP services. This funding is divided into; £1,493,700 for Wellington Way Health Centre, £3,119,421 for Aberfeldy Village Health Centre and £2,841,354.06 for Suttons Wharf Health Centre.

Project funding for the delivery of this project has been secured through a number of Section 106 contributions as approved by cabinet in September 2017.

Population growth in Tower Hamlets will increase demand for primary care services. Primary care has been tasked with helping to reduce the funding gap across the NHS by providing more personalised, accessible community based services that will reduce avoidable pressures on hospital resources. An investment in primary care premises is necessary in order to respond to this requirement and to allow an increase in consultations with primary healthcare professionals.

Within the context of increasing financial challenges it is becoming ever more difficult for health services to fund new facilities and alternative funding sources are being pursued to cross-subsidise. The NHS in Tower Hamlets has a successful record in delivering health infrastructure initiatives aided by S106 contributions in partnership with the Council and a capital investment to improve primary care facilities and increase access to primary care is therefore appropriate through this route.

Recommendations:

The Grants Determination Sub-Committee is recommended to:

1. Approve the grant funding of £7,454,475.06 to NHS Tower Hamlets CCG to deliver increased capacity, access and service provision in primary care and maintain continuity of local GP services.

1. REASONS FOR THE DECISIONS

- 1.1 Tower Hamlets is one of the most deprived boroughs in the country and the population is expected to reach nearly 315,000 by 2020¹. Both NHS Tower Hamlets Commissioning Strategic Plan 2012 – 2015 and the Tower Hamlets 2016 - 2020 Health and Wellbeing Strategy highlight the development of health premises and the refurbishment of facilities as key to supporting both the integration and localisation of services linked with local area partnerships. The Commissioning Strategic plan describes the course of action to improve health outcomes for the local population and has a commitment to improve the quality of life for everyone in the borough by working in partnership with key stakeholders including the London Borough of Tower Hamlets.
- 1.2 Rapid population growth, stimulated by new residential development, is driving increased demand for healthcare provision in the affected localities. The proposed new health facilities and expansion will help build the extra clinical capacity that will be required to meet the increased demand for primary care.
- 1.3 Given the difficulties in obtaining new premises and the space and financial constraints on primary care services, the capital investment will enable GP Practices to increase their appointments and clinical capacity.
- 1.4 The projects will allow a greater level of service to be offered to patients; including 43,200 new patient appointment slots in the North-East Locality for Wellington Way, 36,000 new patient appointment slots in the North-West Locality for Suttons Wharf and 86,400 new patient appointment slots in the South-East Locality for Aberfeldy Village.
- 1.5 Finances will be spent in accordance with the s106 obligation and will deliver projects identified and agreed with the contributors in compliance with the s106 agreement.
- 1.6 Funding of the Project was approved by Cabinet in September 2017.

¹ GLA Population Project, 2014 round , Short Term Trend

2. ALTERNATIVE OPTIONS

- 2.1 Do nothing, this would not achieve the objective to increase capacity, access and service provision in primary healthcare and additionally lead to the impact of development across the Borough upon health services to be unmitigated.

3. DETAILS OF REPORT – Aberfeldy Village

- 3.1. The shell and core health facility within the Aberfeldy New Village development is scheduled for completion and hand over to the NHS in June 2019. S106 funding is sought to undertake the fit out of the shell and core premises to enable a re-provision for the Aberfeldy GP Practice. The fit-out works are expected to take approximately 12 months.
- 3.2. The Aberfeldy Practice will occupy a gross internal area of 1,181 m² spread across the ground and first floors of the Aberfeldy New Village development at East India Dock Road, E14 0HR, which is situated less than 500 metres from the existing Aberfeldy Practice premises at 2A Ettrick Street, E14 0PU. As well as providing a new health facility, the Aberfeldy New Village development will comprise residential units, retail, a community centre and a faith centre. The development is being led by Aberfeldy New Village LLP, a joint venture partnership between Poplar HARCA and Willmott Dixon. The map below shows the locations of the new health facility and the existing Aberfeldy Practice premises.
- 3.3. The existing Aberfeldy Practice premises are severely under-sized and lack the physical capacity to accommodate the additional doctors and nurses that will be needed to meet the future needs of the population in the South-East Locality. The Aberfeldy Practice's current clinical workload, measured by GP and nurse contacts is approximately 57,500 contacts per annum, and the utilisation rate of clinical space is now running at 100% during opening hours, with only very limited room for further expansion within the footprint of the existing practice premises.
- 3.4. To ease the immediate pressures on the Aberfeldy GPs, there are currently plans to carry out alteration works to create a new consulting room within the existing Ettrick Street building and to install a portacabin to provide a second clinic room on the grounds of the premises. Two additional clinical rooms will enable the Practice to continue to take on new patients over the next two years, rather than having to close the patient list. The planned alteration works and Portacabin are being funded as part of the maximising existing health infrastructure project. However, the provision of two more consulting rooms at Ettrick Street is only a temporary, short term solution. Additional health infrastructure will be required to meet rising demand resulting from rapid population growth in the Locality over the next five years and beyond.
- 3.5. The proposed new health centre would provide the modern facilities and clinical capacity needed to enable the Aberfeldy Practice to register new patients who will move into the catchment area over the next five years,

serving the population of the Lansbury, Limehouse, and Poplar and Blackwall and Cubitt Town Wards, within the South-East Locality.

3.6. The fitted-out Aberfeldy Village Health Centre premises will provide up to 21 clinical rooms, compared to nine rooms at the existing surgery. A counselling/interview room and a large multi-purpose group room will also be provided at the Aberfeldy Village site. The new facility will serve as a key resource for the local community for public health and health promotion activities, and will be accessible in the evenings and at weekends

3.7. The s106 contributions funding the project are outlined in the attached PID and are set out below.

Description	Amount	Funding Source	Funding (Capital/ Revenue)
Construction costs	£1,810,000	s106	Capital
Project contingency / optimism bias	£206,600	s106	Capital
Professional fees	£272,000	s106	Capital
Furniture & equipment	£250,000	s106	Capital
IT	£90,000	s106	Capital
Project development & legal	£50,000	s106	Capital
VAT (less estimate for VAT recovery)	£439,821	s106	
Total	£3,119,421		

3.8 The expected timelines are as below;

ID	Milestone Title	Baseline Delivery Date
1	NHS Business Case	Sep – 18
2	Contracts appointed	Jul – 19
3	Contracts start on site	Oct – 19
4	Contracts end on site	Apr – 20
5	NHS Commissioning process start	Jul – 20
6	Facilities open to Public	Oct – 20
7	Project Final Account	Mar - 21

- 3.9 The funding will only be released to TH CCG once confirmation is received that the works have been satisfactorily completed. The oversight for the delivery of this project and general monitoring of healthcare capacity will be undertaken by the Tower Hamlets Together Capital and Estates group, which has representatives from the Council, TH CCG, Barts Health and the East London Foundation Trust.

4. DETAILS OF REPORT – Wellington Way

- 4.1. This project will involve the construction and fit out of a new ground floor, single storey extension to the newly refurbished Wellington Way Health Centre. The development will provide six additional clinical rooms at the Wellington Way site. The proposed development is intended to contribute to delivery of additional clinical capacity that will be required to meet the primary healthcare needs of the population of the Bow West, Bow East, Mile End, Bromley and Bromley South Wards.
- 4.2. The Merchant Street and Stroudley Walk GP practices currently have a combined registered list of 9,666 patients². The extra clinical capacity provided by the new build extension will enable the two practices to expand their combined patient list by a further 5,000 over the next five years to 2021/22. The new facility will be fully integrated with the existing health centre building, enabling patients to access a wider range of community and specialist health services that will be provided from the site.
- 4.3. The new build extension will comprise a gross internal area (GIA) of 245.9 m². With the extension included, the health centre will have a total GIA of 1,192.6 m². The extension will be of a timber frame construction and situated on a part of the site that is currently used as a car park. Drop-off and disabled parking will continue to be provided at the site.
- 4.4. The structure of the extension will be specifically designed for future proofing, allowing for the option of building upwards, above the ground floor extension, at a later stage to create additional clinical capacity on the first-floor level, should there be a requirement to expand the facility in future years.
- 4.5. The s106 contributions funding the project are outlined in the attached PID and are set out below.

² Registered Patient List at 31st January 2017, recorded by THCCG

Description	Amount	Funding Source	Funding (Capital/Revenue)
Construction cost including prelims	£796,457	S106	Capital
Professional fees	£117,364	S106	Capital
Equipment, IT, project and legal costs	£244,514	S106	Capital
Contingency and inflation	£124,694	S106	Capital
VAT (less estimate for VAT recovery)	£210,671	S106	
Total	£1,493,700		

4.6. The expected timelines are as below;

ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Final design/business case	£57,614	30/11/2017
2	Contractors appointed (contract signed)	£115,229	19/01/2018
3	Contractors start on site	£334,682	10/01/2018
4	Contractors end on site	£799,884	29/09/2018
5	End of contract defects liability period	£186,291	29/09/2019
Total		£1,493,700	

4.7. The funding will only be released to TH CCG once confirmation is received that the works have been satisfactorily completed. The oversight for the delivery of this project and general monitoring of healthcare capacity will be undertaken by the Tower Hamlets Together Capital and Estates group, which has representatives from the Council, TH CCG, Barts Health and the East London Foundation Trust.

5. DETAILS OF REPORT – Suttons Wharf

5.1. The shell and core of the development at Suttons Wharf has been completed and S106 funding is sought to undertake the fit out of the premises to enable a re-provision for the Globe Town Surgery to the nearby Suttons Wharf development. The fitted-out premises will provide 12 consulting rooms and 3 treatment rooms, as well as a multi-purpose group room and counselling room. Two of the consulting rooms will be dedicated GP training rooms.

5.2. The Suttons Wharf development was completed in 2015 and comprises over two hundred apartments contained within four modern tower blocks. The development is situated approximately 600 metres from the Globe Town

Surgery's existing practice premises. The Globe Town Surgery will occupy 992.8 m² of ground premises within Block A2 at the Suttons Wharf development in Palmers Road, Bethnal Green.

- 5.3. The existing Globe Town Surgery building, situated in Roman Road, is in poor condition and is far too small to provide the level of service that is required. The premises are held on a lease with a third-party landlord, which is due to expire in September 2020. The Practice will surrender its existing lease when the service relocates to the Suttons Wharf premises in September 2018. However, in the event of a failure to agree terms with the landlord for an early surrender of the lease, the CCG has undertaken to repurpose the use of the building temporarily and to meet the revenue costs for the rental charge and business rates and other associated property charges for the remaining two year term.
- 5.4. The new health centre will provide the modern facilities and clinical capacity needed to enable the Globe Town Surgery to grow its patient list from 13,000 to 18,000 over the next five years to 2022. The facility will provide the new infrastructure required to meet the primary care healthcare needs of the population of the Bethnal Green, Bow West, Mile End and St Peters Wards. The new Health Centre will serve as a key resource for the local community for public health and health promotion activities, and will be accessible in the evenings and at weekends.
- 5.5. The Globe Town Surgery also serves as the GP practice for the student population at the nearby Queen Mary University of London (QMUL). Due to the lack of space at the existing Roman Road premises, the Practice provides GP services to students from two clinic rooms that are currently housed within the Geography Building on the QMUL site. The new health centre will enable the student health service to be consolidated onto the Suttons Wharf site. The Practice has a high proportion of young people on its registered list and therefore plans to use the opportunity of a new facility to expand the range of services it provides to young people, including mental health and sexual health services.
- 5.6. Globe Town Surgery is part of the Tower Hamlets North West GP Locality. Primary care services that are commissioned on a locality basis are, for the most part, delivered from the Blithehale Health Centre, which serves as the Hub for the North-West Locality. There are, however, already capacity pressures at the Blithehale premises. The Suttons Wharf facility will therefore provide the additional capacity that will be required to meet future demand for locality level services, including out of hours provision.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This report relates to the release of up to £7,454,475.06 of section 106 Capital funding to NHS Tower Hamlets Clinical Commissioning Group (CCG) to deliver increased capacity, access and service provision via a number of premises improvements across primary care to enhance local GP services.
- 6.2 Funding for this request was originally approved at September Cabinet and therefore has been included in the Local Authority's S106 Capital Plan.
- 6.3 This request for use of Capital funds is compliant with the S106 terms of use.

7. LEGAL COMMENTS

- 7.1 Section 106 Planning Obligations are secured pursuant to section 106 of the Town and Country Planning Act 1990. They are a mechanism whereby development proposals which would otherwise not be acceptable can be made acceptable in planning terms. They can impose financial and non-financial obligations on a person or persons with an interest in the land, and become binding on that interest.
- 7.2. As a contract, the Council is required to spend any monies received under a section 106 agreement in accordance with the terms of the agreement. It is therefore important to assess those provisions when allocating monies to a particular project. The Legal department has carried out this exercise in respect of this project and considers that the proposed use of the monies is in accordance with the purpose for which the monies were taken under the relevant agreements.
- 7.3. This report concerns the approval of grant funding of £7,454,475.06 to be provided to the NHS Tower Hamlets Clinical Commissioning Group ("the CCG") to deliver increased capacity, access and service provision via a number of premises improvements.
- 7.4. The grant is to be provided out of contributions received by the Council pursuant to fifty two (52) section 106 agreements, which were required to be used towards medical and health facilities within the borough. As the agreements do not specify a particular project which the contributions must be used for, or set out an organisation to which the contribution is to be paid, the Council is not under a legal duty to provide the payment to the CCG. It is however noted that, given the responsibilities and functions of the CCG, the Council will almost always need to pass section 106 contributions which are to be used towards health facilities to them. Even so, this payment is considered discretionary and to be a grant.

- 7.5. From the information provided it appears that the grants are capable of being supported under the Council's powers, specifically under section 76 of the National Health Service Act 2006 whereby the Council has the power to make payments to a clinical commissioning group towards expenditure (either capital or revenue) incurred by them in connection with their prescribed functions (including medical services).
- 7.6. The Council has a duty under Section 3 of the Local Government Act 1999 to ensure that it makes 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 project follows work undertaken by the CCG to identify any additional capacity that could be provided in existing premises. Through this work one (1) GP practice was identified that could make improvements in order to increase capacity and provide more clinical appointments and two (2) GP Practices were identified that could be re-provided as new facilities at different locations in order to better serve members of the public. The project will be managed in accordance with the Department for Health guidance and up to date health building note, and progress reporting will be to the CCG led Tower Hamlets – Estates Strategy Group. The project is considered to achieve best value.
- 7.7 The Treaty on the Functioning of the European Union (“the Treaty”) provides that certain government activities may be prohibited because they give an advantage in a selective way to certain entities (broadly speaking organisations that put goods or services on a market), which might affect competition within between Member States. Such activities may amount to prohibited state aid, or may be state aid which is either expressly allowed by the Treaty, or which may be allowed, dependent on the circumstances. Payments to a public body can amount to state aid where the organisation is engaged in economic activity (putting goods or services on the market). This is not considered to be the case here, and the assistance is not considered to distort (or have the potential to distort) competition because the CCG are exercising a statutory function in respect of the provision of medical services which does not bring them into competition with other organisations. As such the payment will not strengthen them as recipient relative to competitors and accordingly, we do not consider that this grant gives rise to any state aid issues.
- 7.8 When making decisions, 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 section 8 of the report (One Tower Hamlets Considerations) and at paragraphs 3 of the PIDs (Background Documents).

8. ONE TOWER HAMLETS CONSIDERATIONS

8.1. The proposed buildings and improvements will increase capacity and access to provide more clinical appointments to all service users in the local population. These enhancements will benefit service users, in particular those who are more reliant upon health services including families with children, older people and those with complex health issues (including the disabled).

8.2. The project will not adversely affect people with protected characteristics.

9. BEST VALUE (BV) IMPLICATIONS

9.1. The delivery of this project ensures the Council meets its s106 obligations and spends funds in accordance with the agreement.

9.2. The project directly supports the HWB strategy to improve and develop local services; it also supports the Tower Hamlets' Commissioning Strategic Plan 2012 – 2015.

9.3. Additionally, through investing in primary care services, preventative steps are being taken to reduce demand upon hospital services which can often be more costly, thus supporting best value.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1. There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

11.1. There is a risk that if the project is not approved, the benefits identified for the project relating to increased and improved access to local services, improved patient experience, increased GP registrations in the area will not be realised.

11.2. In addition if this is not approved then as it is proposing the delivery of works in accordance with S106 requirements then there is a risk of non-fulfilment of S106 requirements, particularly those which are time sensitive.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1. There are no crime or disorder implications.

13. SAFEGUARDING IMPLICATIONS

13.1. There are no safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- NONE

Background Documents

- PID Wellington Way Health Centre (New Build Extension)
- PID Aberfeldy Village Health Centre
- PID Suttons Wharf Health Centre

Officer contact details for documents:

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PROJECT INITIATION DOCUMENT

(August 2017)

Aberfeldy Village Health Centre

Version Control

[Please log the versions of the PID as it moves through the IDF process. This is to ensure that the correct/final version is signed and submitted for reporting.]

Version Number	Author and Job Title	Purpose/Change	Date
0.1	Robert Lee	Version 4	23.8.17

Project Initiation Document (PID)

Project Name:	Aberfeldy Village Health Centre		
Project Start Date:	January 2018	Project End Date:	October 2020
Relevant Heads of Terms:	Health		
Responsible Directorate:	Adults Services		
Project Manager:	Abigail Knight Associate Director Public Health (Children & Families)		
Tel:		Mobile:	
Ward:	Poplar / Blackwall & Cubitt Town		
Delivery Organisation:	NHS Tower Hamlets Clinical Commission Group / NHS Property Services		
Funds to be passported to an External Organisation? ('Yes', 'No')	Yes		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	Yes		
Supplier of Services:	Aberfeldy General Practice / NHS		
Is the relevant Lead Member aware that this project is seeking approval for funding?			
Is the relevant Corporate Director aware that this project is seeking approval for funding?	Yes		
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's	No		

Action (RCDA)? (if 'Yes' please append the draft RCDA form for signing to this PID)	
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	Yes
<u>S106</u>	
Amount of S106 required for this project:	£3,119,421
S106 Planning Agreement Number(s):	PA/10/02093 PA/06/02068 PA/13/02644 PA/09/02100 PA/06/02101 PA/07/03282 PA/11/00798 PA/11/01120 PA/11/00829 PA/07/02193 PA/10/02340 PA/11/01640 PA/10/00925 PA/12/02023 PA/09/00326 PA/10/02769 PA/13/02938 PA/13/02108 PA/11/03388
<u>CIL</u>	
Amount of CIL required for this project:	£0
Total CIL/S106 funding sought through this project	£3,119,421
Date of Approval:	

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

Organisation	Name	Title
LBTH – Place	Ann Sutcliffe	Divisional Director Property and Major Programmes (<i>Interim Chair</i>)
LBTH – Place	Owen Whalley	Divisional Director Planning & Building Control
LBTH – Resources	Paul Leeson	Business Manager
LBTH – Place	Andy Scott	Acting Service Head for Economic Development
LBTH – Place	Matthew Pullen	Infrastructure Planning Manager
LBTH – Governance	Fleur Francis	Team Leader, Planning Legal
LBTH – Governance	Marcus Woody	Planning Lawyer
LBTH – Governance	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH – Governance	Vicky Allen	S106 Portfolio Coordinator
LBTH – Governance	Tope Alegbeleye	Strategy, Policy & Performance Officer
LBTH – Governance	Oscar Ford	Service Manager - Strategy, Performance & Resources
LBTH – Health, Adults and Community	Flora Ogilvie	Associate Director of Public Health
LBTH – Children’s	Janice Beck	Head of Building Development
LBTH – Place	Marissa Ryan-Hernandez	Strategic Planning Manager
LBTH – Place	Paul Buckenham	Development Manager
LBTH – Place	Alison Thomas	Head of Housing Strategy, Partnerships and Affordable Housing Strategy, Sustainability and Regeneration
LBTH – Place	Richard Chilcott	Head of Asset Management
LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
LBTH – Place	Abdul J Khan	Service Manager, Energy & Sustainability
LBTH – Place	Christopher Horton	Infrastructure Planning Team Leader

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 This project initiation document sets out proposals for the relocation of the Aberfeldy General Practice, in the South-East Locality, to the Aberfeldy New Village Development in Tower Hamlets. Rapid population growth, stimulated by new residential development, is driving increased demand for healthcare provision in the Locality. The proposed new health facility at Aberfeldy Village will help build the extra clinical capacity that will be required to meet the increased demand for primary care.
- 1.2 Within the context of increasing financial challenges it is becoming ever more difficult for health services to fund new facilities and alternative funding sources are being pursued to cross-subsidise. The NHS in Tower Hamlets has a successful record in delivering health infrastructure initiatives aided by S106 contributions in partnership with the Council and a one-off capital investment to bring this scheme to completion is therefore appropriate through this route.
- 1.3 This Project Initiation Document (PID) will define the Aberfeldy Village Health Centre project and bring together the key components needed to start the project on a sound basis. It also provides the basis for building the principles of project management into the project right from the start by confirming the business case for the undertaking, ensuring that all stakeholders are clear of their role, agreeing important milestones, and ensuring that any risks involved have been assessed. The primary purposes of this PID are to:
- Justify the expenditure of S106 contributions on the named project which will provide the IDSG with a sound basis for their decision;
 - Provide a baseline document against which the Project Team, Project Manager (and in some cases) the Project Board can assess progress and review changes.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with

the intention of making acceptable development which would otherwise be unacceptable in planning terms.

- 2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).
- 2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

- 2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.4 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the development at Obligations and undertakings for the following developments as listed below:

Planning Application	Site Address	Date Received	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Received	Amount Requested
PA/13/02108	Suttons Wharf South	08/07/2014	no expiry date	no expiry date	Health care facilities in the borough	10,157.00	10,157.00
PA/11/00829	Greenheath Business Centre, 31 Colts Lane	23/10/2012	23/10/2022	10 years from date of practical completion of the development	Provision of additional health facilities	57,240.00	57,240.00
PA/13/02938	Suttons Wharf, Palmers Road	15/10/2014	no expiry date	no expiry date	Towards health care facilities in the borough	£40,182.00	£19,082.50
PA/07/02193	32 -42 Bethnal Green Road	10/05/2012	10/05/2022	10 years from date of receipt	Mitigate the demand of the additional population on healthcare facilities	313,548.00	313,548.00
PA/11/01640	16-23 Salter Street	08/03/2013	08/03/2023	10 years from date of practical completion of the development	Provision of additional health facilities	22,185.00	22,185.00
PA/10/00925	Fulneck 150 Mile End Road	08/08/2012	08/08/2022	10 years from date of practical completion of the development	To mitigate the demand for additional healthcare facilities in the borough	68,821.61	68,821.61
PA/12/02023	Limehouse Basin Moorings	01/05/2013	01/05/2023	10 years from date of commencement (i.e. when permission is first implemented)	Health facilities in the borough	24,355.00	24,355.00
PA/09/00326	Gun Wharf, 241 Old Ford Road, London, E3	12/06/2014	12/06/2024	10 years from date of receipt	Provision of health facilities within LBTH	231,582.68	231,582.68
PA/10/02769	Oakfield House, Gale street	21/06/2013	21/06/2023	10 years from date of practical completion of the development	Additional healthcare facilities in the borough	14,730.94	14,730.94
PA/11/03388	25-77 Knapp road	27/06/2013	27/06/2023	10 years from date of practical completion of the development	Provision of additional health facilities	£8,611.00	£6,577.21
PA/10/02340	64 Tredegar Road	26/02/2015	26/02/2025	10 years from date of practical completion of the development	Provision of healthcare in the borough	£37,800	£37,800
PA/11/00798	45 Millharbour	09/01/2015	09/01/2020	5 years from date of practical completion of the development	Additional healthcare facilities in the borough	£172,260.00	£172,260.00

PA/08/01120	Land bounded by Limehouse Cut and St Annes Row	03/06/2015	03/06/2025	10 years from date of payment	Mitigate the demand of the additional population on healthcare facilities	£591,578.46	£591,578.46
PA/06/02101	Building C, Providence Tower	01/04/2015	01/04/2020	5 years after payment made	Towards mitigating the impact and effects of the development on providing new medical facilities in the administrative area of the PCT and will use its reasonable endeavours to ensure that the medical facilities contribution is expended within the Blackwall and Cubitt Town Ward	£524,096.39	£524,096.39
PA/09/02100	Brownfield Estate	24/07/2013	24/07/2023	10 years from date of payment	Provision of or the improvement to health and social care facilities within the councils administrative areas	£170,052.00	£64,823.09
PA/07/03282	Indecon Court - Phase 2	04/02/2014	04/02/2024	10 years from date of payment	Mitigate the demand of additional population on health care facilities in the borough	76,973.12	76,973.12
PA/06/02068	Crossharbour	02/06/2017	13/06/2022		The Council covenants to use the Medical Facilities Contribution towards mitigating the impact and effects of the Development on existing medical facilities in the administrative area of the Primary Health Care Trust and will use its reasonable endeavours to ensure that the Medical Facilities Contribution is expended within the Blackwall and Cubitt Town ward	2,838,343.56	714,160.00
PA/10/02093	Tweed house, Teviot Street	26/02/2015	TBC	10 years from practical completion	Additional health care facilities in the councils administrative area (which shall be prioritised by the Council towards	£100,974	£100,974

					schemes in the East India & Lansbury & BBB wards)		
PA/13/02644	Former London Arena, 26 Limeharbour	13/06/2017	13/06/2022	5 years after payment has been made	“The Council covenants to use the Medical Facilities Contribution towards mitigating the impact and effects of the Development on existing medical facilities in the administrative area of the Primary Health Care Trust and will use its reasonable endeavours to ensure that the Medical Facilities Contribution is expended within the Blackwall and Cubitt Town ward.”	163,375.00	163,375.00

2.5 The CCG has explored various options for developing additional clinical capacity in the Blackwall and Cubitt Town Ward within the South East Locality. However, only one of the two GP surgeries that are located in the ward, the Island Health Practice, was able to successfully adapt its premises to create a new treatment room, as part of the Maximising Existing Health Infrastructure Project. The CCG was unable to identify any potential sites within the ward to accommodate a new health facility that would have sufficient capacity to meet future demand resulting from the rapid population growth in the Locality. However, the proposed development of the Aberfeldy Health Centre in the neighbouring Lansbury Ward will have the capacity to register patients who reside in Blackwall and Cubitt Town Ward.

