

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

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

Executive Summary

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

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

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

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

Recommendations:

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

1. REASONS FOR THE DECISIONS

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

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. DETAILS OF REPORT

3.1 Strategic Alignment

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

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

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

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

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

3.1.3 The projects are expected to demonstrate:

Administration and management of events

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

A robust process for collaborating with community groups or organisations

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

A strong understanding of equality, including:

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

Mayor's Priorities:

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

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

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

Monitoring & evaluation:

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

3.2 Event Fund Applications, Quarter 3 2016/17

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. COMMENTS OF THE CHIEF FINANCE OFFICER

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

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

5. LEGAL COMMENTS

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

6. ONE TOWER HAMLETS CONSIDERATIONS

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

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

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

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

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

7. BEST VALUE (BV) IMPLICATIONS

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

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

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

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

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

N/A

9. RISK MANAGEMENT IMPLICATIONS

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

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

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

11. SAFEGUARDING IMPLICATIONS

11.1 There are no specific safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

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

Appendices

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

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

- None

Officer contact details for documents:

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