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| Grants Scrutiny Sub Committee 6 th September 2017 |  |
| Report of: Corporate Director, Children's | Classification: [Unrestricted] |
| Event Fund - Annual Report 2016-17 | |

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|-------------------------------|---|
| 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 for community arts events which has been operating successfully for a number of years. It works on a rolling programme with financial year 1617 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 4 (between January 1st and March 31st 2017), it also looks at the year as a whole from 1st April 2016 to 31st March 2017

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 in Quarter 4, and an overview of the awards for the year as a whole.

Strategic Alignment

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

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

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

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

Hamlets principles across the borough, which are:

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

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 in the year 2016-17 we asked organisers to provide additional monitoring to look at the origin of the audience / participants. Organisations are expected to have a system in place to monitor the area of the borough that their participants and audience are from and were 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 (data is recorded on Appendix D).
- 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.

Recommendations:

Grants Scrutiny Sub Committee is recommended to consider and comment on the following recommendation to Grants Determination Sub Committee that:

1. There are no recommendations to the Mayor or Cabinet;

This is an 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.

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

Event Fund Applications, Quarter 4 2016/17& Annual Report 2016/17

- 3.1 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 former 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 Divisional Director, Sports, Leisure, Culture & Youth 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 A total of 5 Applications were received in Quarter 4
A total of 3 Applications were awarded funding.
A total of 2 applications were declined funding.

No applications were received for the January deadline, and three were received for the February 2017 deadline. The application for Adam Doughton, Our Road, Our Heritage was received at the beginning of the financial year with applications for April 2016 and was assessed and rejected at that point. One application was received for the March 2017 deadline and was awarded. A full list of the applications received for Quarters 1-4 can be seen in Appendix A.

- 3.3 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 £7,100 was awarded in Quarter 4.

| Awards | Month | Total Number of Applications | Total Number Awarded | Total Number Declined |
|--------|----------|------------------------------|----------------------|-----------------------|
| £ 0 | January | 0 | 0 | 0 |
| £ 4600 | February | 4 | 2 | 2 |
| £ 2500 | March | 1 | 1 | 1 |

A total of £48,500 was awarded in grants over the year 2016-17.

| awards | Month | total apps | awarded | declined | quarterly |
|-------------|----------------|------------|---------|----------|-------------|
| £ 1,500.00 | April | 4 | 1 | 3 | |
| £ 2,250.00 | May | 5 | 4 | 1 | |
| £ 10,350.00 | June | 22 | 19 | 3 | £ 14,100.00 |
| £ 4,300.00 | July | 5 | 4 | 1 | |
| £ 3,500.00 | August | 5 | 3 | 2 | |
| £ 4,700.00 | September | 8 | 4 | 4 | £ 12,500.00 |
| £ 9,050.00 | October | 14 | 10 | 4 | |
| £ 3,250.00 | November | 10 | 4 | 6 | |
| £ 2,500.00 | December | 2 | 2 | 0 | £ 14,800.00 |
| £ - | January | 0 | 0 | 0 | |
| £ 4,600.00 | February | 4 | 2 | 2 | |
| £ 2,500.00 | March | 1 | 1 | 0 | £ 7,100.00 |
| £ 48,500.00 | Total awarded: | 80 | 54 | 26 | £ 48,500.00 |

The target for number of awards made from the Event Fund annually is 45, the total awards made for the period 1st April 2016 to 31st March 2017 was 54.

- 3.4 With the old system of Monthly deadlines, it was necessary to keep money back for the entire year, and make quarterly and monthly predictions based on previous years as to the number of applications we would receive and allocate a proportion of the fund based on that prediction. We had a dip in the applications in 2016/17 and believe the introduction of the online form to be a contributing factor. We also had a

spike in June when we allocated small grants towards the Queen's 90th Birthday celebrations.

The number of applications received in quarter 4 was much lower than anticipated, meaning that a total of £48,500 out of the available £52,500 was awarded leaving a £4000 underspend.

£1000 of the Underspend was spent on delivering community engagement workshops with a third sector organisation to conduct outreach to parts of the borough that have not been applying to the fund and capacity build organisations to apply more confidentially for funding. These have proved to be a great success and well attended, and we have now built these into our ongoing Event Fund programme.