2.6 The Aberfeldy Practice’s existing catchment area already covers part of Blackwall and Cubitt Town Ward and the surgery’s registered list includes a significant proportion of residents from that ward. The Practice’s current catchment area boundary is shown at Figure 1 below.

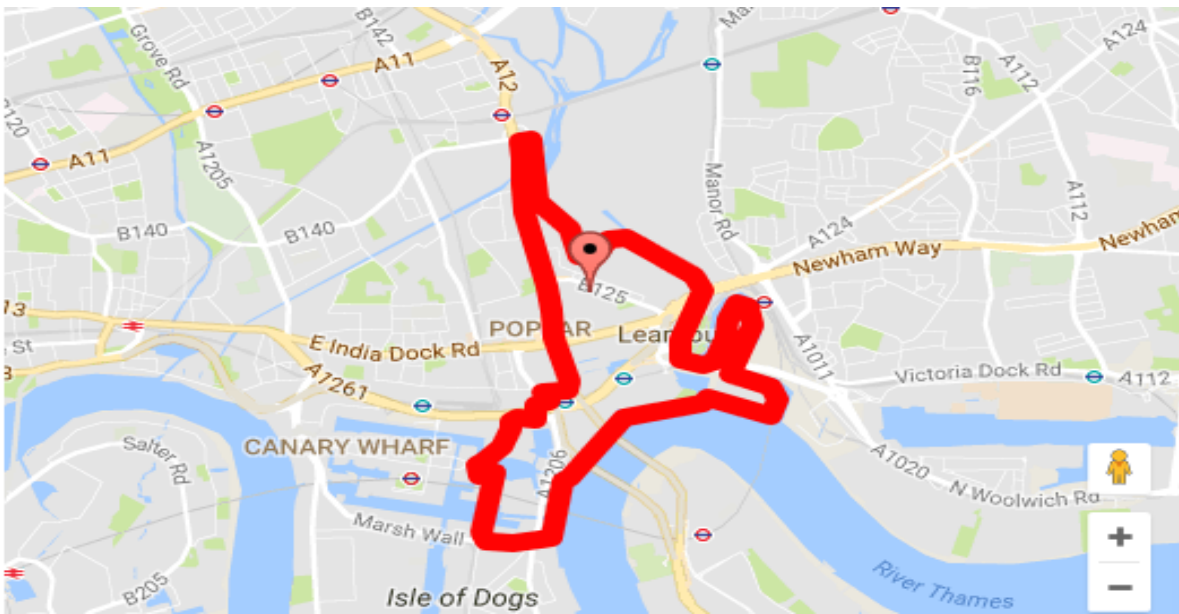


Figure 1: Aberfeldy Practice Boundary

2.7 Despite the current capacity pressures, the Practice will continue to register new residents who move into Blackwall and Cubitt Town Ward. A significant number of the residents at the New Providence Wharf development, for example, have now registered with the Practice. The current distribution of the Aberfeldy's Practice population is shown at Figure 2, where each number represents the number of patients registered with the Practice. The intensity of the colour purple represents areas with the highest proportion of patients.

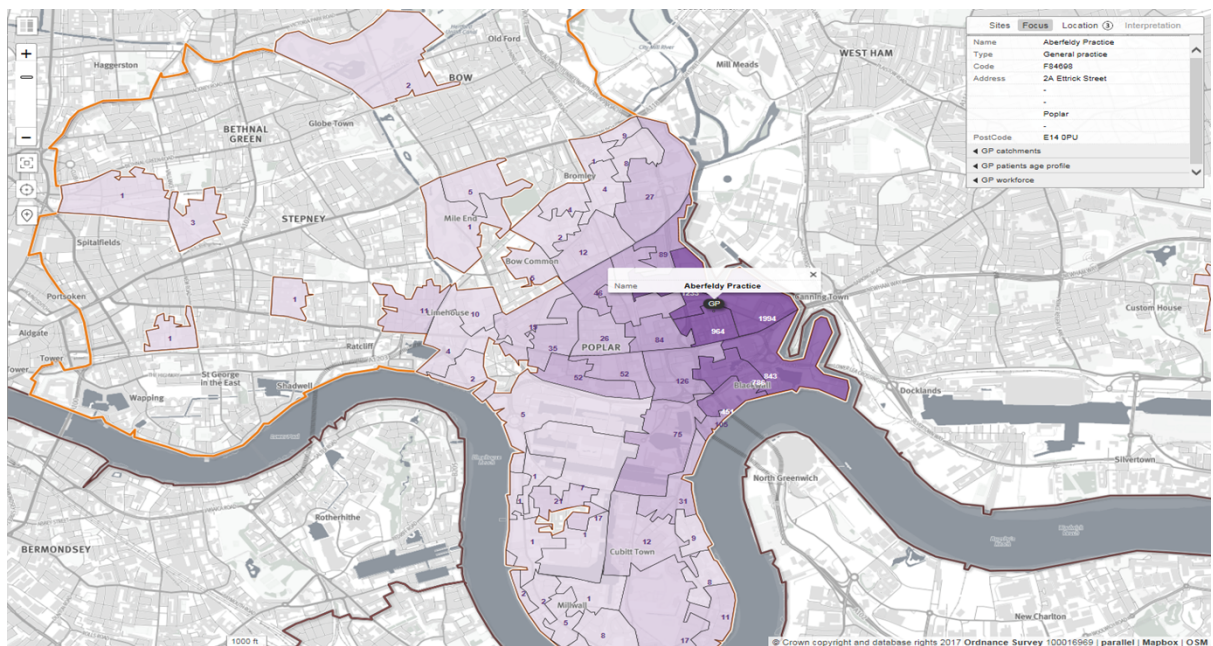


Figure 2: Scatter and Heat Map with patients registered at the Aberfeldy Practice

- 2.8 It is the intention that the Aberfeldy Practice will continue to register patients from areas with significant population growth within its catchment boundary, given the lack of capacity elsewhere. This will include patients from planned residential developments that lie within Blackwall and Cubitt Town Ward.

CIL

- 2.10 This PID does not seek approval for the expenditure of CIL funding.

3.0 Equalities Analysis

- 3.1 When making decisions, 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.
- 3.2 Tower Hamlets has one of the lowest healthy life expectancies for both men and women in the country and health inequalities particularly for BME people are a significant challenge for our communities. Additional infrastructure for GP services will provide additional resource for the council's Public Health service (through commissioning) and local health partners to tackle these health inequalities and improve outcomes for local residents, see section 6 for further information.
- 3.3 The proposed health facility at the Aberfeldy New Village development will be designed to facilitate a greater focus on prevention, rather than simply curing disease, providing inclusive healthcare services for both mental and physical health which meets the needs of different communities and delivers improved clinical outcomes.
- 3.4 The Aberfeldy Health Centre will be fully compliant with the requirements and philosophy of the 2010 Equality Act and the Disability Equality Duty contained within the Disability Discrimination Act. All referenced standards and planning guidance within these documents will be adhered to.

4.0 Legal Comments

- 4.1 The majority of the agreements require the contributions to be used towards providing health and social care facilities in the borough. The project overview at section 5 helpfully explains that the contributions will be used to undertake the fit

out of the shell and core premises of the new Aberfeldy Village Health Centre which shall replace the Aberfeldy General Practice. The effect of this will not only increase capacity but enable the NHS to provide more services than it is able to at the current premises. It is therefore clear that this project is aligned with the terms of the majority of the s106 agreements.

- 4.2 It is noted that the contributions to be drawn from the s106 agreements for PA/07/02193, PA/08/00042 and PA/07/03282 all require the money to be spent on mitigating the demand of the additional population on healthcare facilities. Given that the purpose of S106 is to address impacts arising from developments to allow planning permission, our view is that it was intended the monies be used to provide for facilities to address the increased number of residents generated by these schemes. As such we recommend that further justification is given as to how this project will actually mitigate the impacts on current facilities caused by those specific developments; or, if that is not possible, there could be a risk that the Council is not using the monies in accordance with those agreements. If this project will not address those impacts then we would advise that funding is sourced from other sources.
- 4.3 Officers should be advised that the contributions to be drawn from PA/06/02101, PA/06/02068 and PA/13/02644 all require the Council to use reasonable endeavours to ensure that the medical facilities contribution is expended within the Blackwall and Cubitt Town Ward. Whereas, Legal Services notes that the Aberfeldy Village Health Centre will be located in the Lansbury Ward. Unless it can be demonstrated that the Council has exhausted such endeavours, it could be vulnerable to risk of challenge that it is not using the contribution for the purpose for which it was intended. As stated, expenditure in the Lansbury Ward is not an absolute requirement but is qualified by the Council using reasonable endeavours to ensure the contribution is used in the required way. Legal Services has been advised that NHS Property Services has not scheduled any health schemes to be brought forward before these contributions are due to expire and so whilst the money will not be spent in the stipulated ward, it shall still be used towards providing new medical facilities. Furthermore, Lansbury is the neighbouring ward to Blackwall & Cubitt Town and so it would not be unreasonable to expect residents living in these developments to use the Aberfeldy Village Health Centre. It is recommended that the Council discusses its intentions for the contributions with the developers who were the original parties to the s106 agreements. This will alert the Council as to whether there are likely to be any challenges made as to how the contributions are spent.

- 4.4 It is noted that these contributions are to be paid directly to an external organisation (NHS). The terms of these agreements do not specify that the contributions can be paid to NHS; therefore such payments are considered to constitute grants. Therefore, as the Council is under no legal obligation or duty to provide this payment, it is discretionary and considered to be a grant. As such, approval must first be sought from the Grants Determination (Cabinet) Sub-Committee before any payment is made.
- 4.5 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreements.
- 4.6 When approving this PID, 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.
- 4.7 These comments are limited to addressing compliance with the terms of the S106 agreements mentioned above (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

5.0 Overview of the Project

- 5.1 The shell and core health facility within the Aberfeldy New Village development is scheduled for completion and hand over to the NHS in June 2019. S106 funding is sought to undertake the fit out of the shell and core premises to enable a re-provision for the Aberfeldy GP Practice. The fit-out works are expected to take approximately 12 months.
- 5.2 The Aberfeldy Practice will occupy a gross internal area of 1,181 m² spread across the ground and first floors of the Aberfeldy New Village development at East India Dock Road, E14 0HR, which is situated less than 500 metres from the existing Aberfeldy Practice premises at 2A Etrick Street, E14 0PU. As well as providing a new health facility, the Aberfeldy New Village development will comprise residential units, retail, a community centre and a faith centre. The development is being led by Aberfeldy New Village LLP, a joint venture partnership between Poplar HARCA and Willmott Dixon. The map below shows the locations of the new health facility and the existing Aberfeldy Practice premises.

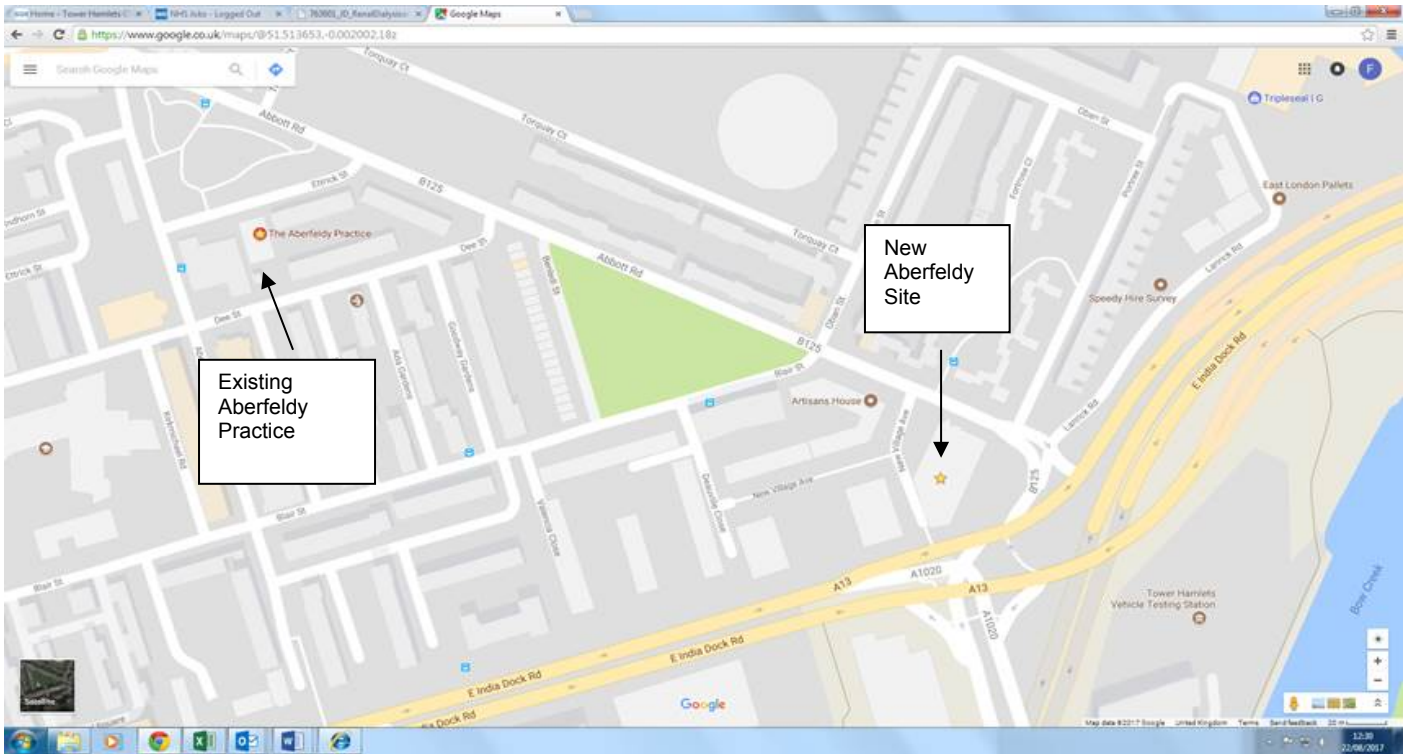


Figure 3: Locations of existing Aberfeldy Practice premises and the new health facility

- 5.3 The existing Aberfeldy Practice premises is severely under-sized and lacks the physical capacity to accommodate the additional doctors and nurses that will be needed to meet the future needs of the population in the South-East Locality. The Aberfeldy Practice’s current clinical workload, measured by GP and nurse contacts is approximately 57,500 contacts per annum and the utilisation rate of clinical space is now running at 100% during opening hours, with only very limited room further expansion within the footprint of the existing practice premises.
- 5.4 To ease the immediate pressures on the Aberfeldy GPs, there are currently plans to carry out alteration works to create a new consulting room within the existing Ettrick Street building and to install a portacabin to provide a second clinic room in the grounds of the premises. Two additional clinical rooms will enable the Practice to continue to take on new patients over the next two years, rather than having to close the patient list. The planned alteration works and portacabin are being funded as part of the maximising existing health infrastructure project. However, the provision of two more consulting rooms at Ettrick Street is a temporary, short term solution only. Additional health infrastructure will be required to meet rising demand resulting from rapid population growth in the Locality over the next five years and beyond.
- 5.5 The proposed new health centre would provide the modern facilities and clinical

capacity needed to enable the Aberfeldy Practice to register new patients who will move into the catchment area over the next five years, serving the population of the Lansbury, Limehouse, Poplar and Blackwall and Cubitt Town Wards, within the South-East Locality.

- 5.6 The fitted-out Aberfeldy Village Health Centre premises will provide up to 21 clinical rooms, compared to nine rooms at the existing surgery. A counselling/interview room and a large multi-purpose group room will also be provided at the Aberfeldy Village site. The new facility will serve as a key resource for the local community for public health and health promotion activities, and will be accessible in the evenings and at weekends.

6.0 Business Case

Overview/General

- 6.1 The South-East Locality in Tower Hamlets is forecast to experience the largest population growth in the Borough. This anticipated growth will present significant challenges for primary care services that are already facing pressures in meeting the healthcare needs of the existing population. There is now an urgent need to develop new healthcare infrastructure to meet the needs of the growing population within the Locality.
- 6.2 Aberfeldy is one of nine GP practices situated in the South-East locality which comprises the GP networks 7 and 8. The Aberfeldy Practice sits within the Poplar and Limehouse Network (Network 7). This area has high levels of deprivation and poor health. Network 7 is expected to see significant population growth of up to 10,000 additional residents by 2021/22. Projected population growth in Network 7 in the 0-19 age range is higher than across the borough as a whole¹.

The Aberfeldy Practice has a registered list size of 6,953² patients accommodated in 370m² of space. The current list growth is approximately 6% per annum, but this is set to rise rapidly by approximately 20% to more than 8,500 over the next 18 months when the first phase of the Aberfeldy New Village redevelopment is completed. With current utilisation being at full capacity, the existing premises lack the facilities for further expansion of the clinical workforce.

¹ South East locality maternity and child health profile

² Registered Patient List at 31st January 2017, recorded by THCCG

- 6.3 With the anticipated rise in population and increased demand for new patient registrations, a premises solution is essential to enable the Aberfeldy Practice to provide primary care on a sustainable basis over the next five to ten years. It is vitally important that this practice is relocated to modern, fit for purpose premises given the anticipated increase in its list size.
- 6.4 The strategic need can be identified as follows:
- The Aberfeldy Practice has high excess demand in comparison to current capacity
 - The Practice is operating out of cramped premises which impacts on the Practice resources and primary care services
 - The population of the area is set to increase by approximately 10,000 additional residents by 2021/22
 - The size of the current premises does not comply with recommended NHS guidance with respect to the number of patients registered with the Practice
 - The area is one of significant deprivation and life expectancy in Network 7 is lower than the rest of Tower Hamlets.³

Demand Modelling

- 6.5. NHS Tower Hamlets Clinical Commissioning Group has developed a model with clinicians to enable projection of future demand for primary care services. The modelling methodology, which takes account of population growth and planned shifts in outpatient activity from hospital to primary care, has identified a requirement for the provision of twenty-seven additional clinical rooms in primary care to meet demand within the South-East Locality by 2021/22⁴.
- 6.6 Predicted future capacity requirement is mainly driven by population growth, as the CCG's modelling projects relatively minimal infrastructure growth being required from shifting activity out of hospital into primary care.
- 6.7 Tables 1 and 2 below shows the population growth forecast for Network 7 and the South-East Locality.⁵ Figure 1 shows the net increase in population in Tower Hamlets Wards to 2025⁶.

³ South East locality maternity and child health profile

⁴ Transforming Services Together Estate Options, WEL CCGs

⁵ LBTH Report, Potential Future Primary Healthcare Infrastructure, 2016

⁶ Ibid

Table 1: Network 7 Population Growth Projection by Ward

Aberfeldy Health Centre Development Poplar and Limehouse Network (Network 7) Population Growth Projection by Ward				
Ward	2015/16	2018/19	2021/22	2024/25
Lansbury	16,957	18,569	22,005	24,256
Limehouse	6,758	6,863	7,190	7,306
Poplar	7,746	9,239	12,559	15,234
Total	31,461	34,671	41,754	46,796

Table 2: South-East Locality Population Growth Projection by Ward

Aberfeldy Health Centre Development South East Locality (Networks 7 & 8) Population Growth Projection by Ward				
Ward	2015/16	2018/19	2021/22	2024/25
Lansbury	16,957	18,569	22,005	24,256
Limehouse	6,758	6,863	7,190	7,306
Poplar	7,746	9,239	12,559	15,234
Canary Wharf	13,565	19,858	28,436	33,013
Blackwall & Cubitt Town	16,235	23,446	30,850	34,709
Island Gardens	15,236	15,912	16,418	16,533
Total	76,497	93,887	117,458	131,051

Figure 1: Net increase in Population in Tower Hamlets Wards to 2025

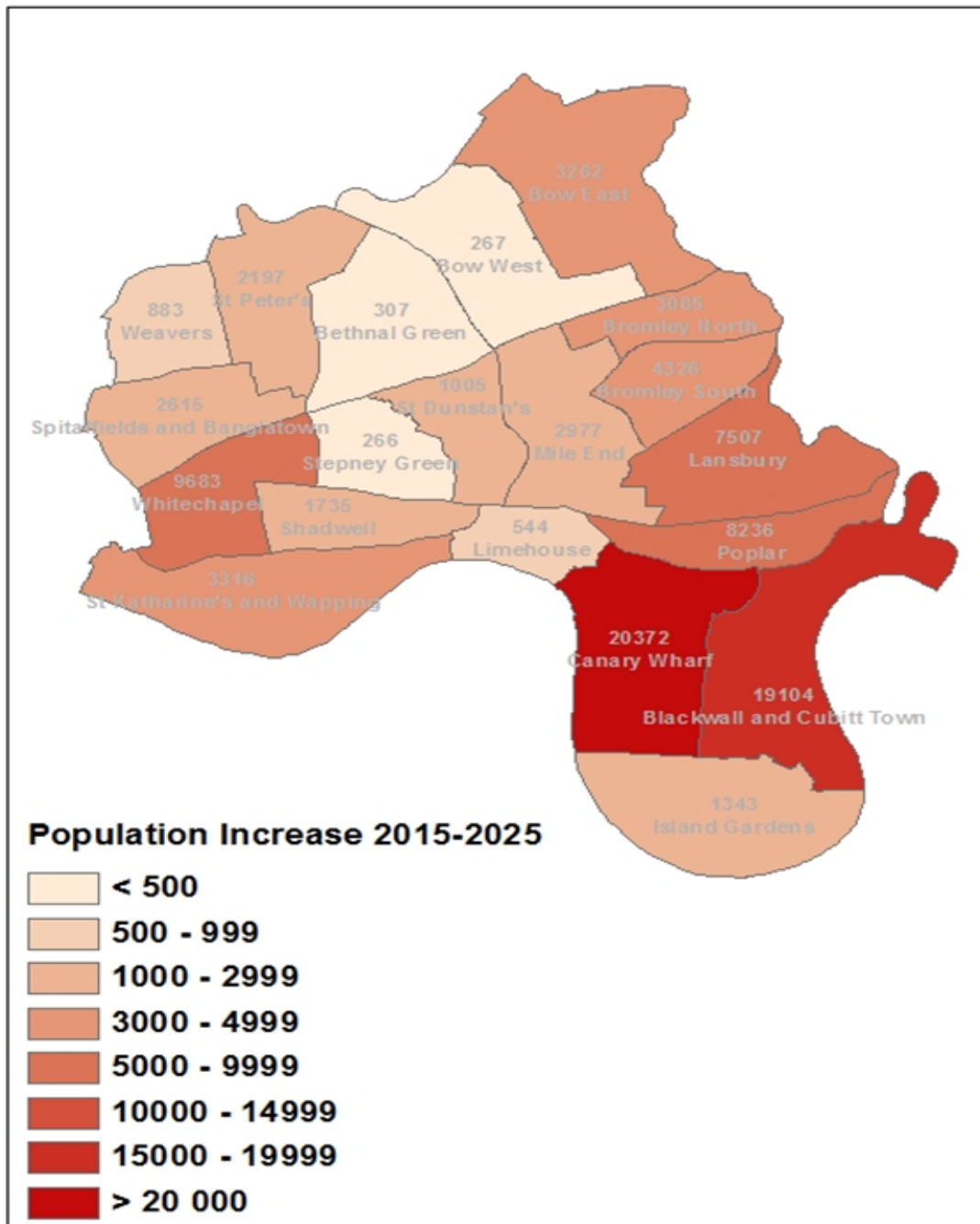


Figure 4: Population Growth in Tower Hamlets 2015-2025

- 6.8 The Aberfeldy Village Health Centre would deliver 12 of the twenty-seven clinical rooms that are required for the South-East Locality by 2022.
- 6.9 Tower Hamlets Council is working closely with NHS Tower Hamlets CCG and other stakeholders to develop further initiatives to build primary care capacity in the South-East Locality, including outline proposals to develop a new health facility at

Wood Wharf.

6.10 On a borough wide basis, there are currently enough GPs to accommodate current demand. However, the borough is expected to be the subject of significant population growth over the next 15 years which will result in the need to deliver more health facilities, such as the project proposed in this PID. Table 3 below describes that by 2030/31, the borough will have a deficit in provision of 38 GPs unless further provision is delivered.

Table 3

Year	Provision (GP's - FTE)	Projected Population	Demand (GP's)	Deficit / Surplus	Deficit / Surplus (% of Provision)
2015/16	182.13	284,106	157.84	24.29	13.34
2020/21	182.13	344,196	191.22	-9.09	-4.99
2025/26	182.13	384,166	213.43	-31.30	-17.18
2030/31	182.13	396,977	220.54	-38.41	-21.09

Project Objectives

6.11 The following objectives have been set by for the project:

- Replace the existing, under-sized accommodation currently housing the Aberfeldy Practice
- Provide a modern health facility within the Aberfeldy New Village development with sufficient capacity to meet projected population demand and support the introduction of new models of care to deliver a broader range of integrated primary care and community health services to the local community
- Ensure the Aberfeldy Health Centre development represents value for money and is affordable to the local health economy

Project Drivers

6.12 The Improving Health and Well Being Strategy, first developed in 2006 and refreshed in 2010 and 2012, sets, out an ambitious programme to improve and develop local services and underpins the borough's vision to improve the quality of life for everyone who grows up, lives and works in Tower Hamlets. As part of the original HWB strategy, a number of capital schemes were proposed across the Borough for new health and wellbeing centres. One of the proposed schemes was

the Aberfeldy Village Health Centre development.

- 6.13 The NHS Tower Hamlets CCG Estates Strategy identifies a requirement to development new facilities in the South-East Locality to meet future demand for primary care services. The Aberfeldy Village Health Centre development will contribute to delivery of the extra clinical capacity that is required in the Locality.

Deliverables, Project Outcomes and Benefits

6.14 This project will:

- deliver a new, fully equipped modern health facility with up to 21 clinical rooms in the South-East Locality. The purchased equipment will include IT equipment, hydraulic examination couches, cabinetry, task chairs and other furnishings required for a fully equipped primary care medical facility.
- deliver new health infrastructure with capacity for up to 17,000 registered patients (the existing practice premises has capacity for a maximum of 9,000 patients)
- provide 86,400 new patient appointment slots in the South-East Locality, based on a utilisation rate of 60%
- enable an expansion of the primary care workforce in the South-East Locality, equivalent to 1 GP per 1,800 new patients

6.15 It is expected that the new facility will be operational by October 2020

Other Funding Sources

6.16 £2,200,000 will be sourced from NHSPS capital to fund the purchase of a 125-year lease for the shell and core premises from Aberfeldy New Village LLP.

Related Projects

6.17 This project builds on other capital projects that are being implemented to expand and upgrade primary care healthcare facilities in Tower Hamlets:

- Re-provision of the St Paul's Way Medical Centre to a new facility within the William Cotton Place development PID which was approved at IDB in April

2014)

- Re-provision of the Merchant Street and Stroudley Walk GP practices at the refurbished Wellington Way Health Centre PID which was approved in October 2016 and proposed new build extension PID which is being considered along with this PID.
- Maximising existing health infrastructure PID which was approved in 2016; a project that involves alterations to GP practice premises to create extra clinical capacity, including two temporary consulting rooms at the existing Aberfeldy Practice

7.0 Approach to Delivery and On-going Maintenance/Operation

- 7.1 NHS Property Services and NHS Tower Hamlets CCG will apply effective public procurement, prioritising good design outcomes to maximise the social, environmental and economic benefits of the development.
- 7.2 The health facility will be in the ownership of NHSPS as a virtual freehold. NHSPS will be responsible for external repairs, whilst it is expected that maintenance of internal furnishings and equipment, utilities, rates and insurances will be the responsibility of the Aberfeldy Practice, in accordance with the terms of their lease agreement with NHSPS. IT equipment will be maintained by Tower Hamlets CCG.
- 7.3 All on-going revenue costs arising from this project will be funded by the NHS. NHS Tower Hamlets CCG has agreed to fund the revenue costs for the increased charges for rent, business rates and IT licences. The Aberfeldy Practice will meet the increased costs for service charges.

Procurement

- 7.4 The proposed contractual arrangements in this procurement are as follows:

NHS Property Services will procure the scheme design and fit-out works and manage the construction of this development, with capital funding provided via a Section 106 capital grant. Construction works are expected to be procured via a traditional form JCT tender, with invitations issued to a selected list of contractors who are proven at this scale and scope of NHS fit-out, in accordance with the NHSPS tendering guidelines. NHSPS will appoint a professional design team, including a contract administrator who will be

responsible for compliance in terms of valuations, payments and acceptance of practical completion prior to handover.

- NHS Property Services will purchase a lease for the entire shell and core health premises at the Aberfeldy New Village Development for a term of 125 years at premium agreed between Aberfeldy New Village LLP and NHSPS
- NHSPS will sub-let the fully fitted out medical suite to the Aberfeldy Practice via a full repairing, insurance lease agreement for an initial 30-year term
- NHS Tower Hamlets CCG will procure furnishings and IT equipment for the fitted out medical suite, with capital funding provided via a Section 106 capital grant
- The lease agreement for the existing Aberfeldy Practice premises will be assigned to Aberfeldy New Village LLP when the practice takes up occupation of the new facility. Under this agreement, Aberfeldy New Village LLP will assume full responsibility for all future liabilities associated with the disposal of the existing Aberfeldy Practice premises. The portacabin could potentially be relocated as a temporary provision at another site.
- The NHSPS and CCG procurements will be undertaken in accordance with NHS Standing Financial Instructions

8.0 Infrastructure Planning Evidence Base Context

8.1 Twenty healthcare projects have been identified in the current Evidence Base (2016) to help meet the need for primary healthcare facilities in the borough. This includes the provision of a new healthcare facility to rehouse the Aberfeldy Practice. This project is a top officer priority as it will meet increasing need in the shorter term.

8.2 See also section 6.5 illustrating Demand Modelling, to illustrate evidence base.

9.0 Opportunity Cost of Delivering the Project

9.1 The project is fulfilling a specific S106 obligation to provide additional healthcare facilities in the borough. The funds provided are ring-fenced for healthcare facilities

and cannot be used for anything else. This project is one of a number of other healthcare facilities improvement projects being delivered through S106 monies – spread around the borough and decided according to need, see section 6 above.

10.0 Local Employment and Enterprise Opportunities

10.1 NHS Tower Hamlets CCG and NHS Property Services as statutory public-sector bodies will use their procurement procedures to secure any required contracts. The existing or appointed contractor will be requested to work with the council's Economic Development Team who can support them in delivering any economic and community benefits associated with any contract.

11.0 Financial Programming and Timeline

Project Budget

11.1 Table 4 below sets out the details of the project's budget and funding sources.

Table 4			
Financial Resources: Cost Plan at July 2017			
Description	Amount	Funding Source	Funding (Capital/ Revenue)
Construction costs	£1,810,000	s106	Capital
Project contingency / optimism bias	£206,600	s106	Capital
Professional fees	£272,000	s106	Capital
Furniture & equipment	£250,000	s106	Capital
IT	£90,000	s106	Capital
Project development & legal	£50,000	s106	Capital
VAT (less estimate for VAT recovery)	£439,821	s106	/
Total	£3,119,421		

11.2 The cost estimate for construction works have been forecast by recognised cost

consultants i.e. RICS quantity surveyors. The pricing indices for are as per current RICS Building Cost Information Service (BCIS) information. The estimate is based at “Present Day” prices with adjustment to the estimated total to allow for “Market Trends” up to the mid-point of the construction period. No adjustment for location has been made as this is assumed to be within the Price and Design Risk percentage. Any monies not spent will be used for the purchase of additional equipment within the development.

NHS VAT Liability

- 11.3 With regards to VAT liabilities for this project, the CCG has received advice from Bauer VAT Consultants Ltd, as follows: *Whereas ‘normal businesses’ are entitled to recover VAT on goods/services used in the course of business, the NHS is severely restricted on precisely what services it is able to recover VAT on; the specifics of which are included in the COS guidance. To give some context, local authorities, under the Section 33 of the VAT Act 1994, are unrestricted on VAT recovery, however the NHS are dictated by different Section 41 (Contracted Out Services) and face restrictions on what they are entitled to recover VAT on. In conjunction with the COS Guidance, the NHS must have an ‘in-house-ability’ to conduct the services; an example where this would not occur would be on statutory building inspections, the NHS could not conduct this service in-house therefore they would be unable to recover the VAT on the inspection.* Taking account of further advice received from Quantity Surveyors, Currie & Brown Holdings Ltd, we estimate that 3.58% of the total project cost will be VAT recoverable. A sum equivalent to this percentage has been deducted from the estimated VAT total in Table 4 above. It should be noted that it is the CCG’s standard practice to draw down S106 grant monies on a quarterly basis in arrears against actual expenditure, but only after any VAT liabilities have been calculated.

Project Management

- 11.4 The Project will be managed by NHGS Tower Hamlets Clinical Commissioning Group. The CCG has established robust programme management arrangements to ensure consistent design and completion of S106 healthcare infrastructure schemes within the required programme and budget parameters. The programme is managed by NHS Tower Hamlets System Wide Estates and Capital Strategy Group, which is led by the Deputy Director of Commissioning Development and meets monthly. The membership of the Estates Strategy Group includes a representative from the Borough.
- 11.5 The operational delivery of this project will be managed by the Aberfeldy Village Health Centre Project Board, which reports into and is accountable to NHS Tower Hamlets System Wide Estates and Capital Strategy Group. Membership of the Project Board comprises officers from NHS Tower Hamlets CCG, NHS England, the

London Borough of Tower Hamlets, NHS Property Services and representatives from the Aberfeldy Practice, including patient representatives.

11.6 The Project Board will manage project delivery against programme milestones and the benefits realised against project objectives and the benefits sought. Project evaluation will be an integral part of the overall project management, contract management and commissioning processes.

11.7 Table 5 below sets out the details of the project's cost plan structure.

Table 5			
Cost plan structure		% of works	% of total
Construction cost	1,810,000		56.31%
Professional fees	272,000	15.03%	8.46%
Equipment, IT, project development & legal costs	390,000	21.55%	12.13%
Optimism bias contingency	206,600	11.41%	6.43%
VAT	535,720	29.60%	16.67%
Total	3,214,320		

Financial Profiling

11.8 Table 6 below sets out the profile of the project's expenditure over its lifetime.

Table 6												
Financial Profiling												
Description	Year 2018/19				Year 2019/20				Year 2020/2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Construction cost including prelims							362,000	724,000	543,000	90,500		90,500
Professional fees		27,200	27,200	54,400	81,600	13,600	13,600	13,600	13,600	-	-	27,200
Equipment, IT, project and legal costs	10,000	10,000	10,000	10,000	30,000	30,000	30,000	30,000	120,000	50,000	30,000	30,000
Contingency and inflation							50,000	50,000	50,000	50,000		6,600
VAT							115,000	240,000	170,000			10,720
Total												
		47,200			213,200	43,600		1,628,200	896,600	190,500		195,020
design	stage 1	stage 2	stage 3	stage 4	tender							
works						stage 5						
defects liability period and retention release									stage 6			

Outputs/Milestone and Spend Profile

11.9 Table 7 below sets out key events (milestones) as the projects moves through its lifecycle.

Table 7			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	NHS Business Case	47,200	Sep-18
2	Contractors appointed (contract Signed)	213,200	Jul-19
3	Contractors Start on site	43,600	Oct-19
4	Contractors end on site	1,628,200	Apr-20
5	NHS commissioning process start	896,600	Jul-20
6	Facilities open to Public	190,500	Oct-20
7	Project final account	195,020	Mar-21
Total		3,214,320	

12.0 Project Team

12.1 Information regarding the project team is set out below:

- Project Sponsor: Somen Banerjee, Director of Public Health
- Project Manager: Abigail knight, Associate Director Public Health (Children & Families)

13.0 Project Reporting Arrangements

13.1 Direct progress reporting will be dealt with via NHS Project Board; the Council's Project Manager will be a member of the Project Board. In addition, progress reporting will be provided to the Council as follows:

Table 8			
Group	Attendees	Reports/Log	Frequency

Table 8			
Group	Attendees	Reports/Log	Frequency
IDSG Sub Group	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDSG	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDB	Numerous – defined in ToR	Monitoring Report	Quarterly

14.0 Quality Statement

14.1 For quality assurance, the Aberfeldy Health Centre will be developed in accordance with all relevant NHS guidance for healthcare building design, technical requirements and good practice in stakeholder engagement, including the following:

- Health Building Note 00-01 General design guidance for healthcare buildings. HBNs give best practice guidance on the design and planning of new healthcare buildings and on the adaptation or extension of existing facilities.
- Health Technical Memoranda (HTMs) give comprehensive advice and guidance on the design, installation and operation of building and engineering technology used in the delivery of healthcare.
- BREEAM Healthcare sets the standard for best practice in sustainable building design, construction and operation and has become one of the most widely recognised measures of a building’s environmental performance. The aim is for this development to achieve a BREEAM rating of ‘very good’, in accordance with BREEAM Criteria for fitted out premises.
- Design Quality Indicator (DQI) is a facilitated process that takes the form of structured workshops to assess and evaluate the quality of building design. The Design Quality Indicator empowers the building’s stakeholder community by providing a structured way to talk about their new building. By encouraging effective communication between suppliers and the eventual users of the building, the process helps suppliers deliver excellent buildings attuned to the users’ needs.

15.0 Key Risks

15.1 The key risks to this project are set out in the Table 9 below:

Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
1	Building Control / Development control approvals are required		Delay while permissions obtained	Confirm these are not required before commencement of work	1	2	2
2	Cost overrun on building works	Additional works requirement not foreseen in quotes	Costs exceed budget	Extensive planning and quotes obtained for building work. Learning from previous experiences.	1	1	1
3	Service disruption	Inability to provide normal GP function from the existing site when works are being undertaken	Alternative premises requirement or reduction of service provision	Project management discussion with developer in order to minimise disruption of service	1	1	1
4.	Slippage on building works causing overrun		Project overrun	Project management and penalties built in	1	1	1
5.	ICT equipment not required specification / incompatible with existing infrastructure		Inability to fully utilise new equipment	Only equipment meeting the necessary specification will be ordered	1	2	2

16.0 Key Project Stakeholders

16.1 The principal stakeholders are shown in Table 6 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Table 10			
Key Stakeholders	Role	Communication Method	Frequency
NHS Tower Hamlets CCG	Supplier	Project Board	Monthly
Aberfeldy Practice	Service Provider	Project Board	Monthly
NHS Property Services	Building Client	Project Board	Monthly

17.0 Stakeholder Communications

17.1 As part of its remit, the Aberfeldy Health Centre Project Board will develop a communications strategy that will aim to:

- provide clear, consistent information to stakeholders at key stages of the project
- issue and publish the key messages to patients and key stakeholders
- ensure that the parties delivering the project are aware of their communications responsibilities
- raise awareness of the project via the local media
- ensure patients and key stakeholders of the Aberfeldy Practice are fully informed in a timely manner about the arrangements for the relocation to the new premises at Aberfeldy New Village Development

Target audience

- Staff at the Aberfeldy Practice
- Registered patients of Aberfeldy Practice
- Aberfeldy Practice Patient Participation Group
- Tower Hamlets Healthwatch
- London Borough of Tower Hamlets
- Ward Councillors
- Tower Hamlets CVS
- NHS England
- GP practices in the South-East Locality
- Local MP
- Local Medical Committee
- Local Pharmaceutical Committee
- Tower Hamlets CCG
- NHS Property Services
- Local media

18.0 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG and the Divisional Director for the Directorate leading the project.

Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director	Somen Banerjee		

Project Closure

[Please note that once this project has been completed a Project Closure Document is to be completed and submitted to the Infrastructure Planning Team and the S106 Programme Manager.]

Appendices

[Amend as necessary]

Appendix A: Recorded Corporate Director's Action Form;

Appendix B: Risk Register;

Appendix C: Project Closure Document

Project Closure Document

Project Closure Document																
1.	Project Name:															
2a.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the any Funding Agreement/PID including any subsequently agreed variations.			Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No									
Yes		No														
2b.	<ul style="list-style-type: none"> Key Outputs <i>[as specified in the PID]</i> Outputs Achieved <i>[Please provide evidence of project completion/delivery e.g. photos, monitoring returns / evaluation]</i> Employment & Enterprise Outputs Achieved <i>[Please specify the employment/enterprise benefits delivered by the project]</i> 															
3a.	Timescales I confirm that the project has been delivered within agreed time constraints.			Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No									
Yes		No														
3b.	<ul style="list-style-type: none"> Milestones in PID <i>[as specified in the PID]</i> Were all milestones in the PID delivered to time <i>[Please outline reasons for any slippage encountered throughout the project]</i> Please state if the slippage on project milestone has any impacts on the projects spend (i.e. overspend) or funding (e.g. clawback) 															
4a.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID			Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No									
Yes		No														
4b.	<ul style="list-style-type: none"> Project Code Project Budget <i>[as specified in the PID]</i> Total Project Expenditure <i>[Please outline reasons for any over/underspend]</i> Was project expenditure in line with PID spend profile <i>[Please outline reasons for any slippage in spend encountered throughout the project]</i> 															
5.	Closure of Cost Centre I confirm that there is no further spend and that the projects cost centre has been closed. <ul style="list-style-type: none"> Staff employment terminated Contracts /invoices have been terminated/processed 			Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		Yes		No		Yes		No	
Yes		No														
Yes		No														
Yes		No														
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues			Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No									
Yes		No														

7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken.	Please Tick ✓	
		Yes	No
These records can also be accessed within the client directorate using the following filepath: <i>[Please include file-path of project documentation]</i>			
8.	Lessons learnt		
	<ul style="list-style-type: none"> Project set up <i>[Please include brief narrative on any issues faced/lessons learned project set up]</i> 		
	<ul style="list-style-type: none"> Outputs <i>[Please include brief narrative on any issues faced/lessons learned in delivering outputs as specified in the PID, including the management of any risks]</i> 		
	<ul style="list-style-type: none"> Timescales <i>[Please include brief narrative on any issues faced/lessons learned in delivering project to timescales specified in PID]</i> 		
	<ul style="list-style-type: none"> Spend <i>[Please include brief narrative on any issues faced/lessons learned regarding project spend i.e. sticking to financial profiles specified in the PID, under or overspend]</i> 		
	<ul style="list-style-type: none"> Partnership Working <i>[Please include brief narrative on any issues faced/lessons learned re: internal / external partnership working when delivering the project]</i> 		
9.	<ul style="list-style-type: none"> Project Closure <i>Please include brief narrative on any issues faced/lessons learned project closure]</i> 		
	Comments by the Project Sponsor including any further action required <i>[Use to summarise project delivery and any outstanding actions etc]</i>		
10.	The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.		
	Sponsor (Name)		Date
	Project Manager (Name)		Date

PROJECT INITIATION DOCUMENT

(August 2017)

Suttons Wharf Health Centre

Version Control

[Please log the versions of the PID as it moves through the IDF process. This is to ensure that the correct/final version is signed and submitted for reporting.]

Version Number	Author and Job Title	Purpose/Change	Date
0.1	Robert Lee	Version 4	23.8.17

Project Initiation Document (PID)

Project Name:	Suttons Wharf Health Centre		
Project Start Date:	November 2017	Project End Date:	September 2018
Relevant Heads of Terms:	Health		
Responsible Directorate:	Adults Services		
Project Manager:	Abigail knight Associate Director Public Health (Children & Families)		
Tel:		Mobile:	
Ward:	Bethnal Green		
Delivery Organisation:	NHS Tower Hamlets Clinical Commissioning Group / NHS Property Services		
Funds to be passported to an External Organisation? ('Yes', 'No')	Yes		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	Yes		
Supplier of Services:	Globe Town Surgery / NHS		
Is the relevant Lead Member aware that this project is seeking approval for funding?			
Is the relevant Corporate Director aware that this project is seeking approval for funding?	Yes		
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's	No		

Action (RCDA)? (if 'Yes' please append the draft RCDA form for signing to this PID)	
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	Yes
<u>S106</u>	
Amount of S106 required for this project:	£2,841,354.06
S106 Planning Agreement Number(s):	PA/08/00146 PA/13/02938 PA/13/01991 PA/13/01432 PA/13/01433 PA/12/01829 PA/10/01734 PA/05/00236 PA/11/00890 PA/09/01656 PA/11/03375 PA/08/02347 PA/08/02093 PA/09/02065 PA/12/02332 PA/12/00637 PA/07/02265 PA/13/02722 PA/13/01656 PA/14/00293 PA/13/02529 PA/12/02577 PA/11/01944 PA/13/00384 PA/12/02107 PA/13/02580 PA/14/02585 PA/12/02494 PA/11/01945
<u>CIL</u>	
Amount of CIL required for this project:	£278,023.94
Total CIL/S106 funding sought through this project	£3,119,378
Date of Approval:	

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

Organisation	Name	Title
LBTH – Place	Ann Sutcliffe	Divisional Director Property and Major Programmes (<i>Interim Chair</i>)
LBTH – Place	Owen Whalley	Divisional Director Planning & Building Control
LBTH – Resources	Paul Leeson	Business Manager

Organisation	Name	Title
LBTH – Place	Andy Scott	Acting Service Head for Economic Development
LBTH – Place	Matthew Pullen	Infrastructure Planning Manager
LBTH – Governance	Fleur Francis	Team Leader, Planning Legal
LBTH – Governance	Marcus Woody	Planning Lawyer
LBTH – Governance	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH – Governance	Vicky Allen	S106 Portfolio Coordinator
LBTH – Governance	Tope Alegbeleye	Strategy, Policy & Performance Officer
LBTH – Governance	Oscar Ford	Service Manager - Strategy, Performance & Resources
LBTH – Health, Adults and Community	Flora Ogilvie	Associate Director of Public Health
LBTH – Children’s	Janice Beck	Head of Building Development
LBTH – Place	Adele Maher	Strategic Planning Manager
LBTH – Place	Paul Buckenham	Development Manager
LBTH – Place	Alison Thomas	Head of Housing Strategy, Partnerships and Affordable Housing Strategy, Sustainability and Regeneration
LBTH – Place	Richard Chilcott	Head of Asset Management
LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
LBTH – Place	Abdul J Khan	Service Manager, Energy & Sustainability
LBTH – Place	Christopher Horton	Infrastructure Planning Team Leader

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 This project initiation document sets out proposals for the relocation of the Globe Town Surgery, in the North-West Locality, to the Suttons Wharf Development in Tower Hamlets. Population growth, stimulated by new residential development, is driving increased demand for healthcare provision in the Locality. The proposed new health facility at the Suttons Wharf development will help to build the extra clinical capacity that will be required to meet the increased demand for primary care.
- 1.2 Within the context of increasing financial challenges it is becoming ever more difficult for health services to fund new facilities and alternative funding sources are being pursued to cross-subsidise. The NHS in Tower Hamlets has a successful record in delivering health infrastructure initiatives aided by S106 contributions in partnership with the Council and a one-off capital investment to bring this scheme to completion is therefore appropriate through this route.
- 1.3 This Project Initiation Document (PID) will define the Suttons Wharf Health Centre project and bring together the key components needed to start the project on a sound basis. It also provides the basis for building the principles of project management into the project right from the start by confirming the business case for the undertaking, ensuring that all stakeholders are clear of their role, agreeing important milestones, and ensuring that any risks involved have been assessed. The primary purposes of this PID are to:
- Justify the expenditure of S106 contributions on the named project which will provide the IDSG with a sound basis for their decision;
 - Provide a baseline document against which the Project Team, Project Manager (and in some cases) the Project Board can assess progress and review changes.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with

the intention of making acceptable development which would otherwise be unacceptable in planning terms.