A further £2500 of the underspend was spent on reviewing the Event Fund forms, processes and Guidelines and Criteria. This was done following feedback that the forms were complicated, long and repetitive, and a barrier to applying. A benchmarking exercise was carried out to compare the Event Fund with other boroughs similar funding programmes, and look at the paperwork involved. As a result the forms and guidelines have been greatly simplified and new forms for under £500 and £501 to £2500 have been devised in addition to a review of the paperwork used to administer the fund for the year 2017-18 onwards.

The total actual spend from the Event Fund Budget was therefore £52,000 in total.

The move to quarterly deadlines in 17/18 is designed to make the allocation of grants fairer, and to ensure that there is a more even spread across the year and avoid underspending.

- 3.5 The evidence considered in the monitoring (Appendix D) is based on 47 applications who have submitted monitoring data for the year from 1st April 2016 to 31st March 2017.

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. In addition applicants have sent their data in a mix of percentages and numbers so it was not possible to collate the results.

- 3.6 A number of applications involved multiple events and multiple venues, which is reflected in the monitoring information.

Events in Quarter 4 took place in 15 wards.

The Table below illustrates the number of funded events in each ward during quarter 4 and compares to quarters 1, 2, 3 and 4.

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 - | Number of events in each Ward QTR1 | Number of events in each Ward QTR2 | Number of events in each Ward QTR 3 | Number of events in each Ward QTR 4 | TOTAL NUMBER OF EVENTS IN EACH WARD FOR YEAR |
|---------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|--|
| | | | | | |

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

3.7 The wards with the least number of events for the year were:

- Blackwall and Cubitt Town (3 events)
- Bow East (5 events)
- Bromley North (0 events)
- Bromley South (0 events)
- Island Gardens (2 events)
- Limehouse (3 events)
- St Dunstan's (3 events)
- St Katharine's and Wapping (4 events)
- Stepney Green (3 events)

These will be made priority wards for 2017/18 with an additional targeted push for events in the eastern side of the borough as a focus for this year.

Workshops have been set up in Shadwell and Island Gardens for the next round of the Event Fund 2017/18 to try and reach some of the less active communities.

80 applications were submitted in total for 2016-2017, with 54 awards and 26 applications declined either due to not being eligible, not scoring sufficiently or not providing sufficient evidence of benefit to the local community.

There were also a number of incomplete applications visible on the system which were not submitted. We believe that the introduction of the new shorter forms and simplified Guidelines and Criteria will make the fund more accessible to less experienced event organisers, and will help to increase the spread of funding across the borough along with the continued support through funding workshops in partnership with THCVS.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report complies with the requirement to provide an annual report to the Grants Determination Sub Committee on payments awarded from the Events Fund. The total amount available for the community arts events fund in 2016/17 was £52,500. The grant award process was managed by the Arts, Parks and Events team.
- 4.2 Over the course of the year, the Event Fund allocated £48,500 of its budget to 54 events out of the 80 events applications received. £1,000 was spent on outreach whilst £2,500 was spent reviewing the Event Fund forms, processes and guidelines. In total, £52,000 was spent out of the £52,500 budget.
- 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 events. The balance of 20% is retained until receipt of the completed evaluation form, final budget statement and all supporting documents as specified in the guidelines.

5. LEGAL COMMENTS

- 5.1 There are no legal implications from this report as it is for information only. However, it is noted that information is being collected that will inform and impact upon future decisions relating to this fund. The information should therefore be appropriately considered at a time when the decisions are at a formative stage in order to show that the Council's decisions are being made on a rational and reasonable basis..

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 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. The introduction of workshops in different locations around the borough before each application deadline seeks to address this and continue with raising awareness and encouraging participation and applications to the Event Fund.
- 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. This has been addressed through the review of the application process and the introduction of workshops.

We successfully held 2 workshops in Bromley North and Blackwall and Cubitt Town in January 2017, we have also held additional workshops in April and July 2017 prior to application deadlines for Quarters 1, 2 and 3 1718, and will continue to hold them in partnership with THCVS before the new quarterly deadlines.

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. 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 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

- 8.1 [N/A]

9. RISK MANAGEMENT IMPLICATIONS

- 7.1 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

- 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 Quarters 1-4 Applications List
- Appendix B Equality Analysis (EA)
- Appendix C EA Checklist
- Appendix D Event Participants' Equalities Data
- Appendix E Event Fund Guidelines and Criteria
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Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- State NONE if none.

Officer contact details for documents:

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