2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).

2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.

2.5 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the following developments as listed below:

Planning Application	Site Address	Date Payment Received	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Received	Amount Requested
PA/08/00146	St Georges Estate	10/01/2014	TBC	In event contributions are not expended in full or committed within 10 years from date of practical completion of the whole development council shall repay unspent balance.	"for additional healthcare facilities"	£262,941.00	£131,470.00
PA/13/02938	Suttons Wharf, Palmers Road	15/10/2014	no expiry date	no expiry date	Towards health care facilities in the borough	£40,182.00	£21,099.50
PA/13/01991	Former St. Andrews Hospital	16/07/2014	16/07/2024	10 years from date of receipt.	Towards healthcare facilities in the Borough	£93,931	£93,931

PA/13/01432	Poplar Baths	16/07/2014	TBC	Not expended in full within 10 years from date of practical completion of the whole development	Towards primary health care facilities in the borough	27,487.00	27,487.00
PA/13/01433	Dame Colet and Haileybury	16/07/2014	TBC	10 years from practical completion	Towards primary healthcare facilities in the borough	14,020.00	14,020.00
PA/12/01829	640 Commercial Road	22/07/2014	TBC	10 years from practical completion	Towards healthcare facilities	33,729.00	33,729.00
PA/10/01734	Bow Enterprise Park	14/08/2014	TBC	10 years from practical completion	Healthcare facilities in the Borough	£369,164.39	£193,269.72
PA/05/00236	69 Fairfield Road, Bow, London E3 2QA	12/12/2011	No expiry date mentioned		Towards the provision of health care	144,192.00	144,192.00
PA/11/00890	101-109 Fairfield Road	12/10/2011	TBC	10 years from practical completion repay unspent balance	Additional health care facilities	71,153.49	71,153.49
PA/09/01656	16-24, 48-50 Bow Common Lane	13/02/2013	TBC	Not expended in full or committed within 15 years of practical completion of the whole development.	Health care facilities	174,394.69	174,394.69
PA/11/03375	Land at Poplar Business Park	19/06/2015	TBC	Within 10 years of practical completion	Use towards additional healthcare facilities in the borough	£531,889	£531,889
PA/08/02347	Holland Estate	21/02/2014	TBC	10 years from date of practical completion	Provision of future Health and Social care facilities	225,596.00	100,000.00
PA/08/02093	The Bede Estate, Bow Common Lane, London	05/10/2009	TBC	Expended or committed within 10 years from date of practical completion of whole development	Towards the provision of future health and social care facilities within the council's administrative area	324,859.50	10,156.30
PA/09/02065	Eric and Treby Estate	26/09/2011	TBC	10 years practical completion	Provision of future Health and Social care facilities	224,122.00	76,740.05
PA/12/02332	Leopold Estate, Bow Common Lane, St Pauls Way & Burdett Road - phase6	01/04/2015	TBC	Spent or committed within 10 years of date of practical completion	Towards health facilities in the borough	£56,840	£56,840
PA/12/00637	land adjacent langdon park station	02/11/2015	TBC	Expended or committed within 7 years from date of practical completion of the whole development	Additional healthcare facilities in the borough	£258,942.00	£146,806.03
PA/07/02265	80 Backchurch Lane	13/01/2016	13/01/2026	failed to utilise all or any part of the financial contribution paid within 10 years	Towards the provision of health care facilities	£82,236.00	£82,236.00

				of the date of payment			
PA/13/02722	Peterley Business Centre	27/01/2016	TBC	Not expended in full or committed within 10 years from the date of practical completion of that phase the council shall repay the unspent balance of the said financial contribution to the owner together with interest.	Additional healthcare facilities in the borough	£20,433.43	£20,433.43
PA/13/01656	Former Job Centre Plus 307 Burdett Road	19/02/2016	19/02/2026	Utilise within 10 years of payment or repay to developer	Provision, upgrading and maintenance of health facilities within the borough	£87,861.35	£87,861.35
PA/14/00293	7 Limeharbour	08/03/2016	TBC	Expended in full or committed within 10 years from date of practical completion	Additional healthcare facilities in the borough	£177,284	£177,284
PA/13/02529	car park cygnet street	07/04/2016	TBC	Expended in full or committed within 10 years from date of practical completion of the whole development	Healthcare facilities in the Borough	£50,011.86	£50,011.86
PA/12/02577	Central Foundation Girls School	27/05/2016	27/05/2021	expended in full or committed within 5 years from date of payment	additional health facilities in the borough	£51,864.00	£7,955.50
PA/11/01944	Thomas Road	31/05/2016	TBC	expended in full or committed for expenditure within 5 years from the date of practical completion of the whole development	improvements to health facilities in the borough	£135,266.96	£135,266.96
PA/13/00384	Former Queen Elizabeth Hospital	22/06/2016	TBC	Not expended in full or committed within 10 years from the date of practical completion of the whole development	Additional healthcare facilities in the borough	£81,000	£81,000
PA/12/02107	Car Park at South East Junction of Preston's Road	22/07/2016	TBC	10 years from date of practical completion	Additional healthcare facilities in the borough	75,000.00	75,000.00
PA/13/02580	Limehouse Library (638 commercial Road)	22/07/2016	TBC	Not expended in full or committed within 10 years from the date of practical completion of the whole development	Towards health facilities	£58,624.00	£58,624.00
PA/14/02585	Watts Grove	18/08/2016	no expiry date	No expiry date	Towards health facilities	25,000.00	25,000.00
PA/12/02494	100 Violet Road	18/08/2016	TBC	Expended in full or committed within 7 years from date of practical completion	Additional Healthcare facilities in the borough	£126,589.88	£126,589.88
PA/11/01945	Dollar Bay	22/12/2016	TBC	Expended in full or committed within 5 years from the date of practical completion.	Improvements to health facilities in the borough.	182,841.30	182,841.30

CIL

- 2.9 In terms of the approval to allocate CIL funding, the project detailed within this PID complies with the requirements for spending CIL.

3.0 Equalities Analysis

- 3.1 When making decisions, 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.
- 3.2 Tower Hamlets has one of the lowest healthy life expectancies for both men and women in the country and health inequalities particularly for BME people are a significant challenge for our communities. Additional GP services will provide additional resource for the council's Public Health service (through commissioning) and local health partners to tackle these health inequalities and improve outcomes for local residents, see section 6 for further information.
- 3.3 The proposed health facility at the Suttons Wharf development will be designed to facilitate a greater focus on prevention, rather than simply curing disease, providing inclusive healthcare services for both mental and physical health which meets the needs of different communities and delivers improved clinical outcomes.
- 3.4 The Suttons Wharf Health Centre will be fully compliant with the requirements and philosophy of the 2010 Equality Act and the Disability Equality Duty contained within the Disability Discrimination Act. All referenced standards and planning guidance within these documents will be adhered to.

4.0 Legal Comments

- 4.1 The s106 agreement for PA/08/02347 is unfortunately missing schedule four which sets out the financial contributions in detail. Legal Services therefore relies on the information provided in this report that a contribution of £225,596.00 was made with the intention that it be spent on the provision of health and social care facilities. Legal Services considers that the remainder of the contributions to build Suttons Wharf Health Centre satisfies the terms of the S106 agreements set out in the table at paragraph 2.5 above.

- 4.2 The agreements require the contributions to be used towards providing health and social care facilities in the borough. The project overview at section 5 helpfully explains that the contributions will be used to fit out the premises of Suttons Wharf Health Centre which shall replace Globe Town Surgery. A number of these agreements require any such facilities to be in addition to current provision. However, since this project shall result in increased capacity and provide new infrastructure it should be considered as creating additional facilities beyond that currently provided by the current premises. As such, it is aligned with the terms of the s106 agreements.
- 4.3 It is noted that the contributions to be drawn from these agreements are to be paid directly to an external organisation (NHS). The terms of these agreements do not specify that the contributions can be paid to NHS; therefore such payments are considered to constitute grants. Therefore, as the Council is under no legal obligation or duty to provide this payment, it is discretionary and considered to be a grant. As such, approval must first be sought from the Grants Determination (Cabinet) Sub-Committee before any payment is made.
- 4.4 We ought to point out that technically the financial contributions received under PA/14/02585 were not made under a S106 agreement, but rather through a scheme submitted pursuant to planning condition (4). This was because the Council owns the relevant land and as a matter of law the Council cannot covenant with itself under S106 where it is also the enforcing authority. Nonetheless, we consider IDSG to be the appropriate forum to approve the use of this funding. Although not a S106 payment, its purpose is aligned (to make the development acceptable in planning terms) and it would have been, but for this idiosyncrasy of public law. The Council will need to ensure that any spending of the contribution is in accordance with this scheme,
- 4.5 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreements.
- 4.6 When approving this PID, 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.
- 4.7 These comments are limited to addressing compliance with the terms of the S106 agreements mentioned above (as based on the information detailed in the PID) and

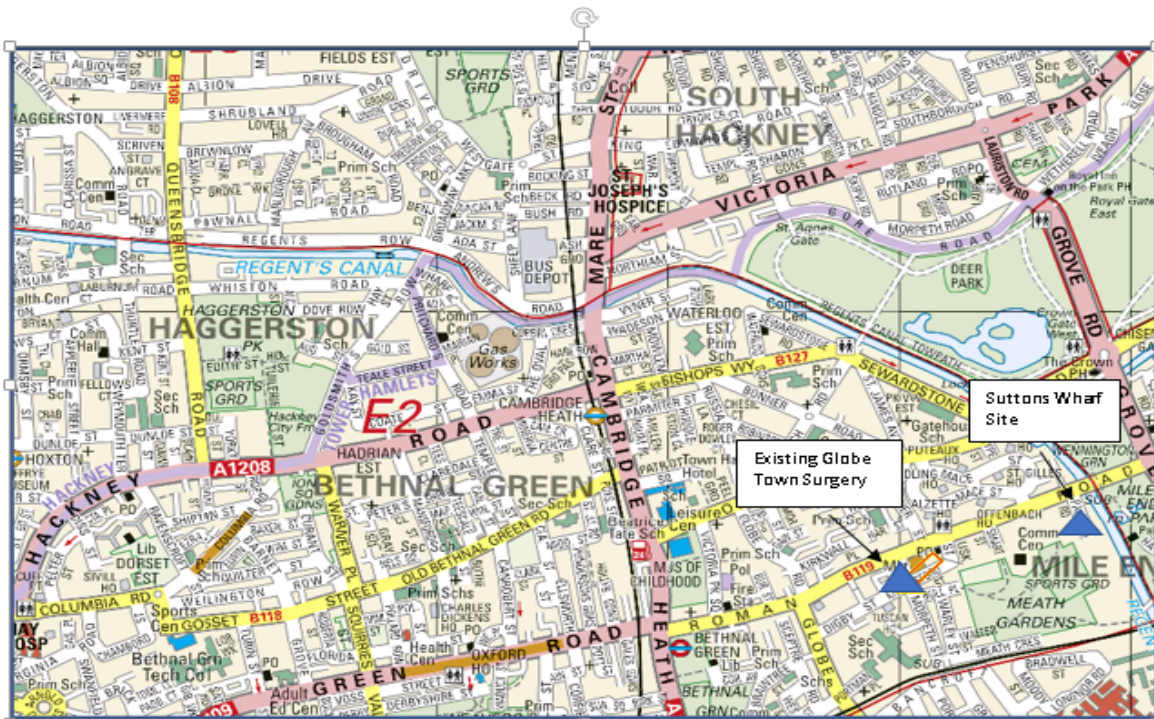
advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

5.0 Overview of the Project

- 5.1 The shell and core of the development at Suttons Wharf has been completed and S106 funding is sought to undertake the fit out of the premises to enable a reprovision for the Globe Town Surgery to the nearby Suttons Wharf development. The fitted-out premises will provide 12 consulting rooms and 3 treatment rooms, as well as a multi-purpose group room and counselling room. Two of the consulting rooms will be dedicated GP training rooms.
- 5.2 The Suttons Wharf development was completed in 2015 and comprises over two hundred apartments contained within four modern tower blocks. The development is situated approximately 600 metres from the Globe Town Surgery's existing practice premises. The Globe Town Surgery will occupy 992.8 m² of ground premises within Block A2 at the Suttons Wharf development in Palmers Road, Bethnal Green.
- 5.3 The existing Globe Town Surgery building, situated in Roman Road, is in poor condition and is far too small to provide the level of service that is required. The premises are held on a lease with a third-party landlord, which is due to expire in September 2020. The Practice will surrender its existing lease when the service relocates to the Suttons Wharf premises in September 2018. However, in the event of a failure to agree terms with the landlord for an early surrender of the lease, the CCG has undertaken to repurpose the use of the building temporarily and to meet the revenue costs for the rental charge and business rates and other associated property charges for the remaining two year term.
- 5.4 The new health centre will provide the modern facilities and clinical capacity needed to enable the Globe Town Surgery to grow its patient list from 13,000 to 18,000 over the next five years to 2022. The facility will provide the new infrastructure required to meet the primary care healthcare needs of the population of the Bethnal Green, Bow West, Mile End and St Peters Wards. The new Health Centre will serve as a key resource for the local community for public health and health promotion activities, and will be accessible in the evenings and at weekends.
- 5.5 The Globe Town Surgery also serves as the GP practice for the student population at the nearby Queen Mary University of London (QMUL). Due to the lack of space at the existing Roman Road premises, the Practice provides GP services to students

from two clinic rooms that are currently housed within the Geography Building on the QMUL site. The new health centre will enable the student health service to be consolidated onto the Suttons Wharf site. The Practice has a high proportion of young people on its registered list and therefore plan to use the opportunity of a new facility to expand the range of services it provides to young people, including mental health and sexual health services.

- 5.6 Globe Town Surgery is part of the Tower Hamlets North West GP Locality. Primary care services that are commissioned on a locality basis are, for the most part, delivered from the Blithedale Health Centre, which serves as the Hub for the North-West Locality. There are, however, already capacity pressures at the Blithedale premises. The Suttons Wharf facility will therefore provide the additional capacity that will be required to meet future demand for locality level services, including out of hours provision.
- 5.7 The map below shows the locations of the new health facility and the existing Globe Town Surgery premises.



6.0 Business Case

Overview/General

- 6.1 Globe Town Surgery is one of the larger Practices in Tower Hamlets with a list size of 13,000. The Surgery is currently housed in cramped premises and local NHS organisations have been working with the practice for a number of years to identify a premises solution for this service. With the increase in population and the related demands of the surgery, it is becoming unsustainable to deliver primary care services from their current premises.
- 6.2 Globe Town Surgery is a high performing practice and is amongst the best performers in Tower Hamlets network enhanced services. It is vitally important that this practice is retained and relocated to modern, fit for purpose premises given the increasing list size and the high levels of performance.
- 6.3 There are a number of reasons for this requirement:
- The current premises are grossly overcrowded with no room for expansion. The lack of space severely compromises the quality of the patient experience, hinders the operation of the service and undermines staff recruitment and retention
 - With an internal floor area measuring only 320m², the current surgery premises provide only 34% of the accommodation recommended for a GP practice with over 13,000 registered patients
 - All existing consulting and treatment rooms are under-sized and in one case, clinical staff are having to provide consultations from a room that measures only 5.37m².
 - Confidentiality is difficult to achieve due to the lack of private areas within the existing premises
 - As a training Practice, Globe Town need to be able to accommodate trainees on site
 - The common room doubles up as a staff rest room, meeting room and teaching area
 - The area is one of significant deprivation and has higher rates of people on out of work benefits than Tower Hamlets as a whole

- Diabetes, childhood obesity, rates of smoking, STIs, Tuberculosis, in the area is above the national average
- The population within the practice's catchment area is projected to increase by at least a further 3,000 residents in the next 4 years
- The existing practices in the North-West Locality, which includes the Globe Town Surgery, do not currently have the capacity to meet the predicted increase in demand for primary care services

6.4 The aim of the proposal is to both overcome existing inadequacies in the NHS estate in the North-West Locality and to improve the provision of primary services, delivered from high quality premises, to meet both current and future needs of the local population.

6.5 The shell and core premises for the health centre was completed by the developer in 2015 and the NHS is now under pressure to conclude a formal agreement to acquire the site. The CCG and NHSPS have therefore commissioned a design team and commenced preparation of the business case at their own financial risk, pending approval of this PID by the Council. The early completion of this preparatory phase of the work will enable NHSPS to sign an agreement with the developer to purchase the site in November 2017 using NHS capital. The CCG will appoint a building contractor in December 2017. Construction works are planned to start in January 2018 and completed in September 2018.

Demand Modelling

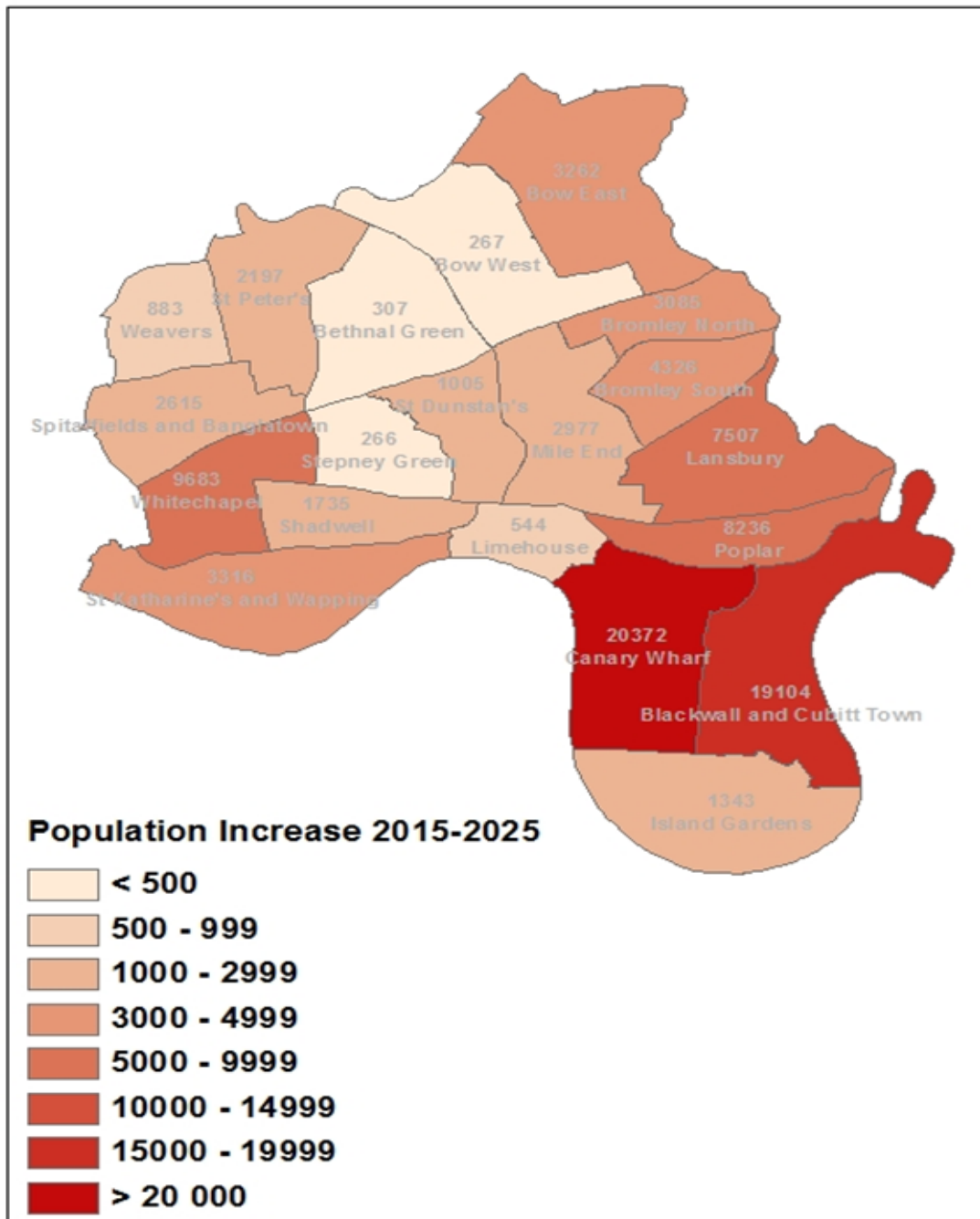
6.6 NHS Tower Hamlets Clinical Commissioning Group has developed a model with clinicians to enable projection of future demand for primary care services. The modelling exercise, which takes account of population growth and planned shifts in outpatient activity from hospital to primary care, has identified a requirement for the provision of seven additional clinical rooms in primary care to meet demand within the North-West Locality by 2021/22.¹ The Suttons Wharf Health Centre development will create a further five clinical rooms. Tower Hamlets Council is working closely with NHS Tower Hamlets CCG and other stakeholders to develop further initiatives to build primary care capacity in the North-West Locality, including outline proposals to develop a new health facility at Goodman's Fields. A PID for the Goodman's Field's development will be submitted during 2017.

¹ Transforming Services Together Estate Options, WEL CCGs

6.7 Future clinical capacity requirement is mainly driven by population growth, as the model projects relatively minimal infrastructure growth being required from shifting activity out of hospital into primary care.

6.8 Figure 1 below shows the net increase in population in Tower Hamlets Wards to 2025².

Figure 1: Net increase in Population in Tower Hamlets Wards to 2025



² LBTH Report, Potential Future Primary Healthcare Infrastructure, 2016

6.9 On a borough wide basis, there are currently enough GPs to accommodate current demand. However, the borough is expected to be the subject of significant population growth over the next 15 years which will result in the need to deliver more health facilities, such as the project proposed in this PID. Table 1 below describes that by 2030/31, the borough will have a deficit in provision of 38 GPs unless further provision is delivered.

Table 1

Year	Provision (GP's - FTE)	Projected Population	Demand (GP's)	Deficit / Surplus	Deficit / Surplus (% of Provision)
2015/16	182.13	284,106	157.84	24.29	13.34
2020/21	182.13	344,196	191.22	-9.09	-4.99
2025/26	182.13	384,166	213.43	-31.30	-17.18
2030/31	182.13	396,977	220.54	-38.41	-21.09

Project Objectives

6.10 The following objectives have been set by for the project:

- Replace the existing, poor quality accommodation currently housing the Globe Town Surgery
- Provide a modern health facility within the Suttons Wharf development with sufficient capacity to meet projected population demand and support the introduction of new models of care to deliver a broader range of integrated primary care and community health services to the local community
- Ensure the Suttons Wharf Centre development represents value for money and is affordable to the local health economy

Project Drivers

6.11 The Improving Health and Well Being Strategy, first developed in 2006 and refreshed in 2010 and 2012, sets, out an ambitious programme to improve and develop local services and underpins the borough's vision to improve the quality of life for everyone who grows up, lives and works in Tower Hamlets. As part of the original HWB strategy, a number of capital schemes were proposed across the Borough for new health and wellbeing centres. One of the proposed schemes was the Suttons Wharf development.

6.12 The NHS Tower Hamlets CCG Estates Strategy identifies a requirement to development new facilities in the North-West Locality to meet future demand for primary care services. The Suttons Wharf Health Centre development will contribute to delivery of the extra clinical capacity that is required in the Locality

Deliverables, Project Outcomes and Benefits

6.13 This project will:

- deliver a new, fully equipped modern health facility with 15 clinical rooms in the North-West Locality
- deliver new health infrastructure with capacity for up to 18,000 registered patients (the existing practice premises has capacity for a maximum of 13,000 patients)
- provide 36,000 new patient appointment slots in the North-West Locality, based on a utilisation rate of 60%
- enable an expansion of the primary care workforce in the North-West Locality, equivalent to 1 GP per 1,800 new patients

6.14 It is expected that the new facility will be operational by September 2018

Other Funding Sources

6.15 £2,000,000 will be sourced from NHSPS capital to fund the purchase of a 925-year lease for the shell and core premises from Barwood Ventures Ltd.

Related Projects

6.16 This project builds on other capital projects that are being implemented to expand and upgrade primary care healthcare facilities in Tower Hamlets:

- Re provision of the St Paul's Way Medical Centre to a new facility within the William Cotton Place development PID which was approved at IDB in April 2014)

- Re-provision of the Merchant Street and Stroudley Walk GP practices at the refurbished Wellington Way Health Centre PID which was approved in October 2016 and proposed new build extension PID which is being considered along with this PID.
- Maximising existing health infrastructure PID which was approved in 2016; a project that involves alterations to GP practice premises to create extra clinical capacity to meet increased health need

7.0 Approach to Delivery and On-going Maintenance/Operation

- 7.1 NHS Property Services and NHS Tower Hamlets CCG will apply effective public procurement, prioritising good design outcomes to maximise the social, environmental and economic benefits of the development.
- 7.2 The health facility will be in the ownership of NHSPS as a virtual freehold. NHSPS will be responsible for external repairs, whilst it is expected that maintenance of internal furnishings and equipment, utilities, rates and insurances will be the responsibility of the Globe Town Surgery, in accordance with the terms of the practice's lease agreement with NHSPS. IT equipment will be maintained by Tower Hamlets CCG.
- 7.3 All on-going revenue costs arising from this project will be funded by the NHS.

Procurement

The proposed contractual arrangements in this procurement are as follows:

NHS Property Services will procure the scheme design and fit-out works and manage the construction of this development, with capital funding provided via a Section 106 capital grant. Construction works are expected to be procured via a traditional form JCT tender, with invitations issued to a selected list of contractors who are proven at this scale and scope of NHS fit-out, in accordance with the NHSPS tendering guidelines. NHSPS will appoint a professional design team, including a contract administrator who will be responsible for compliance in terms of valuations, payments and acceptance of practical completion prior to handover.

- NHS Property Services will purchase a lease for the entire shell and core health premises at the Suttons Wharf Development for a term of 925 years at premium agreed between the developer, Barwood Ventures Ltd, and NHSPS
- NHSPS will sub-let the fully fitted out medical suite to the Globe Town Surgery via a full repairing, insurance lease agreement for a 30-year term
- NHS Tower Hamlets CCG will procure furnishings and IT equipment for the fitted out medical suite, with capital funding provided via a Section 106 capital grant
- The NHSPS and CCG procurements will be undertaken in accordance with NHS Standing Financial Instructions

8.0 Infrastructure Planning Evidence Base Context

8.1 Twenty healthcare projects have been identified in the current Infrastructure Delivery Plan (2016) to help meet the need for primary healthcare facilities in the borough. This includes the relocation of the Globe Town Surgery to the Suttons Wharf development to meet increasing need in the medium term.

8.2 See also 6.5 (Demand Modelling)

9.0 Opportunity Cost of Delivering the Project

9.1 The project is fulfilling a specific S106 obligation to provide *additional* healthcare facilities in the borough. The funds provided are ring-fenced for healthcare facilities and cannot be used for anything else. This project is one of a number of other healthcare facilities improvement projects being delivered through S106 monies – spread around the borough and decided according to need.

10.0 Local Employment and Enterprise Opportunities

10.1 NHS Tower Hamlets CCG and NHS Property Services as statutory public sector bodies will use their procurement procedures to secure any required contracts. The existing or appointed contractor will be requested to work with the council's Economic Development Team who can support them in delivering any economic and community benefits associated with any contract.

11.0 Financial Programming and Timeline

Project Budget

11.1 Table 2 below sets out the details of the project's budget and funding sources.

Table 2			
Financial Resources			
Description	Amount	Funding Source	Funding (Capital/ Revenue)
Construction costs	£1,534,276 £ 278,024	S106 CIL	Capital Capital
Project contingency / optimism bias	£208,500	S106	Capital
Professional fees	£271,900	S106	Capital
Furniture & equipment	£246,722	S106	Capital
IT	£90,000	S106	Capital
VAT (less estimate for VAT recovery)	£439,956	S106	Capital
Total	£3,119,378		

11.2 The cost estimate of £1,812,300 for construction works has been forecast by recognised cost consultants, Ridge & Partners LLP, RICS quantity surveyors. The pricing indices for are as per current RICS Building Cost Information Service (BCIS) information. The estimate is based at "Present Day" prices with adjustment to the estimated total to allow for "Market Trends" up to the mid-point of the construction period. No adjustment for location has been made as this is assumed to be within the Price and Design Risk percentage. Any monies not spent will be used for the purchase of additional equipment within the development.

NHS VAT Liability

11.3 With regards to VAT liabilities for this project, the CGG has received advice from Bauer VAT Consultants Ltd, as follows: *Whereas 'normal businesses' are entitled to recover VAT on goods/services used in the course of business, the NHS is severely restricted on precisely what services it is able to recover VAT on; the specifics of which are included in the COS guidance. To give some context, local authorities, under the Section 33 of the VAT Act 1994, are unrestricted on VAT recovery, however the NHS are dictated by different Section 41 (Contracted Out Services) and face restrictions on what they are entitled to recover VAT on. In conjunction with the COS Guidance, the NHS must have an 'in-house-ability' to conduct the services; an example where this would not occur would be on statutory building inspections, the NHS could not conduct this service in-house therefore they would be unable to recover the VAT on the inspection.* Taking account of further advice

received from Quantity Surveyors, Currie & Brown Holdings Ltd, we estimate that 3.58% of the total project cost will be VAT recoverable. A sum equivalent to this percentage has been deducted from the estimated VAT total in Table 2 above. It should be noted that it is the CCG's standard practice to draw down S106 grant monies on a quarterly basis in arrears against actual expenditure, but only after any VAT liabilities have been calculated.

Project Management

- 11.4 The CCG has established robust programme management arrangements to ensure consistent design and completion of S106 healthcare infrastructure schemes within the required programme and budget parameters. The programme is managed by NHS Tower Hamlets System Wide Estates and Capital Strategy Group, which is led by the Deputy Director of Commissioning Development and meets monthly. The membership of the Estates Strategy Group includes a representative from the Borough.
- 11.5 The operational delivery of this project will be managed by the Suttons Wharf Health Centre Project Board, which reports into and is accountable to the Estates Strategy Group. Membership of the Project Board comprises officers from NHS Tower Hamlets CCG, NHS England, the London Borough of Tower Hamlets, NHS Property Services and representatives from the Merchant Street and Stroudley Walk GP practices.
- 11.6 The Project Board will manage project delivery against programme milestones and the benefits realised against project objectives and the benefits sought. Project evaluation will be an integral part of the overall project management, contract management and commissioning processes.
- 11.7 Table 3 below sets out the details of the project's cost plan structure.

Table 3			
Current cost plan structure		% of works	% of total
Construction cost	£1,812,300		56.36%
Professional fees	£271,900	15.00%	8.46%
Equipment, IT, project and legal costs	£386,722	21.34%	12.03%
Optimism bias and project contingency	£208,500	11.50%	6.48%
VAT	£535,884	29.57%	16.67%
Total	£3,215,306		

Financial Profiling

11.8 Table 4 below sets out the profile of the project's expenditure over its lifetime.

Table 4									
Financial Profiling									
Description	Year 2017/18				Year 2018/19				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Construction cost including prelims				£604,100	£604,100	£604,100			
Professional fees				£67,975	£67,975	£135,950			
Equipment, IT, project and legal costs				£96,680.50	£96,680.50	£193,361			
Contingency and inflation				£69,500	£69,500	£69,500			
VAT				£167,651.10	£167,651.10	£200,582.20			
Total				£1,005,907	£1,005,907	£1,203,493			£3,215,306

Outputs/Milestone and Spend Profile

11.9 Table 5 below sets out key events (milestones) as the projects moves through its lifecycle.

Table 5			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	NHS Business Case	£25,000	24/11/2017
2	Contractors appointed (contract Signed)	£215,000	15/12/2017
3	Contractors Start on site	£44,000	10/01/2018
4	Contractors end on site	£1,750,000	07/09/2018
5	NHS commissioning process start	£790,000	10/09/2018
6	Facilities open to Public	£210,000	24/09/2018
7	Project final account	£181,306	06/04/2019
Total		3,215,306	

12.0 Project Team

12.1 Information regarding the project team is set out below:

- Project Sponsor: Somen Banerjee, Director of Public Health
- Project Manager: Abigail knight, Associate Director Public Health (Children & Families)

13.0 Project Reporting Arrangements

13.1 Direct progress reporting will be dealt with via NHS Project Board; the Council's Project Manager will be a member of the Project Board. In addition, progress reporting will be provided to the Council as follows:

Table 6

Group	Attendees	Reports/Log	Frequency
IDSG Sub Group	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDSG	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDB	Numerous – defined in ToR	Monitoring Report	Quarterly

14.0 Quality Statement

14.1 For quality assurance, the Suttons Wharf Health Centre will be developed in accordance with all relevant NHS guidance for healthcare building design, technical requirements and good practice in stakeholder engagement, including the following:

- Health Building Note 00-01 General design guidance for healthcare buildings. HBNs give best practice guidance on the design and planning of new healthcare buildings and on the adaptation or extension of existing facilities.
- Health Technical Memoranda (HTMs) give comprehensive advice and guidance on the design, installation and operation of building and engineering technology used in the delivery of healthcare.
- BREEAM Healthcare sets the standard for best practice in sustainable building design, construction and operation and has become one of the most widely recognised measures of a building’s environmental performance. The aim is for this development to achieve a BREEAM rating of ‘very good’, in accordance with BREEAM Criteria for fitted out premises.
- Design Quality Indicator (DQI) is a facilitated process that takes the form of structured workshops to assess and evaluate the quality of building design. The Design Quality Indicator empowers the building’s stakeholder community by providing a structured way to talk about their new building. By encouraging effective communication between suppliers and the eventual users of the building, the process helps suppliers deliver excellent buildings attuned to the users’ needs.

15.0 Key Risks

15.1 The key risks to this project are set out in the Table 7 below:

Table 7							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
2	Cost overrun on fit out works	Additional requirement not foreseen in quotes	Costs exceed budget	Extensive planning and quotes obtained for building work. Learning from previous experiences.	1	1	1
3	<i>Service disruption</i>	<i>??Inability to provide normal GP function from the existing site when works are being undertaken</i>	<i>Alternative premises requirement or reduction of service provision</i>	<i>Project management discussion with developer in order to minimise disruption of service</i>	1	1	1
4.	Slippage on building works causing overrun		Project overrun	Project management and penalties built in	1	1	1
5.	ICT equipment not required specification / incompatible with existing infrastructure		Inability to fully utilise new equipment	Only equipment meeting the necessary specification will be ordered	1	2	2

16.0 Key Project Stakeholders

16.1 The principal stakeholders are shown in Table 5 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
NHS Tower Hamlets CCG	Delivery	Project Board	Monthly

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
	Organisation		
Globe Town Surgery	Service Provider	Project Board	Monthly
NHS Property Services	Building Client	Project Board	Monthly

17.0 Stakeholder Communications

17.1 As part of its remit, the Suttons Wharf Health Centre Project Board will develop a communications strategy that will aim to:

- provide clear, consistent information to stakeholders at key stages of the project
- issue and publish the key messages to patients and key stakeholders
- ensure that the parties delivering the project are aware of their communications responsibilities
- raise awareness of the project via the local media
- ensure patients and key stakeholders of the Globe Town Surgery are fully informed in a timely manner about the arrangements for the relocation to the new premises at the Suttons Wharf development

Target audience

- Staff at the Globe Town Surgery
- Registered patients of Globe Town Surgery
- Globe Town Surgery Patient Participation Group
- Tower Hamlets Healthwatch
- London Borough of Tower Hamlets
- Ward Councillors
- Tower Hamlets CVS
- NHS England
- GP practices in the South-East Locality
- Local MP
- Local Medical Committee
- Local Pharmaceutical Committee
- Tower Hamlets CCG
- NHS Property Services
- Local media

18.0 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG and the Divisional Director for the Directorate leading the project.

Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director	Somen Banerjee		

Project Closure

[Please note that once this project has been completed a Project Closure Document is to be completed and submitted to the Infrastructure Planning Team and the S106 Programme Manager.]

Appendices

[Amend as necessary]

Appendix A: Recorded Corporate Director's Action Form;

Appendix B: Risk Register;

Appendix C: Project Closure Document

Project Closure Document

Project Closure Document							
1.	Project Name:						
2a.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the any Funding Agreement/PID including any subsequently agreed variations.	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
2b.	<ul style="list-style-type: none"> Key Outputs <i>[as specified in the PID]</i> Outputs Achieved <i>[Please provide evidence of project completion/delivery e.g. photos, monitoring returns / evaluation]</i> Employment & Enterprise Outputs Achieved <i>[Please specify the employment/enterprise benefits delivered by the project]</i> 						
3a.	Timescales I confirm that the project has been delivered within agreed time constraints.	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
3b.	<ul style="list-style-type: none"> Milestones in PID <i>[as specified in the PID]</i> Were all milestones in the PID delivered to time <i>[Please outline reasons for any slippage encountered throughout the project]</i> Please state if the slippage on project milestone has any impacts on the projects spend (i.e. overspend) or funding (e.g. clawback) 						
4a.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
4b.	<ul style="list-style-type: none"> Project Code Project Budget <i>[as specified in the PID]</i> Total Project Expenditure <i>[Please outline reasons for any over/underspend]</i> Was project expenditure in line with PID spend profile <i>[Please outline reasons for any slippage in spend encountered throughout the project]</i> 						

5.	Closure of Cost Centre I confirm that there is no further spend and that the projects cost centre has been closed. <ul style="list-style-type: none"> • Staff employment terminated • Contracts /invoices have been terminated/processed 	Please Tick ✓			
		Yes		No	
		Yes		No	
		Yes		No	
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues	Please Tick ✓			
		Yes		No	
		Yes		No	
7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken.	Please Tick ✓			
		Yes		No	
		Yes		No	
		These records can also be accessed within the client directorate using the following filepath: <i>[Please include file-path of project documentation]</i>			
8.	Lessons learnt				
	<ul style="list-style-type: none"> • Project set up <i>[Please include brief narrative on any issues faced/lessons learned project set up]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Outputs <i>[Please include brief narrative on any issues faced/lessons learned in delivering outputs as specified in the PID, including the management of any risks]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Timescales <i>[Please include brief narrative on any issues faced/lessons learned in delivering project to timescales specified in PID]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Spend <i>[Please include brief narrative on any issues faced/lessons learned regarding project spend i.e. sticking to financial profiles specified in the PID, under or overspend]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Partnership Working <i>[Please include brief narrative on any issues faced/lessons learned re: internal / external partnership working when delivering the project]</i> <hr/> <hr/>				
<ul style="list-style-type: none"> • Project Closure <i>Please include brief narrative on any issues faced/lessons learned project closure]</i> 					

9.	<p>Comments by the Project Sponsor including any further action required <i>[Use to summarise project delivery and any outstanding actions etc]</i></p> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>		
10.	<p>The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.</p>		
	Sponsor (Name)		Date
	Project Manager (Name)		Date

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PROJECT INITIATION DOCUMENT

(August 2017)

Wellington Way Health Centre (New Build Extension)

Version Control

[Please log the versions of the PID as it moves through the IDF process. This is to ensure that the correct/final version is signed and submitted for reporting.]

Version Number	Author and Job Title	Purpose/Change	Date
0.1	Robert Lee	Version 4	23.8.17

Project Initiation Document (PID)

Project Name:	Wellington Way Health Centre (New Build Extension)		
Project Start Date:	November 2017	Project End Date:	September 2018
Relevant Heads of Terms:	Health		
Responsible Directorate:	Adults Services		
Project Manager:	Abigail knight Associate Director Public Health (Children & Families)		
Tel:		Mobile:	
Ward:	Mile End		
Delivery Organisation:	NHS Tower Hamlets CCG / NHS Property Services		
Funds to be passported to an External Organisation? ('Yes', 'No')	Yes		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	Yes		
Supplier of Services:	NHS Tower Hamlets CCG		
Is the relevant Lead Member aware that this project is seeking approval for funding?			
Is the relevant Corporate Director aware that this project is seeking approval for funding?	Yes		
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's Action (RCDA)? (if 'Yes' please	No		

append the draft RCDA form for signing to this PID)	
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	No
S106	
Amount of S106 required for this project:	£1,493,700
S106 Planning Agreement Number(s):	PA/09/00203 PA/10/01734 PA/13/01606 PA/10/00119 PA/09/02100 PA/10/02501 PA/12/00771 PA/12/02923 PA/12/02856 PA/14/02618 PA/14/02134 PA/13/00697 PA/12/02577 PA/11/03785
CIL	
Amount of CIL required for this project:	£0
Total CIL/S106 funding sought through this project	£1,493,700
Date of Approval:	

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

Organisation	Name	Title
LBTH – Place	Ann Sutcliffe	Divisional Director Property and Major Programmes (<i>Interim Chair</i>)
LBTH – Place	Owen Whalley	Divisional Director Planning & Building Control
LBTH – Resources	Paul Leeson	Business Manager
LBTH – Place	Andy Scott	Acting Service Head for Economic Development
LBTH – Place	Matthew Pullen	Infrastructure Planning Manager
LBTH – Governance	Fleur Francis	Team Leader, Planning Legal

Organisation	Name	Title
LBTH – Governance	Marcus Woody	Planning Lawyer
LBTH – Governance	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH – Governance	Vicky Allen	S106 Portfolio Coordinator
LBTH – Governance	Tope Alegbeleye	Strategy, Policy & Performance Officer
LBTH – Governance	Oscar Ford	Service Manager - Strategy, Performance & Resources
LBTH – Health, Adults and Community	Flora Ogilvie	Associate Director of Public Health
LBTH – Children’s	Janice Beck	Head of Building Development
LBTH – Place	Marissa Ryan-Hernandez	Strategic Planning Manager
LBTH – Place	Paul Buckenham	Development Manager
LBTH – Place	Alison Thomas	Head of Housing Strategy, Partnerships and Affordable Housing Strategy, Sustainability and Regeneration
LBTH – Place	Richard Chilcott	Head of Asset Management
LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
LBTH – Place	Abdul J Khan	Service Manager, Energy & Sustainability
LBTH – Place	Christopher Horton	Infrastructure Planning Team Leader

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 This project initiation document sets out proposals to build a new extension at the existing Wellington Way Health Centre premises in the North-East Locality of Tower Hamlets. The extension will provide six additional clinical rooms for the Health Centre. This project builds on existing plans to refurbish the interior the old health centre building to provide accommodation for the Merchant Street and Stroudley Walk GP practices.
- 1.2 A previous PID for Section 106 capital to fund the refurbishment of the existing footprint of the Wellington Way Health Centre was approved at IDB in October 2016. The refurbishment will enable a reprovision of both the Merchant Street and Stroudley GP practices at the Wellington Way Health Centre. It is proposed that construction of the new build extension be included as part of the overall works contract for the Wellington Way health centre refurbishment. Completing these works as part of a single contract would minimise disruption as the works would not have to be completed in two phases. The newly refurbished health centre and extension would open in September 2018.
- 1.3 This proposal to build a new extension to the refurbished premises will enable the two GP Practices that will occupy Wellington Way to serve a further 5,000 patients.
- 1.4 This Project Initiation Document (PID) will define the Wellington Way Health Centre (New Build Extension) project and bring together the key components needed to start the project on a sound basis. It also provides the basis for building the principles of project management into the project right from the start by confirming the business case for the undertaking, ensuring that all stakeholders are clear of their role, agreeing important milestones, and ensuring that any risks involved have been assessed. The primary purposes of this PID are to:
- Justify the expenditure of *S106 contributions and / or CIL funding* on the named project which will provide the IDSG with a sound basis for their decision;
 - Provide a baseline document against which the Project Team, Project Manager (and in some cases) the Project Board can assess progress and review changes.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).
- 2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

- 2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.5 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the developments in the table below:

Planning Application	Site Address	Date Received	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Received	Amount Requested
PA/09/00203	2 Gladstone Place	09/03/2012	09/03/2022	(10 years from date of receipt)	Provision of healthcare facilities	293,324.00	21,624.75
PA/10/01734	Bow Enterprise Park	14/08/2014	TBC	10 years from practical completion	Healthcare facilities in the Borough	£369,164.39	£175,894.67
PA/13/01606	Cutty Sark House	01/04/2015	TBC	Expended or committed within 10 years from date of practical completion	Additional health facilities in the borough	£36,966.36	£36,966.36

PA/10/00119	Whatman House, Wallwood Street	07/04/2011	TBC	7 years from practical completion	Health facilities within the vicinity of the development	46,584.00	23,292.00
PA/09/02100	Brownfield Estate	24/07/2013	24/07/2023	10 years from date of receipt	Provision of or the improvement to health and social care facilities within the councils administrative areas	£170,052.00	£20,202.91
PA/10/02501	Land at north west corner of Crisp Street and Carmen Street	02/05/2013	02/05/2020	7 years from date of receipt	Additional health care facilities	102,810.24	68,637.74
PA/12/00771	22-28 underwood road	01/04/2015	TBC	Expended or committed within 10 years from date of practical completion	Towards additional health facilities	£30,505	£30,505
PA/12/02923	1-3 Turnberry Quay	27/05/2015	TBC	10 years from date of practical completion	Primary health care in the borough	89,000.00	89,000.00
PA/12/02856	1-94 cottle street and stainsby road	27/05/2015	TBC	10 years from date of practical completion	Towards additional healthcare facilities in the borough	£89,936	£89,936
PA/14/02618	land between st pauls way and masjid lane	03/09/2015	TBC	10 years from practical completion	towards health facilities in the borough	£20,630	£20,630
PA/14/02134	New Foundland	30/10/2015	TBC	10 years from date of receipt	Health care facilities in the borough	£679,432.00	£679,432.00
PA/13/00697	6-8 Boulcott street	08/03/2016	TBC	Expended in full or committed within 10 years from date of practical completion	Healthcare in the borough	£34,865.98	£34,865.98
PA/12/02577	Central Foundation Girls School	27/05/2016	27/05/2021	Expended in full or committed within 5 years from date of payment	Additional health facilities in the borough	£51,864.00	£43,904.00
PA/11/03785	58-64 Three Colts Lane and 191-205 Cambridge Heath Road	02/03/2017	TBC	Within 7 years from the date of Practical completion of the whole development	Additional Healthcare facilities within the borough	158,808.13	158,808.13

CIL

2.9 This PID does not seek approval for the expenditure of CIL funding.

3.0 Equalities Analysis

3.1 When making decisions, 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.

3.2 Tower Hamlets has one of the lowest healthy life expectancies for both men and women in the country and health inequalities particularly for BME people are a significant challenge for our communities. Additional infrastructure for GP services will provide additional resource for the council's Public Health service (through commissioning) and local health partners to tackle these health inequalities and improve outcomes for local residents, see section 6 for further information.

3.3 The new build extension at the Wellington Way Health Centre will be fully compliant with the requirements and philosophy of the 2010 Equality Act and the Disability Equality Duty contained within the Disability Discrimination Act. All referenced standards and planning guidance within these documents will be adhered to.

4.0 Legal Comments

4.1 Legal Services considers the use of contributions to support the Wellington Way Health Centre (New Build Extension) to satisfy the terms of the majority of the S106 agreements set out in the table at paragraph 2.5 above. PA/10/00119 requires the contribution to be spent towards health facilities in the vicinity of the development. There is no legal definition of vicinity and a number of factors should be borne in mind such as proximity, accessibility, the availability of other such facilities and the extent to which occupiers of the land can reasonably be expected to be served by the project. This development is located approximately 20 minutes walk from Wellington Way Health Centre and so it would not be unreasonable to expect residents of this development to attend this health centre. However, officers will need to ensure there is not another health centre which better meets the definition above of being within the vicinity of the site, which could benefit from this contribution.

4.2 The agreements require the contributions to be used towards providing healthcare facilities in the borough. A number of these agreements require any such facilities to be in addition to current provision. The project overview at section 5 helpfully explains that the contributions will be used to refurbish Wellington Way Health Centre which shall increase not only its own capacity but will reduce pressure on two nearby health centres. Since this project will result in increased capacity to that currently provided at the extant Health Centre we believe it can be considered as creating additional facilities where there were none before. As such, we are satisfied that this project is aligned with the terms of the s106 agreements.

4.3 It is noted that the contributions to be drawn from these agreements are to be paid directly to an external organisation (NHS). The terms of these agreements do not

specify that the contributions can be paid to NHS; therefore such payments are considered to constitute grants. Therefore, as the Council is under no legal obligation or duty to provide this payment, it is discretionary and considered to be a grant. As such, approval must first be sought from the Grants Determination (Cabinet) Sub-Committee before any payment is made.

- 4.4 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreements.
- 4.5 When approving this PID, 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.
- 4.6 These comments are limited to addressing compliance with the terms of the S106 agreements mentioned above (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

5.0 Overview of the Project

- 5.1 This project will involve the construction and fit out of a new ground floor, single storey extension to the newly refurbished Wellington Way Health Centre. The development will provide six additional clinical rooms at the Wellington Way site. The proposed development is intended to contribute to delivery of additional clinical capacity that will be required to meet the primary healthcare needs of the population of the Bow West, Bow East, Mile End, Bromley and Bromley South Wards.
- 5.2 The Merchant Street and Stroudley Walk GP practices currently have a combined registered list of 9,666 patients¹. The extra clinical capacity provided by the new build extension will enable the two practices to expand their combined patient list by a further 5,000 over the next five years to 2021/22. The new facility will be fully integrated with the existing health centre building, enabling patients to access a wider range of community and specialist health services that will be provided from the site
- 5.3 The new build extension will comprise a gross internal area (GIA) of 245.9 m². With the extension included, the health centre will have a total GIA of 1,192.6 m². The

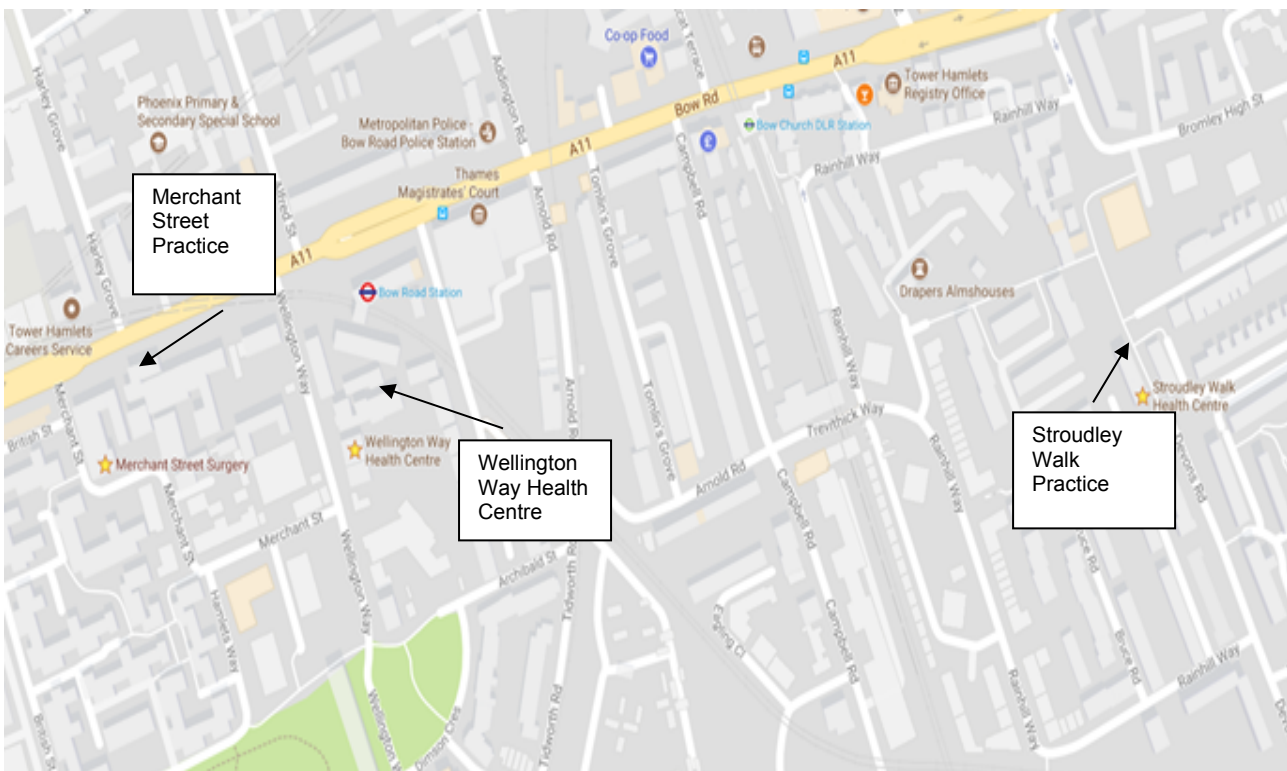
¹ Registered Patient List at 31st January 2017, recorded by THCCG

extension will be of a timber frame construction and situated on a part of the site that is currently used as a car park. Drop-off and disabled parking will continue to be provided at the site.

5.4 The structure of the extension will be specifically designed for future proofing, allowing for the option of building upwards, above the ground floor extension, at a later stage to create additional clinical capacity on the first-floor level, should there be a requirement to expand the facility in future years.

5.5 An architectural drawing (No. M744_006.PL1) showing the area of the planned refurbishment and the location of the new build extension proposed in this PID is included with the appendices.

5.6 The map below shows the locations of the new health facility and the existing Globe Town Surgery premises.



6.0 Business Case

Overview/General

6.1 There are clear needs to further develop healthcare services for the growing

population of the east of the borough. The challenge is that primary care services in E3 are under pressure. It is an area of high healthcare need and significantly growing population. It is close the Lower Lea Valley Opportunity Area, for which a planning framework was adopted in 2007, estimating it would deliver 32,000 new homes. It is estimated that the populations of Bow East, Bow West, Mile End, Bromley South and Bromley North wards will grow by at least 14,000 up to 2025/26.

- 6.2 In Tower Hamlets there are is a high incidence of long term health conditions but also considerable variation by ward. Bow East and Bow West have similar prevalence to the borough with slightly higher prevalence of asthma, hypertension and depression. The Mile End and Bromley South wards have a generally higher prevalence of most conditions and particularly asthma, depression and vascular conditions.
- 6.3 Preliminary design work for the new extension has already been completed. It is expected that the final design will be completed in November. The intention therefore will be to dovetail the construction programme for the extension with the planned Wellington Way refurbishment works, which are scheduled to start in January 2018 and completed in September 2018.

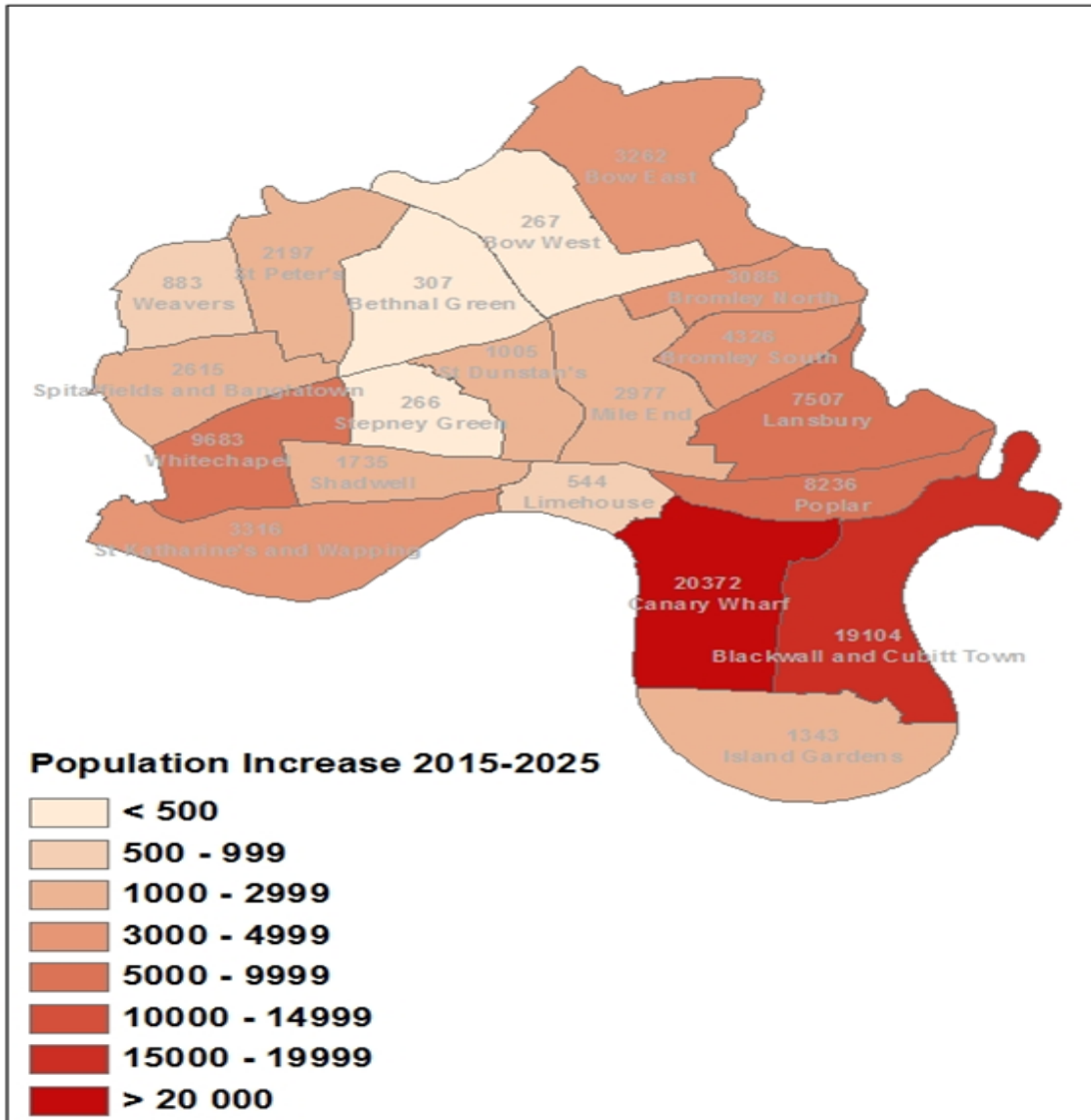
Demand Modelling

- 6.3. NHS Tower Hamlets Clinical Commissioning Group has developed a model with clinicians to enable projection of future demand for primary care services. The modelling exercise, which takes account of population growth and planned shifts in outpatient activity from hospital to primary care, has identified a requirement for the provision of eighteen additional clinical rooms in primary care to meet demand within the North-East Locality by 2021/22.² The recently completed William Cotton Place project has produced three additional clinical rooms for the Locality and the planned refurbishment of the existing Wellington Way building will produce a further three clinical rooms, over and above current provision. The proposal to add a new extension at the Wellington Way Health Centre will create a further six clinical rooms. Together these projects will deliver eleven of the eighteen clinical rooms that are required for the North-East Locality.
- 6.4 Future clinical capacity requirement is mainly driven by population growth, as the model projects relatively minimal infrastructure growth being required from shifting activity out of hospital into primary care.

² Transforming Services Together Estate Options, WEL CCGs

6.5 Figure 1 below shows the net increase in population in Tower Hamlets Wards to 2025³.

Figure 1: Net increase in Population in Tower Hamlets Wards to 2025



6.6 Tower Hamlets Council is working closely with NHS Tower Hamlets CCG and other stakeholders to develop further initiatives to build primary care capacity in the North-East Locality.

6.7 On a borough wide basis, there are currently enough GPs to accommodate current demand. However, the borough is expected to be the subject of significant population growth over the next 15 years which will result in the need to deliver

³ LBTH Report, Potential Future Primary Healthcare Infrastructure, 2016

more health facilities, such as the project proposed in this PID. Table 1 below describes that by 2030/31, the borough will have a deficit in provision of 38 GPs unless further provision is delivered.

Table 1

Year	Provision (GP's - FTE)	Projected Population	Demand (GP's)	Deficit / Surplus	Deficit / Surplus (% of Provision)
2015/16	182.13	284,106	157.84	24.29	13.34
2020/21	182.13	344,196	191.22	-9.09	-4.99
2025/26	182.13	384,166	213.43	-31.30	-17.18
2030/31	182.13	396,977	220.54	-38.41	-21.09

Project Objectives

6.8 The following objectives have been set by for the project:

- Provide a new extension to the Wellington Way Health Centre to create additional capacity to meet projected population demand and support the introduction of new models of care to deliver a broader range of integrated primary care and community health services to the local community
- Ensure the Wellington Way new build extension development represents value for money and is affordable to the local health economy

Project Drivers

6.9 The Improving Health and Well Being Strategy, first developed in 2006 and refreshed in 2010 and 2012, sets, out an ambitious programme to improve and develop local services and underpins the borough's vision to improve the quality of life for everyone who grows up, lives and works in Tower Hamlets. As part of the original HWB strategy, a number of capital schemes were proposed across the Borough for new health and wellbeing centres. One of the proposed schemes was the provision of the new Wellington Way facility.

6.10 The NHS Tower Hamlets CCG Estates Strategy identifies a requirement to development new facilities in the North-East Locality to meet future demand for primary care services. The building of a new extension at the Wellington Way Health Centre will contribute to delivery of the extra clinical capacity that is required in the Locality.

Deliverables, Project Outcomes and Benefits

6.11 This project will:

- deliver a new extension providing six modern treatment rooms that will be fully integrated with the refurbished Wellington Way Health Centre
- create capacity for the Merchant Street and Stroudley Walk Practices to register up to 17,000 patients ((the refurbished premises at Wellington Way, without the extension, will have capacity for a maximum of 13,500 patients)
- the new build extension will provide 43,200 new patient appointment slots in the North-East Locality, based on a utilisation rate of 60%
- enable an expansion of the primary care workforce in the North-East Locality, equivalent to 1 GP per 1,800 new patients
- the purchased equipment for the extension will include IT equipment, hydraulic examination couches, cabinetry, task chairs and other furnishings required for a fully equipped primary care medical facility.

6.12 It is expected that the new facility will be operational by September 2018.

Other Funding Sources

6.14 There are no other funding sources available for this project and there is no requirement or expectation for match funding. Due to the financial pressures facing the NHS, Tower Hamlets CCG does not have access to any capital resources for building projects. However, the NHS will meet the revenue costs for the employment of clinical and administrative staff that will be required at the expanded Wellington Way Health Centre.

Related Projects

6.15 This project builds on two other projects that are upgrading primary care healthcare facilities in the North-East Locality of Tower Hamlets:

- Re-provision of the St Paul's Way Medical Centre to a new facility within the William Cotton Place development PID which was approved at IDB in April 2014)

- Re-provision of the Merchant Street and Stroudley Walk GP practices at the refurbished Wellington Way Health Centre. The refurbishment project will enable the two practices to expand their combined registered list to 13,500 patients. However, the extra capacity will be insufficient to meet future demand resulting from planned population for the area. The proposed new extension to the Wellington Way premises, set out in this PID, will provide the extra capacity needed for the two practices to grow their combined list to 17,000 patients.
- The above projects form part of a wider Section 106 funded capital programme to improve healthcare services infrastructure across the borough of Tower Hamlets.

6.16 It is proposed that the proposed Wellington Way Health Centre (New Build Extension) project be run in tandem with the project (that was approved at October 2016 IDB) that is currently underway to refurbish the existing premises to provide fit for purpose accommodation for the Merchant Street and Stroudley Walk GP practices.

7.0 Approach to Delivery and On-going Maintenance/Operation

7.1 NHS Property Services and NHS Tower Hamlets CCG will apply effective public procurement, prioritising good design outcomes to maximise the social, environmental and economic benefits of the development.

Procurement

7.2 The proposed contractual arrangements in this procurement are as follows:

- NHS Property Services will procure the scheme design and fit-out works and manage the construction of this development, with capital funding provided via a Section 106 capital grant.
- To reduce costs for design and professional fees, it is proposed that the new extension and the internal refurbishment of the existing Wallington Way Centre be integrated as a single procurement. Construction works are expected to be procured via a traditional form JCT tender, with invitations issued to a selected list of contractors who are proven at this scale and scope of NHS fit-out, in accordance with the NHSPS tendering guidelines. NHSPS will appoint a professional design team, including a contract administrator who will be

responsible for compliance in terms of valuations, payments and acceptance of practical completion prior to handover.

- NHSPS will sub-let the fully fitted out medical suite at the Wellington Way Health Centre (including the new build extension) to the Merchant Street and Stroudley Practices via a full repairing, insurance lease agreement for an initial 30-year term
- NHS Tower Hamlets CCG will procure furnishings and IT equipment for the six treatment rooms, with capital funding provided via a Section 106 capital grant
- The NHSPS and CCG procurements will be undertaken in accordance with NHS Standing Financial Instructions

7.3 The health facility will be in the ownership of NHSPS as a virtual freehold. NHSPS will be responsible for external repairs, whilst it is expected that maintenance of internal furnishings and equipment, utilities, rates and insurances will be the responsibility of the Merchant Street and Stroudley Walk practices, in accordance with the terms of their lease agreements with NHSPS. IT equipment will be maintained by Tower Hamlets CCG.

7.4 All on-going revenue costs arising from this project will be funded by the NHS.

7.5 The Wellington Way building and site is owned by the NHS. This negates the risk that the building or any part of the grounds could be redeveloped for another purpose in the short to medium term following the Council's investment. If this building was owned by a private surgery, this risk would be greater.

8.0 Infrastructure Planning Evidence Base Context

8.1 Twenty healthcare projects have been identified in the current Infrastructure Delivery Plan (2016) to help meet the need for primary healthcare facilities in the borough. This includes the refurbishment of, and extension to the Wellington Way Healthcare Centre. This project is a top officer priority as it will meet increasing need in the shorter term.

9.0 Opportunity Cost of Delivering the Project

9.1 The project is fulfilling a specific S106 obligation to provide additional healthcare

facilities in the borough. The funds provided are ring-fenced for healthcare facilities and cannot be used for anything else. This project is one of a number of other healthcare facilities improvement projects being delivered through S106 monies – spread around the borough and decided according to need.

10.0 Local Employment and Enterprise Opportunities

10.1 NHS Tower Hamlets CCG and NHS Property Services as statutory public sector bodies will use their procurement procedures to secure any required contracts. The existing or appointed contractor will be requested to work with the council's Economic Development Team who can support them in delivering any economic and community benefits associated with any contract.

11.0 Financial Programming and Timeline

Project Budget

11.1 Table 2 below sets out the details of the project's budget and funding sources.

Table 2			
Financial Resources			
Description	Amount	Funding Source	Funding (Capital/ Revenue)
Construction cost including prelims	£796,457	S106	Capital
Professional fees	£117,364	S106	Capital
Equipment, IT, project and legal costs	£244,514	S106	Capital
Contingency and inflation	£124,694	S106	Capital
VAT (less estimate for VAT recovery)	£210,671	S106	
Total	£1,493,700		

11.2 The cost estimate for construction works have been forecast by recognised cost consultants, Richard Stephens Partnership, RICS quantity surveyors. The pricing indices for are as per current RICS Building Cost Information Service (BCIS) information. The estimate is based at "Present Day" prices with adjustment to the estimated total to allow for "Market Trends" up to the mid-point of the construction period. No adjustment for location has been made as this is assumed to be within the Price and Design Risk percentage. Any monies not spent will be used for the purchase of additional equipment within the development.

NHS VAT Liability

- 11.3 With regards to VAT liabilities for this project, the CCG has received advice from Bauer VAT Consultants Ltd, as follows: *Whereas 'normal businesses' are entitled to recover VAT on goods/services used in the course of business, the NHS is severely restricted on precisely what services it is able to recover VAT on; the specifics of which are included in the COS guidance. To give some context, local authorities, under the Section 33 of the VAT Act 1994, are unrestricted on VAT recovery, however the NHS are dictated by different Section 41 (Contracted Out Services) and face restrictions on what they are entitled to recover VAT on. In conjunction with the COS Guidance, the NHS must have an 'in-house-ability' to conduct the services; an example where this would not occur would be on statutory building inspections, the NHS could not conduct this service in-house therefore they would be unable to recover the VAT on the inspection.* Taking account of further advice received from Quantity Surveyors, Currie & Brown Holdings Ltd, we estimate that 3.58% of the total project cost will be VAT recoverable. A sum equivalent to this percentage has been deducted from the estimated VAT total in Table 2 above. It should be noted that it is the CCG's standard practice to draw down S106 grant monies on a quarterly basis in arrears against actual expenditure, but only after any VAT liabilities have been calculated.

Project Management

- 11.4 The Project will be managed by NHGS Tower Hamlets Clinical Commissioning Group. The CCG has established robust programme management arrangements to ensure consistent design and completion of S106 healthcare infrastructure schemes within the required programme and budget parameters. The programme is managed by NHS Tower Hamlets System Wide Estates and Capital Strategy Group, which is led by the Deputy Director of Commissioning Development and meets monthly. The membership of the Estates Strategy Group includes a representative from the Borough.
- 11.5 The operational delivery of this project will be managed by the Wellington Way Health Centre Project Board, which reports into and is accountable to NHS Tower Hamlets System Wide Estates and Capital Strategy Group. Membership of the Project Board comprises officers from NHS Tower Hamlets CCG, NHS England, the London Borough of Tower Hamlets, NHS Property Services and representatives from the GP practices, including patient representatives.
- 11.6 The Project Board will manage project delivery against programme milestones and the benefits realised against project objectives and the benefits sought. Project

evaluation will be an integral part of the overall project management, contract management and commissioning processes.

Financial Profiling

11.7 Table 3 below sets out the profile of the project's expenditure over its lifetime

Table 3							
Financial Profiling							
Description	17/18	18/19				19/20	Total
	Q4	Q1	Q2	Q3	Q4	Q1	
Construction cost including prelims	£79,646	£159,291	£318,583	£159,291	£0	£79,646	£796,457
Professional fees	£35,209	£46,946	£23,473	£0	£0	£11,736	£117,364
Equipment, IT, project and legal costs	£24,451	£48,903	£48,903	£73,354	£48,903	£0	£244,514
Contingency and inflation	£12,469	£37,408	£37,408	£12,469	£12,470	£12,470	£124,694
VAT (less estimate for VAT recovery)	£21,067	£42,134	£84,268	£42,134	£0	£21,068	£210,671
Total							£1,493,700

Outputs/Milestone and Spend Profile

11.8 Table 4 below sets out key events (milestones) as the projects moves through its lifecycle.

Table 4			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Final design/business case	£57,614	30/11/2017
2	Contractors appointed (contract signed)	£115,229	19/01/2018
3	Contractors start on site	£334,682	10/01/2018
4	Contractors end on site	£799,884	29/09/2018
5	End of contract defects liability period	£186,291	29/09/2019
Total		£1,493,700	

12.0 Project Team

12.1 Information regarding the project team is set out below:

- Project Sponsor: Somen Banerjee, Director of Public Health
- Abigail knight, Associate Director Public Health (Children & Families)

13.0 Project Reporting Arrangements

13.1 Direct progress reporting will be dealt with via NHS Project Board; the Council's Project Manager will be a member of the Project Board. In addition, progress reporting will be provided to the Council as follows:

Table 5			
Group	Attendees	Reports/Log	Frequency
IDSG Sub Group	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDSG	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDB	Numerous – defined in ToR	Monitoring Report	Quarterly

14.0 Quality Statement

14.1 For quality assurance, the Wellington Way Health Centre refurbishment and new

build extension will be developed in accordance with all relevant NHS guidance for healthcare building design, technical requirements and good practice in stakeholder engagement, including the following:

- Health Building Note 00-01 General design guidance for healthcare buildings. HBNs give best practice guidance on the design and planning of new healthcare buildings and on the adaptation or extension of existing facilities.
- Health Technical Memoranda (HTMs) give comprehensive advice and guidance on the design, installation and operation of building and engineering technology used in the delivery of healthcare.
- BREEAM Healthcare sets the standard for best practice in sustainable building design, construction and operation and has become one of the most widely recognised measures of a building’s environmental performance. The aim is for this development to achieve a BREEAM rating of ‘very good’, in accordance with BREEAM Criteria for fitted out premises.
- Design Quality Indicator (DQI) is a facilitated process that takes the form of structured workshops to assess and evaluate the quality of building design. The Design Quality Indicator empowers the building’s stakeholder community by providing a structured way to talk about their new building. By encouraging effective communication between suppliers and the eventual users of the building, the process helps suppliers deliver excellent buildings attuned to the users’ needs.

15.0 Key Risks

15.1 The key risks to this project are set out in the Table 6 below:

Table 6							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
1	Building Control / Development control approvals are		Delay while permissions obtained	Confirm these are not required before commencement of work	1	2	2

Table 6

Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
	required						
2	Cost overrun on building works	Additional works requirement not foreseen in quotes	Costs exceed budget	Extensive planning and quotes obtained for building work. Learning from previous experiences.	1	1	1
3	Service disruption	Inability to provide normal GP function from the existing site when works are being undertaken	Alternative premises requirement or reduction of service provision	Project management discussion with developer in order to minimise disruption of service	1	1	1
4.	Slippage on building works causing overrun		Project overrun	Project management and penalties built in	1	1	1
5.	ICT equipment not required specification / incompatible with existing infrastructure		Inability to fully utilise new equipment	Only equipment meeting the necessary specification will be ordered	1	2	2

16.0 Key Project Stakeholders

16.1 The principal stakeholders are shown in Table 6 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Table 7			
Key Stakeholders	Role	Communication Method	Frequency
NHS Tower Hamlets CCG	Supplier	Project Board	Monthly
Merchant Street and Stroudley Walk GP Practices	Service Provider	Project Board	Monthly
NHS Property Services	Building Client	Project Board	Monthly

17.0 Stakeholder Communications

17.1 As part of its remit, the Wellington Way Health Centre Project Board will develop a communications strategy that will aim to:

- provide clear, consistent information to stakeholders at key stages of the project
- issue and publish the key messages to patients and key stakeholders
- ensure that the parties delivering the project are aware of their communications responsibilities
- raise awareness of the project via the local media
- ensure patients and key stakeholders of the Merchant Street and Stroudley Walk practices are fully informed in a timely manner about the arrangements for the relocation to the new premises at Wellington Way

Target audience

- Staff at the Merchant Street and Stroudley Walk Practices
- Registered patients of Merchant Street and Stroudley Walk Practices
- Merchant Street and Stroudley Walk Practices Patient Participation Groups
- Tower Hamlets Healthwatch
- London Borough of Tower Hamlets
- Ward Councillors
- Tower Hamlets CVS
- NHS England
- GP practices in the South-East Locality
- Local MP
- Local Medical Committee
- Local Pharmaceutical Committee
- Tower Hamlets CCG
- NHS Property Services
- Local media

18.0 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG and the Divisional Director for the Directorate leading the project.			
Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director	Somen Banerjee		

Project Closure

[Please note that once this project has been completed a Project Closure Document is to be completed and submitted to the Infrastructure Planning Team and the S106 Programme Manager.]

Appendices

[Amend as necessary]

Appendix A: Recorded Corporate Director's Action Form;

Appendix B: Risk Register;

Appendix C: Project Closure Document

Project Closure Document

Project Closure Document							
1.	Project Name:						
2a.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the any Funding Agreement/PID including any subsequently agreed variations.	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
2b.	<ul style="list-style-type: none"> Key Outputs <i>[as specified in the PID]</i> Outputs Achieved <i>[Please provide evidence of project completion/delivery e.g. photos, monitoring returns / evaluation]</i> Employment & Enterprise Outputs Achieved <i>[Please specify the employment/enterprise benefits delivered by the project]</i> 						
3a.	Timescales I confirm that the project has been delivered within agreed time constraints.	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
3b.	<ul style="list-style-type: none"> Milestones in PID <i>[as specified in the PID]</i> Were all milestones in the PID delivered to time <i>[Please outline reasons for any slippage encountered throughout the project]</i> Please state if the slippage on project milestone has any impacts on the projects spend (i.e. overspend) or funding (e.g. clawback) 						
4a.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID	Please Tick ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table>		Yes		No	
Yes		No					
4b.	<ul style="list-style-type: none"> Project Code Project Budget <i>[as specified in the PID]</i> Total Project Expenditure <i>[Please outline reasons for any over/underspend]</i> Was project expenditure in line with PID spend profile <i>[Please outline reasons for any slippage in spend encountered throughout the project]</i> 						

5.	Closure of Cost Centre I confirm that there is no further spend and that the projects cost centre has been closed. <ul style="list-style-type: none"> • Staff employment terminated • Contracts /invoices have been terminated/processed 	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken.	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
These records can also be accessed within the client directorate using the following filepath: <i>[Please include file-path of project documentation]</i>					
8.	Lessons learnt				
	<ul style="list-style-type: none"> • Project set up <i>[Please include brief narrative on any issues faced/lessons learned project set up]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Outputs <i>[Please include brief narrative on any issues faced/lessons learned in delivering outputs as specified in the PID, including the management of any risks]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Timescales <i>[Please include brief narrative on any issues faced/lessons learned in delivering project to timescales specified in PID]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Spend <i>[Please include brief narrative on any issues faced/lessons learned regarding project spend i.e. sticking to financial profiles specified in the PID, under or overspend]</i> <hr/> <hr/>				
	<ul style="list-style-type: none"> • Partnership Working <i>[Please include brief narrative on any issues faced/lessons learned re: internal / external partnership working when delivering the project]</i> <hr/> <hr/>				
<ul style="list-style-type: none"> • Project Closure <i>Please include brief narrative on any issues faced/lessons learned project closure]</i> 					

9.	<p>Comments by the Project Sponsor including any further action required <i>[Use to summarise project delivery and any outstanding actions etc]</i></p> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>		
10.	<p>The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.</p>		
	Sponsor (Name)		Date
	Project Manager (Name)		Date

<p>Grants Determination Sub Committee</p> <p>5th December 2017</p>	
<p>Report of: Ann Sutcliffe, Acting Corporate Director for Place</p>	<p>Classification: Unrestricted</p>
<p>Affordable Housing Grant Programme 2016-19 Second Round</p>	

Lead Member	Councillor Rachel Blake, Cabinet Member for Strategic Development and Waste.
Originating Officer(s)	Mark Baigent
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	Great Place to live

1. Executive Summary

1.1 In December 2015, The Commissioners agreed £7.06 million of retained RTB receipts could be used to set up a Local Housing Affordable Grant Programme for the period 2016/19 for the provision of affordable housing in Tower Hamlets.

1.2 At the same time the Commissioners endorsed the process and timetable within which the programme would operate, part of which included a framework for continuous market engagement to facilitate future expenditure of the retained receipts.

1.3 This report is intended to update the Sub Committee of any changes to the grant arrangements and timetable approved by Commissioners on 12th April 2016 as well as provide details of the bids received as part of the continuous market engagement process.

1.4 The backstop date of December 2019 has so far proved to be a disincentive for Registered Providers (RPs) to apply for this funding. This report therefore seeks the Sub Committee's approval to revise the backstop date to December 2020 thereby making this funding more attractive to RPs.

2. Recommendations

The Grants Determination Sub Committee is recommended to:

2.1 Consider and endorse Officers' recommendations to award, subject to the necessary budget approval by the Mayor in Cabinet in January 2018, Right To Buy grant funding for the amounts listed to the Registered Providers outlined in point 4.3 of the report. In addition, allow 10% uplift to the agreed amounts to take account of potential increases in build or acquisition costs.

2.2 Note the variations to the bid submitted by the Registered Provider Arhag that were subsequently approved by the Mayor on the 11th August 2017.

2.3 Note the change in the scheme completion date for 34-40 Bow Road E3 being delivered by Arhag.

2.4 In respect to an existing grant approval to East End Homes, approve the change in purchase completion date and the grant purpose to be extended to include the purchase of residential properties on the open market.

2.5 Authorise the Corporate Director of Place to agree extensions of time on schemes approved for grant funding, which shall not in any event exceed December 2020.

2.6 Authorise the Corporate Director, Place, to agree the terms of, and enter into, any contractual or ancillary documentation to give effect to the above recommendations, with recommendation 2.1 to be effected only upon budgetary approval by the Mayor in Cabinet in January 2018.

3. REASONS FOR THE DECISIONS

3.1 On 12th October 2015, the Mayor in Cabinet approved a capital programme to address the issues around the accumulated Right to Buy Receipts and the conditions for their expenditure. This included a range of measures, one of which was the provision of £7.06 million to Registered Providers towards the delivery of affordable housing units for rent for letting to housing applicants on the Council's Housing Waiting List. The Commissioners approved this on 2nd December 2015.

3.2 An advertisement and bidding pack inviting Registered Providers to submit applications as part of the continuous market engagement process were placed on the Council's website on the 15th February 2017. RPs were also formally advised individually.

3.3 To qualify to submit a bid, RPs were required to demonstrate their ability to satisfy the following criteria :-

- a) Have knowledge of the Borough's housing needs.
- b) Be a signed up member of the Common Housing Register or be able to sign up to it.
- c) Have a management arm based in the Borough.
- d) Be easily accessible to their new tenants.
- e) Have extensive experience of affordable housing development.
- f) Be included on the Homes and Communities Agency (HCA) published list of RPs.
- g) Have the financial liquidity needed to successfully deliver a development programme over period of the grant scheme
- h) Consider the prerequisite that priority will be given to schemes with planning permission or in the planning process to enable them to meet the required deadline of December 2019 for completed schemes.

3.4 Interested bidders were advised full submissions must be received by 12 noon on 31st March 2017. Two detailed bids were received by the deadline from East End Homes and Swan Housing Association.

3.5 The Bids were examined and a précis compiled by Officers against the criteria noted in the grant pack. Details of the summarised bids are attached as Appendix A.

4 Approval Process

4.1 Points of clarification and any areas of concern with the bids have been discussed with the respective RPs.

4.2 Approval for grant funding was assessed on the basis that priority is given for schemes that meet the LBTH specific strategic criteria of :-

- Deliverability – This is of paramount importance. The scheme must be deliverable by December 2020. Milestones will be set and the grant may be repayable if they are not achieved.
- Affordability – preference is given to homes that are most affordable to local residents.
- Tenancies – preference is given to homes with longer tenancies as the RTB receipts fund permanent social/affordable rented accommodation.
- The grant element will represent a maximum of 30% of the scheme cost and can only be utilised for the replacement of Affordable Rented Units

although this can be part of a larger mixed tenure development.

- Delivery of other strategic objectives of the Council and wider community benefits.
- Accessibility – Homes for residents with disabilities will be fully accessible and preference will be for wheelchair housing located on the ground floor. Preference will also be given to schemes that assist the rehousing of households with disabled members. No less than 10% of the rented stock in the scheme will be wheelchair units.
- Schemes that fit in with the Planning or supported Borough Housing Investment Strategy e.g. Whitechapel Master Plan area
- Schemes that exceed the minimum planning requirements for the provision of Affordable Housing.

4.3 The process outlined above culminated in Officers recommending that Swan and East End Homes be awarded grant funding for the amounts detailed in the table below, subject to the necessary budgetary approval.

	Registered Provider	Scheme	Num Rent	Num Int.	Num Mar.	TH Living Rent	London Afford. Rent	Grant £
1	East End Homes	Various sites on East End Homes existing land	5	0	0	2	3	£375,000
2	Swan HA	Land bound by Watts Grove & Gale St E3	20	45	0	16	4	£2,439,760

(Grant requested will contribute 30% of scheme costs associated with the rented element).

4.4 Terms of the grant to RPs will be covered by a grant agreement that will be a contract between the parties for each scheme to ensure compliance.

5. ALTERNATIVE OPTIONS

5.1 Doing nothing has been considered, However, this could result in the Council having to pay RTB receipts to central government with interest (*compounded 4% above base rate*), in line with the conditions of usage set down by the DCLG. Therefore, this programme could be considered to be an efficient use of the current available resources.

5.2 In considering whether to repay the RTB receipts to central government, the Council has the duty to consider not only the financial impact on the HRA but also the provision of affordable housing, the acute housing need in the borough, and service enhancements made possible through the use of the RTB Receipts.

5.3 Giving up the one-for-one RTB receipts would imply that the Council would not take the opportunity of exercising greater control over the provision of affordable housing. Instead, funding affordable housing delivery by the housing association sector allows the Council to target its own priorities, without the restraints of the conditions of GLA grant and the requirements of the HCA Capital Guide.

6. DETAILS OF REPORT

6.1 ARHAG Re -Submission

6.2 On 12th April 2016, the Commissioners approved £547,631 of grant funding from the Local Affordable Housing Grant programme to Registered Provider ARHAG, to deliver a small scheme on their land in Bow Road E3 with a completion date of December 2017.

6.3 The original scheme was to deliver 10, mainly 1 and 2 bedroom properties, 8 of which were to be charged at slightly higher than current social rents levels and 2 for market sale.

6.4 ARHAG have since changed the original design in response to Planning comments and are now proposing a ground floor 3 bedroom wheelchair accessible home for rent, which is a better outcome than the original application.

6.5 The design changes have had a negative effect on the viability and timetable for completion of the scheme, resulting in ARHAG incorporating an additional 1 bed flat for private sale. They will now be selling 2 x 1 bed flats and 1 x studio unit.

6.6 The rents for the 1 and 2 bedroom flats will be £144.26 and £152.73 respectively; whilst the rent for the 3 bed wheelchair property will be £161.22, (all are at social target rent levels).

6.7 The proposed 10 unit scheme, approved by an Individual Mayor Decision on 11th August 2017, would therefore comprise 3 units for private sale and 7 for social rent, at the rents outlined above. The completion date will now be 31st December 2020.

6.8 The original grant allocation approved by the Commissioners was £547,631; ARHAG are now claiming up to £428,605, which represents 30% of the new scheme costs for the revised 7 rented units.

6.9 East End Homes

6.10 On the 12th April 2016, the Commissioners approved grant funding of £870,000 for East End Homes to enable the purchase of 8 ex right to buy properties on a number of their estates.

6.11 Various internal delays meant East End Homes were not in a position to sign the Grant Agreement until August 2017, which in turn, impacted on the timescale within which the properties could be purchased. They have therefore requested an extension until 31st December 2020 to complete the purchases.

6.12 East End Homes advise that the high value of properties on their estates has been prohibitive to purchasing ex- right to buy homes on their estates. EEH have therefore asked for the original grant permission to be amended to allow them to purchase residential properties on the open market rather than just ex- RTB on their own estates. This will give them the flexibility to purchase homes in cheaper parts of the Borough. Once purchased, they will be let through the Common Housing Register at Tower Hamlets Living Rents.

6.13 Continuous Market Engagement

6.14 The Council's significant retained receipts from the disposal of properties under Right to Buy legislation must be used for the provision of new social housing in accordance with the terms of the agreements that the Council has entered into with the DCLG. One-for-one RTB receipts can only be used to fund up to 30% of the cost of Social Rented or Affordable Rented units.

6.15 The Council launched the continuous market engagement process in February 2017 and received 2 applications. Summary details are provided below.

6.16 East End Homes

Grant requested: £375,000 to provide 5 new infill properties on various estates in their ownership.

Grant per unit = £75,000

Unit Mix = 2x1B2P @£144.26pw = LAR

1x2B4P @ £152.73pw = LAR

2x1B2P @ £202.85pw = THLR

6.17 Swan Housing Association

Grant requested: £2,439,760 to provide 20 units at Watts Grove E3, on vacant land in their ownership

Grant per unit = £121,988

Unit Mix = 7x1B2P @ £202.85 = THLR

9 x2B3P @ £223.14 = THLR

4x 3B5P @ £161.22 = LAR

6.18 Swan are keen to introduce some rented units into the scheme. Their initial submission provided a 100% intermediate scheme. The right to buy grant will facilitate the provision of 20 affordable units and reduce the overall unit costs.

7. COMMENTS OF THE CHIEF FINANCE OFFICER

7.1 The Mayor in Cabinet on 6th October 2015 approved a programme to utilise the significant levels of Right to Buy receipts that the Council has retained for the provision of replacement social housing. It was agreed that £7.065 million of the receipts would be allocated towards a Local Affordable Housing Grant scheme for Registered Providers of Social Housing (RPs).

7.2 The Authority's contribution is limited to 30% of the cost of the eligible expenditure incurred on replacement social housing, with the registered provider (RP) being responsible for funding the remaining 70% of the cost of the replacement social housing being built. Evidence of eligible expenditure must be submitted by the RP to the Council to ensure that all Government regulations for the use of retained capital receipts are met.

7.3 Following the completion of the application process for the programme and subsequent Commissioner or Grants Determination Sub-Committee approvals for the funding of various projects, together with subsequent amendments to the schemes, the table below shows the current approvals in place. These include a contingency of up to 10% of the grant sum to allow for a possible increase in build or acquisition costs. This contingency will only be available to the RP if officers are satisfied that the costs are unavoidable.

Revised Schemes - December 2017	Amount	Contingency	TOTAL
1 <u>Commissioners meeting: April 12th 2016</u>			
ARHAG (new build scheme)	£428,605	£42,861	£471,466
East End Homes (buybacks)	£870,000	£87,000	£957,000
2 <u>Commissioners meeting: July 5th 2016</u>			
Peabody (new-build scheme)	£1,940,732	£0	£1,940,732
Family Mosaic (new-build scheme)	£1,118,944	£40,000	£1,158,944
<u>New approvals sought in this report</u>			
3 East End Homes (new-build scheme)	*£375,000	*£37,500	£412,500
Swan (new-build scheme)	£2,439,760	*£243,976	£2,683,736
	£7,173,041	£451,337	£7,624,378

7.4 Approving all the new schemes would exceed the approved capital budget. It is therefore proposed that the Swan Housing Association scheme is approved at £2,439,760 with an 'in-principle' decision that the budget will be increased to £2,683,736 if additional funding is approved for the scheme as part of the 2018-19 budget process. Similarly, an 'in-principle' decision is sought on the total East End Homes scheme pending subsequent budget approval. All the 'in-principle' approval items are marked with an asterisk in the table above, and when excluded reduce the approved grant commitments to £6.968 million i.e. within the approved capital budget of £7.065 million.

7.5 As the Council retains responsibility for spending a sufficient amount on replacement social housing within the required timescales, in the event that RPs fail to spend enough there is a risk that the resources will be payable to the Government, with the authority being liable for a significant interest penalty. It is therefore crucial that the Authority continues to closely monitor the progress on all replacement social housing projects funded by retained receipts, whether the expenditure is incurred by third parties or forms part of the substantial Council managed initiatives.

8. LEGAL COMMENTS

8.1 The report sets out the recommendations to:

- Award Right to Buy grant funding to two Registered Providers in the amounts set out at paragraph 7.3, subject to budgetary approval;
- Approve an amendment to an existing grant approval with East End Homes to extend the previously agreed completion date and to allow the funds to be used to purchase properties on the open market; and
- Approve extensions to the deadline by which schemes relevant schemes are to be completed, to be determined by the Corporate Director of Place, but with a longstop date of 31 December 2020.

Budgetary approval

8.2 The Council's Chief Finance Officer, for the purposes of section 151 of the Local Government Act 1972, has put in place financial regulations and procedures for the proper administration of the Council's financial affairs. Pursuant to financial procedures FP 3.3(5) and 3.3(6), Chief Officers may only proceed with projects when there is a capital estimate adopted and adequate capital resources have been identified.

8.3 Recommendation 2.1 seeks the approval to provide grant funding to two Registered Providers for the provision of affordable housing units. The funding is currently outside the approved capital budget and so the decision taken must be subject to budgetary approval, which is tabled for Cabinet in January 2018.

Grant funding

- 8.4 Whilst there is no strict legal definition of grant, a grant is in the nature of a gift and is based in trust law. There will be many grants which are made by the Council for the purpose of discharging one or more of its statutory duties. In this case, the Council is not under a legal duty to provide these payments and, whilst the Council controls the purpose for which the payments are being spent, they are considered a grant discretionary in nature.
- 8.5 Affordable Housing Grants are supported by the Council's general power of competence. Section 1 of the Localism Act 2011 gives the Council the power to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other legislation. There are no such restrictions and limitations and therefore the general power of competence can be applied.
- 8.6 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 itself must be fair and transparent. The report sets out the application procedure and the criteria that apply to the grant funding.
- 8.7 The grant is supported by a contractual arrangement between the Council and the grant recipient. The grant agreement includes a clear monitoring process against defined parameters in order for the Council to demonstrate that delivery is in line with the application.
- 8.8 The Council must ensure that no part of the funds issued represent a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law.
- 8.9 The Treaty on the Functioning of the European Union provides that certain government activities may be prohibited if they give an advantage in a selective way to certain entities, which may affect competition within the internal market. Those activities may amount to permitted or prohibited state aid, depending on the circumstances. In this case, the purpose of the grants is to provide affordable housing which would be "aid having a social character" and they are therefore permitted.

Amendments and extensions to grant funding

- 8.10 The report seeks authority to amend the terms of certain grant funding, including extending the timeframe within which expenditure must be incurred by the recipient. Any agreed amendments should be formalised in writing between the Council and the recipient, which may involve a contract variation.

Best value and equalities

- 8.11 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. These considerations have been addressed in paragraph 10 of the report.
- 8.12 When making decisions, the Council must have due regard to the need to eliminate unlawful, 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). These considerations are addressed in paragraph 9 of the report.

9. ONE TOWER HAMLETS CONSIDERATIONS

9.1 The delivery of more affordable homes will help give households, particularly those from black, Asian, or other minority ethnic backgrounds on low incomes (many of whom are benefit dependent) a secure home. This has the potential to create an environment for household members – particularly children – to improve their educational attainment which will in turn help them access sustainable employment in the future. The delivery of more housing that is wheelchair accessible and meets lifetime homes standards is a proven method to help reduce inequalities.

9.2 The provision of additional rented schemes can potentially impact on community cohesion. The amount of private housing developed for sale and private rent has been particularly high in Tower Hamlets. However, the large majority of this housing is inaccessible to residents due to high house prices. Therefore, maximising the amount of affordable housing for rent wherever possible can contribute to community cohesion. This can be achieved by reducing the number of households on the Common Housing Register waiting for a home, whilst also giving an opportunity for local applicants to access low cost home ownership opportunities.

9.3 The Local Affordable Housing Grant scheme directly makes a significant contribution to the core Local Plan target of new affordable homes delivery. The programme also makes a wider contribution to Community Plan objectives, such as on increasing household recycling; reducing crime (through Secure By Design standards); and increasing skills and training opportunities. The proposal is a good 'strategic fit' with the Community Plan and will help Tower Hamlets deliver both the housing and sustainable communities priorities identified.

10. BEST VALUE (BV) IMPLICATIONS

10.1 This is a capital programme which proposes to make use of the Council resources in order to fund partners in the delivery of affordable homes rather than be required to pay interest to the government on unspent receipts. It places the responsibility for 70% of the costs of building replacement one for one homes on RPs, thereby protecting the borrowing margin of the Council and making possible the delivery of larger programme.

11. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

11.1 The schemes will comply with the Council's requirements on the reduction of carbon emissions, energy consumption along with green and sustainable construction delivery.

12 RISK MANAGEMENT IMPLICATIONS

12.1 A Grant Agreement has been will be drawn up by Solicitors and issued with the bidding documents. Bidders have provided proof of their ability to finance the scheme in the form of a funder's letter.

12.2 All bidders are Members of the Common Housing Register and to sign up to the Standard Nominations Agreement so the Council will benefit fully from the programme.

12.3 An audit of the programme is planned and provided for in the Legal Agreement.

12.4 The scheme adopted an open book approach so the Council has been able to scrutinise the project finance.

12.5 The qualifying criteria has provided safeguards against organisations that would not have the capacity, expertise or financial stability to deliver the programme.

13.0 CRIME AND DISORDER REDUCTION IMPLICATIONS

13.1 The schemes proposed will be designed to Secure By Design Standards. The conditions of the housing grant programme will include the need to meet the London Housing Design Guide and other standards of building including Secure by Design.

13.2 The impact on the local community and the local environment will be factors in assessing the quality of a scheme proposal. RPs will be encouraged to identify sites which if developed, would improve the safety and security of the local communities.

13.3 The role of design in "designing out crime" will be part of the solution for addressing community safety hot spots in the borough. In addition, the natural surveillance offered by the new developments is likely to improve safety in the respective areas.

14.0 SAFEGUARDING IMPLICATIONS

14.1 N/A

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix A: Summary of Affordable Housing Grant Bids

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

- NONE

Officer contact details for documents:

Name	Title	Contact for information
Jen Pepper	Affordable Housing Programme Manager	020 7364 2528

<p>Grants Determination Sub Committee 5th December 2017</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Zena Cooke, Corporate Director Resources</p>	<p>Unrestricted</p>
<p>Grants Register 2017/18 – Q1 and Q2 update</p>	

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

EXECUTIVE SUMMARY

The purpose of the Council’s Grants Register is to have a central database of all live Council grants. The register is updated on a quarterly basis and disseminated to grant managers for information.

The grants register was a recommendation of DCLG Commissioners who identified that a central database of grants wasn’t readily available when they arrived in 2015. Initially the register included details of grants and decisions made on the distribution of those grants. The register has gone through a number of iterations and now includes further information such as whether the grant is delegated, Cabinet Leads and spend to date.

This report gives an update of the first two quarters of 2017/18 and details the current live grants and any decisions made against them.

RECOMMENDATIONS

Grants Determination Sub Committee is recommended to:

1. Note the grants register and comment on what additional information the grants register could contain for future meetings.

1. REASONS FOR THE DECISIONS

- 1.2 A decision is required so officers are clear on what additional information the grants register could include for future meetings.

2. ALTERNATIVE OPTIONS

- 2.1 Grants Determination Sub Committee could request further information or alter the recommendations.

3. DETAILS OF REPORT

- 3.1 The grants register was first devised in 2015 as a recommendation of DCLG Commissioners who identified that the Council didn't have a central database of all grants and decisions with regards to those grants. The initial iteration of the grants register included a list of the grants, budgets, grant recipients, lead officers and decisions made. The register has however evolved and now includes details of spend, whether the grant has been delegated and the duration of the grant. The register continues to evolve with information regarded as useful being added on an annual basis. For example the 2017/18 register now monitors spend on a quarterly basis as this is something that KPMG request on an annual basis as part of their audit of Council finances.
- 3.2 The register is sent out to lead Council officers and updated on a quarterly basis. It envisaged that it will be considered by the Grants Determination Sub-Committee on a 6-monthly basis.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The grant register provides a framework in accordance with the recommendations of the DCLG Commissioners.
- 4.2 The register will promote good financial stewardship whilst aiding efficient resource management.
- 4.3 This report will have no financial impact on general fund resources.

5. LEGAL COMMENTS

- 5.1 There are no specific legal implications arising from keeping a central list of live grants provided that the Council ensures that it does not release any information where the public interest in knowing the information is outweighed by the public interest in maintaining the information as exempt for the purposes of the Council's constitution and executive arrangements in accordance with the law. However, it is unlikely that general information such as total amount of grant and specific items of expenditure / results of the expenditure would be required to be exempted from public disclosure.
- 5.2 Therefore, the final format and any subsequent changes as the table evolves should be agreed in consultation with the Council's Monitoring Officer.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The grants register details grants to a number of sectors which promote the aspirations of One Tower Hamlets. This includes grants to individual residents and VCS organisations.
- 6.2. The contribution of VCS Organisations helping to deliver One Tower Hamlets objectives and priorities are explicitly recognised and articulated within the Council's VCS Strategy.

6.2 VCS Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership. The deliveries of these services are real examples of 'One Tower Hamlets' in practice.

7. BEST VALUE (BV) IMPLICATIONS

7.1 The register gives a snapshot of grants that are currently live in the Council and allows greater analysis to identify best value in what's being delivered.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

8.1 There is no direct impact on sustainable action for a greener environment

9. RISK MANAGEMENT IMPLICATIONS

9.1 A number of different risks arise from any funding organisations and individuals. 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 Individual departments of the Council have in place processes to ensure that risks are reduced where possible and mitigations are put in place.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 There is no direct impact on crime and disorder reduction implications

11. SAFEGUARDING IMPLICATIONS

11.1 No direct safeguard implications

Linked Reports, Appendices and Background Documents

Linked Report:

- None

Appendices:

- Appendix 1 – GDSC Grants Register 2017/18 – Q1 & Q2 update

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

- None

Officer contact details for documents:

Steve Hill, Head of Benefits Services

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LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2

PLACE DIRECTORATE

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
1	Annual Street Count	£ 750	£ -	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
2	B&B budget – for rough sleepers where no other provision is available overnight	£ 1,500	£ 1,451.10	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
3	DAAT – Brook Drive Rehabilitation Centre	£ 7,000	£ 361.00	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
4	European Union and international reconnection budget	£ 5,000	£ 59.25	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
5	Extended Severe Weather Emergency Provision	£ 2,000	£ -	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
6	Financial incentives for accommodation portfolio holders	£ 200,000	£ 28,400.00	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Private Landlords & Managing Agents	(13.06.17 update) Agreement to make two payments totalling £12,500 for 17 properties delivered by Ample Properties and Ikon estates; payment has not yet been made, and will appear on next update. Allocation of 20% of incentive paid to BuildVantage 18/4/16 in respect of 5-year lease for 71 properties	Cllr Sirajul Islam	Yes	
7	Financial incentives for the issuing of Assured Short-hold tenancies	£ 200,000	£ 67,500.00	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
8	Personal service charge – Assessment beds provided by hostel accommodation as required for rough sleepers	£ 2,200	£ -	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
9	Personalised budgets for long term and entrenched rough sleepers	£ 10,000	£ 1,083.93	10158	01-Apr-17	31-Mar-18	Mark Baigent	Housing Options	Voluntary & Community Organisation		Cllr Sirajul Islam	Yes	
10	Ben Jonson Road Improvement Works	£ 71,170	£ -	70106	01-Apr-17	01-Sep-17	Mark Baigent	Sustainability Service	Voluntary & Community Organisation		Executive Mayor John Biggs	No	
11	WARMTH Project Phase 2	£ 25,000	£ 24,990.00	70106	01-Apr-17	01-Sep-17	Mark Baigent	Sustainability Service	Voluntary & Community Organisation		Cllr Rachel Blake	No	
12	WARMTH Project Phase 3	£ 160,000	£ -	70106	01-Sep-17	31-Mar-19	Mark Baigent	Sustainability Service	Voluntary & Community Organisation		Cllr Rachel Blake	No	
13	Schools Carbon Emission Reduction Programme	£ 180,000	£ -	70106	01-Jun-17	31-Mar-19	Mark Baigent	Sustainability Service	Schools	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION: That grant funding of £240,000 to deliver the Schools Energy Retrofit Programme be approved.	Cllr Rachel Blake	No	
14	Schools Retrofit Programme	£ 240,000	£ -	70106	01-Aug-17	31-Mar-19	Mark Baigent	Sustainability Service	Schools		Cllr Rachel Blake	No	
15	SME Carbon Reduction Project	£ 200,000	£ -	70106	01-Oct-17	01-Oct-18	Mark Baigent	Sustainability Service	Businesses		Cllr Rachel Blake	No	
16	Zero Emissions Network	£ 67,100	£ -	Paid via GLA grant and section 106 from Hackney Council	01-Jan-17	31-Mar-19	David Tolley/Selina Talukdar	Environmental Health and Trading Standards	Businesses		Cllr Rachel Blake	Yes	
17	Ocean Regeneration Trust grant funding 2014/2015, 2015/2016 and 2016/2017	£ 80,000	£ -	70318			Mark Baigent	Sustainability Service	Voluntary & Community Organisation		Cllr Rachel Blake	Yes	
18	Private Sector Renewal Grants (includes : Home Repairs Grant, Empty Properties Grant, Discretionary Disabled Facilities Grant)	£ 1,000,000	£7,385.42	19927 - Home Repairs Minor Hazards - 19264 - Home Repairs Grant Adaptations	01 April 2016	31 March 2018	Mark Baigent	Strategy, Regenerations and Sustainability	Residents	Decisions made under delegated authority at the Home Improvement Agency Team Fortnightly Grants Panel.	Cllr Sirajul Islam	Yes	
19	Historic Buildings Grants	£ 193,901	£ -	55240			Owen Whalley	Planning & building Control	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.35P.M. ON TUESDAY, 12th SEPTEMBER 2017: DECISION 1. That the grant funding of £20,000 to the church as a contribution to vital repair works to the exterior of the tower be approved. 2. That the issue of a formal offer of grant to the church be approved. 3. That the Council's contribution to the works be clearly publicised.	Cllr Rachel Blake	No	
21	Building Legacies Project	£ 25,000	£ -	70107	01 June 2017	31 December 2018	Natasha Graham	Enterprise Team	East London Business Alliance	No grant payments made as yet for 2017/2018 as yet 1. First payment to be made on 31.10.2017 £9,000.00 2. Second payment to be made 30.04.18 £8,000.00 3. Third payment 31.10.18 £8,000.00	Cllr Joshua Peck	No	
59	ZEN Phase 2	£ 90,000	£ -	tbc	01-Sep-17	01-Mar-19	David Tolley/Selina Talukdar	Environmental Health and Trading Standards	Businesses	Approved in July MAB/IDB	Cllr Rachel Blake	Yes	
Place Directorate Sub-Total		£ 2,760,621											

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2

PLACE DIRECTORATE CONT.....

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
47	Royal London Hospital Meanwhile Use Community Garden	£ 40,222	£ -	70413	Not Yet Started	Not Yet Started	Owen Whalley	Planning & building Control	Core Landscapes	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION: That grant funding of £40,222 to Core Landscapes to enable the relocation and set-up of their community garden project in Whitechapel be approved.	Cllr Amina Ali	No	
50	Affordable Housing Grant 2016-19	The total budget here is £7,065,000 - a breakdown of these are in 53-58 below	£ 2,902,019.88				Mark Baigent	Sustainability Service	Registered Social Landlords	RECORD OF THE INDIVIDUAL MAYORAL DECISION ON 29th JULY 2017 to: 1. Approve the changes to the scheme 2. Authorise the Corporate Director of Governance following consultation with the Corporate Director of Place to give effect to the changes and execute and enter into all necessary agreements; and 3. Direct that a noting report is provided to the forthcoming Grants Determination Sub-Committee meeting in respect of teh changes 4. Approve the extension of time	Cllr Rachel Blake	No	
51	Hackney Wick Station Improvements	£ 1,000,000	£ 1,000,000.00	70203	01 April 2017	31 March 2018	Owen Whalley	Planning & building Control	LLDC		Cllr Rachel Blake	Yes	
53	RP new build and buy-backs	£ 428,605	£ -	19146	01 October 2017	31 March 2020	Mark Baigent	Sustainability Service	Housing Provider - Arhag	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
54	RP new build and buy-backs	£ 870,000	£ -	19146	01 October 2017	31 March 2020	Mark Baigent	Sustainability Service	Housing Provider - East End Homes	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
55	RP new build and buy-backs	£ 1,940,732	£ 1,858,950.28	19146	01 April 2017	31 March 2018	Mark Baigent	Sustainability Service	Housing Provider - Peabody	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
56	RP new build and buy-backs	£ 375,000	£ -	19146	01 April 2018	31 March 2020	Mark Baigent	Sustainability Service	Housing Provider - East End Homes	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
57	RP new build and buy-backs	£ 2,277,920	£ -	19146	01 April 2018	31 March 2019	Mark Baigent	Sustainability Service	Housing Provider - Swan	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
58	RP new build and buy-backs	£ 1,151,950	£ 1,043,069.60	19146	01 April 2017	31 March 2018	Mark Baigent	Sustainability Service	Housing Provider -Family Mosaic	<i>subsidiary of item 50</i>	Cllr Sirajul Islam	Yes	
	Place Directorate Sub-Total	£ 8,084,429											
	Place Directorate GRAND TOTAL	£ 10,845,050											

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2

HEALTH, ADULTS & COMMUNITY

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
25	Ageing Well Small Grants	£ 20,000	£ -	10242	N/A one-off payment, likely to be made in Q4 2017/18	N/A one-off payment, likely to be made in Q4 2017/18	Jamie Bird - Strategic Commissioning Officer Keith Burns - Project Director: Special Projects (and manager of Ageing Well Team)	Integrated Commissioning	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.35P.M. ON TUESDAY, 12th SEPTEMBER 2017: DECISION 1. That the reassignment of the previous 'Small Grants for Pensioners Groups' fund as the Ageing Well Small Grants fund be approved. 2. That it be noted that the value of the fund in 2017/18 is £25,000 less £3,435 recommended to be retained for outstanding awards under previous years' Small Grants for Pensioners scheme. 3. That it be approved that awards of eleven outstanding grants, totalling £3,435, from the 2015/16 and 2016/17 under Small Grants scheme be made from the newly formed fund. 4. That the process for inviting applications for the Ageing Well Small Grants fund 2017/18 be approved. 5. That the process for awarding the grant funding and subsequent monitoring arrangements be approved. 6. That responsibility for approving future awards from this fund be delegated to the Divisional Director Integrated Commissioning. 7. That an increase of grant payable from a maximum of £500 to a maximum of £600 be approved.	Cllr Denise Jones	Yes	
26	Mental Health User Led Grants 2016/18	£ 90,838	£ 33,969	33201	01-Apr-16	31-Mar-18	Carrie Kilpatrick	Commissioning	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION 1. That the increased awards for the Mental Health Grants Programme which totals an additional £16,672 for the 2017-2018 year of the programme be authorised. 2. The individual groups and renewed allocations listed below be noted (table detailed within minutes) 3. That the Mental Health User Led Grants recommended for the period 2017- 18 as set out at Appendix 1 to the report be noted.	Cllr Denise Jones	Yes	
Health, Adults and Community Directorate GRAND TOTAL		£ 110,838											

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2
CHILDRENS DIRECTORATE

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
27	Free School Meals (Years 3 - 6, Primary Schools)	£ 2,800,000	£ -				Christine McInnes		Residents		Cllr Amy Whitelock Gibbs	Yes	
28	Discretionary Awards: Budget Holding, Lead Professional Attendance Support	£ 21,000	£ -				Christine McInnes		Schools		Cllr Amy Whitelock Gibbs	Yes	
29	School Clothing Grants	£ 201,000	£ -				Christine McInnes		Residents	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION 2.1 That the provision by the Council of school clothing grants in 2017/18 within the budget specified in paragraph 5.1 of the report be approved. 2.2 That the Corporate Director Resources or her duly authorised representatives be authorised to be able to determine the granting of funds from that budget on a time for time basis for the purposes of carrying out the activities described in this report.	Cllr Amy Whitelock Gibbs	No	
30	Discretionary Awards:Council's Higher Education Awards	£ 600,000	£ -				Christine McInnes / Steve Grocott		Residents		Cllr Amy Whitelock Gibbs	No	
31	Discretionary Awards:Tower Hamlets Educational Maintenance Allowance	£ 370,000	£ -				Christine McInnes / Tim Williams / Sue Crane		Residents		Cllr Amy Whitelock Gibbs	Yes	
32	Early Years Learning Programme - Capital	£ 3,314,000	£ -				Christine McInnes/Pauline Hoare		Early years support providers		Cllr Amy Whitelock Gibbs	Yes	
33	Early Years Service Grant Funding (Training, Childminder Start-up, Additional Needs, Special Projects)	£ 50,000	£ -				Christine McInnes/Pauline Hoare		Early years support providers		Cllr Amy Whitelock Gibbs	Yes	
34	Discretionary Awards: 16 - 19 Travel	£ 5,000	£ -				Christine McInnes/Terry Bryan		Early years support providers		Cllr Amy Whitelock Gibbs	Yes	
35	The Tower Hamlets Education Partnership (THE Partnership)	£ 300,000	£ -				Christine McInnes		Schools	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION 1. That the progress in setting up the local model be noted. 2. The proposed framework for the discharge of future accountabilities be approved	Cllr Amy Whitelock Gibbs	No	
36	Event Fund 17/18	£ 52,500	£ -	45502			Judith St John		Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION That the following documents be approved: Appendix A: - Event Fund Guidelines and Criteria Appendix B: - EF1 Applications £501 to £2500 Appendix C: - EF2 Applications up to £500 RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.35P.M. ON TUESDAY, 12th SEPTEMBER 2017: DECISION 1. That the annual report of Event Fund grant applications submitted for Quarter 4 and the year as a whole from April 1st 2016 to March 31st 2017, and awards approved by the Divisional Director, Sports, Leisure, Culture & Youth be noted. 2. That work to address communications issues identified by Grants	Cllr Abdul Mukith	Yes	
37	Pocket Parks Programme	£ 30,000	£ -	49520			Judith St John		Registered Social Landlords		Cllr Amina Ali	No	
Childrens Directorate Sub-Total		£ 7,743,500											

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2
CHILDRENS DIRECTORATE CONT....

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
46	Mavors Cup Community Grants	£ 17,250	£ -				Judith St John		Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION 1. That it be noted that the Mayor's Cup Community Grants are funded through sponsorship money from the organisation of the tournament. 2. That it be noted 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. That it be noted 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.	Cllr Amina Ali	No	
22	School Active Grant	£ 5,000	£ -	53211	01 April 2017	31 March 2018	Bola Akinfolarin	Development, Compliance & Commissioning	Schools	No grant payments made for 2017/2018 as yet - funding amount changed due to amended amount being received from TIL	Cllr Amina Ali	Yes	
23	School Travel Plans Implementation Grants	£ 10,000	£ -	53211	01 April 2017	31 March 2018	Bola Akinfolarin	Development, Compliance & Commissioning	Schools	No grant payments made for 2017/2018 as yet - funding amount changed due to amended amount being received from TIL	Cllr Amina Ali	Yes	
Childrens Directorate Sub-Total		£ 32,250											
Childrens Directorate GRANT TOTAL		£ 7,775,750											

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2

RESOURCES DIRECTORATE

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
38	NDR Discretionary Relief	£ 13,000,000	£ -	Reduction in NNDR Income			Roger Jones		Voluntary & Community Organisation		Cllr David Edgar	Yes	
39	Crisis and Support Grants	£ 700,000	£ 427,815.00	23415	01/04/2017	31/03/2018	Steve Hill	Benefits Services	Residents		Cllr David Edgar	Yes	
40	Discretionary Housing Payments	£ 1,812,716	£ 844,829	10668	01/04/2017	31/03/2018	Steve Hill	Benefits Services	Residents		Cllr David Edgar	No	
41	Emergency Funding (Revenue - Funding from Corporate Match Funding Budget)	£ 250,000	£ 151,107	21310	01/02/2015	On-going until funds are used	Steve Hill	Benefits Services	Voluntary & Community Organisation	RECORD OF MAYORAL INDIVIDUAL DECISION ON 29th AUGUST 2017: DECISION - The Mayor is recommended to approve the officer recommendation not to award emergency funding based on the analysis set out in paragraph 5.3 of this report.	Executive Mayor John Biggs	No	
42	Tower Hamlets ESF Community Grants 2016-2019	£ 225,000	£ -		01/12/2017	31/03/2020	Steve Hill	Benefits Services	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.35P.M. ON TUESDAY, 12th SEPTEMBER 2017: DECISION That it be agreed that organisations funded through the ESF Community Employment Programme and are based in or using a Council building must have an appropriate property agreement in place before payments can be released to them, as is the case with all new grant programmes going forward.	Executive Mayor John Biggs	Yes	
43	VCS and New Innovation Fund	£ 220,000	£ -	21384	01/09/2017	£120,00 for the Innovation Fund which is on-going until funds are used £100,000 contract to THCVS for 3 years	Steve Hill	Benefits Services	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION 1. That the process for awarding match-funding for crowdfunded projects through the Innovation Fund as detailed in paragraph 3.8 and 3.9 be agreed. 2. That the Corporate Director Resources, be authorised, after consultation with an officer panel including an external grant funder, to determine all match funding issues and to report quarterly to the Grants Determination Sub-Committee. 3. That the criteria for the Innovation Fund and related information set out in the fact sheet for the Innovation Fund as detailed in Appendix A be approved.	Executive Mayor John Biggs	No	
44	Mainstream Grants - 15 to 18 Programme (2015/2016)	£ 3,106,000	£ 1,354,238	21310	01/09/2015	31/03/2019	Steve Hill	Benefits Services	Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION - Decisions can be found within the minutes to this meeting RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION - Decisions can be found within the minutes to this meeting RECORD OF MAYORAL INDIVIDUAL DECISION ON 29th AUGUST 2017: DECISION - Decisions can be found within the Premises Update Report. RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.35P.M. ON TUESDAY, 10th JULY 2017: DECISION - Decisions can be found within the Premises Update Report.	Executive Mayor John Biggs	No	
49	Grant Support to Oxford House (Bethnal Green)	£ 250,000	£ -				Neville Murton		Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION That grant funding of £250k as a contribution to Oxford House in support of their refurbishment project be approved.	Cllr David Edgar	No	
Resources Directorate GRAND TOTAL		£ 19,563,716											

LBTH CORPORATE GRANTS REGISTER 2017/18 (Updated 30/09/2017)

LBTH CORPORATE GRANTS REGISTER (LIVE GRANTS) Q1 & Q2

LAW, PROBITY & GOVERNANCE DIRECTORATE

REF NO.	NAME OF GRANT	BUDGET 2016/17	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	FORWARD PLAN - Grants Decision Making Meeting
45	Syrian Vulnerable Persons Resettlement Programme (SVPRS)	£ 28,889	£ -				Sharon Godman		Residents		Executive Mayor John Biggs	No	
Law Probity & Governanace Directorate GRAND TOTAL		28,889											

TOTAL BUDGETED GRANTS 2017/2018

NO	DIRECTORATE	TOTAL
1	PLACE	£ 10,845,050
2	HEALTH, ADULTS & COMMUNITY	£ 110,838
3	CHILDRENS	£ 7,775,750
4	RESOURCES	£ 19,563,716
5	LAW, PROBITY & GOVERNANCE	£ 28,889
GRAND TOTAL		£ 38,324,243

LBTH CORPORATE GRANTS REGISTER 2017/18 CHANGE CONTROL LOG (NEW GRANTS IN FOR Q1 & Q2) - UPDATE BETWEEN (01/04/2017) AND (30/09/2017)

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	DATE OF CHANGE / REASON
46	Mayors Cup Community Grants	£ 17,250	£ -				Judith St John		Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 5.07P.M. ON TUESDAY, 9th MAY 2017: DECISION 1. That it be noted that the Mayor's Cup Community Grants are funded through sponsorship money from the organisation of the tournament. 2. That it be noted 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. That it be noted 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.	Cllr Ayas Miah	No	Added to register after the 18/04/2017 GDSC PAP meeting
47	Royal London Hospital Meanwhile Use Community Garden	£ 40,222	£ -				Mahbub Anam		Core Landscapes	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION: That grant funding of £40,222 to Core Landscapes to enable the relocation and set-up of their community garden project in Whitechapel be approved.			
48	Schools Energy Retrofit Programme	£ 240,000					Abdul J Khan		Schools	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION: That grant funding of £240,000 to deliver the Schools Energy Retrofit Programme be approved.			
49	Grant Support to Oxford House (Bethnal Green)	£ 250,000	£ -				Neville Murton		Voluntary & Community Organisation	RECORD OF THE DECISIONS OF THE GRANTS DETERMINATION (CABINET) SUB-COMMITTEE HELD AT 6.10P.M. ON MONDAY 10th JULY 2017: DECISION That grant funding of £250k as a contribution to Oxford House in support of their refurbishment project be approved.			
50	Affordable Housing Grant 2016-19	£ 7,065,000	£ -				Mark Baigent		Registered Social Landlords	RECORD OF THE INDIVIDUAL MAYORAL DECISION ON 29th JULY 2017 to: 1. Approve the changes to the scheme 2. Authorise the Corporate Director of Governance following consultation with the Corporate Director of Place to give effect to the changes and execute and enter into all necessary agreements; and 3. Direct that a noting report is provided to the forthcoming Grants Determination Sub-Committee meeting in respect of the changes 4. Approve the extension of time			
59	ZEN Phase 2	£ 90,000	£ -	tbc	01-Sep-17	01-Mar-19	David Tolley/Selina Talukdar	Environmental Health and Trading Standards	Businesses	Approved in July MAB/IDB	Cllr Shiria Khatun	Yes	

LBTH CORPORATE GRANTS REGISTER 2017/18 CHANGE CONTROL LOG (GRANTS OUT FOR Q1 & Q2) - UPDATE BETWEEN (01/04/2017) AND (30/09/2017)

REF NO.	NAME OF GRANT	BUDGET 2017/18	SPEND TO DATE (UPTO 30/09/2017)	COST CENTRE	GRANT START DATE	GRANT END DATE	RESPONSIBLE OFFICER	SERVICE	RECIPIENTS	DECISIONS MADE	LEAD MEMBER	DELEGATED?	DATE OF CHANGE / REASON
20	Whitechapel High Street Fund	£ 6,000		70413	ALL SPENT PRIOR TO 17-18 - REMOVE	ALL SPENT PRIOR TO 17-18 - REMOVE	Owen Whalley	Planning & building Control	Voluntary & Community Organisation		Cllr Joshua Peck	No	
24	School Walking Grants	£ -		53211			Bola Akinfolarin		Schools	Grant rebadged and included as part grant ref 22 which is now as part of newly titled 'School Active Grants' rather than separate walking and cycle grants	Cllr Amina Ali	Yes	