

Meeting of the

OVERVIEW & SCRUTINY COMMITTEE

Tuesday, 4 February 2014 at 7.00 p.m.

AGENDA

VENUE

Room C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London, E14 2BG

Members:	Deputies (if any):
Chair: Councillor Motin Uz-Zaman Vice-Chair: Councillor Rachael Saunders	(Scrutiny Lead, Adults Health & Wellbeing)
Councillor Stephanie Eaton, (Scrutiny Lead, Resources) Councillor Fozol Miah Councillor Amy Whitelock Gibbs, (Scrutiny Lead, Children, Schools & Families) Councillor Helal Uddin, (Scrutiny Lead, Communities, Localities & Culture) Councillor Abdal Ullah, (Scrutiny Lead, Development & Renewal) Councillor David Snowdon, (Scrutiny Lead, Chief Executive's) 1 Vacancy	Councillor Tim Archer, (Designated Deputy representing Councillor David Snowdon) Councillor Khales Uddin Ahmed, (Designated Deputy representing Councillors Motin Uz-Zaman, Rachael Saunders, Helal Uddin, Abdal Ullah and Amy Whitelock) Councillor Harun Miah, (Designated Deputy representing Councillor Fozol Miah) Councillor Peter Golds, (Designated Deputy representing Councillor David Snowdon) Councillor Helal Abbas, (Designated Deputy representing Councillors Motin Uz-Zaman, Rachael Saunders, Helal Uddin, Abdal Ullah and Amy Whitelock) Councillor Judith Gardiner, (Designated Deputy representing Councillors Motin Uz-Zaman, Rachael Saunders, Helal Uddin, Abdal Ullah and Amy Whitelock)
[Note: The quorum for this body is 3 voting Members].	

Co-opted Members:	
Memory Kampiyawo	– (Parent Governor Representative)
Nozrul Mustafa	– (Parent Governor Representative)
Rev James Olanipekun	– (Parent Governor Representative)
Mr Mushfique Uddin	– (Muslim Community Representative)
Dr Phillip Rice	– (Church of England Diocese Representative)
1 Vacancy	– (Roman Catholic Diocese of Westminster Representative)

Committee Services Contact:

Angus Taylor, Democratic Services,

Tel: 020 7364 4333 E-mail: angus.taylor@towerhamlets.gov.uk

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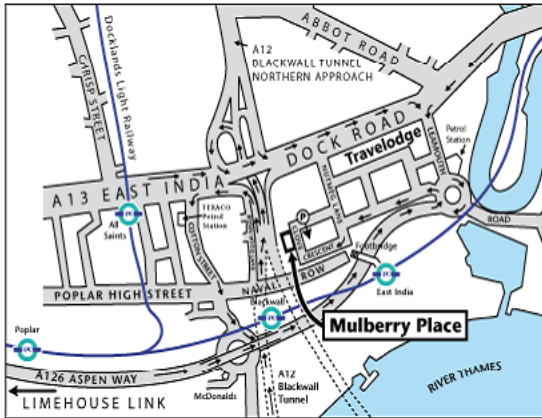
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LONDON BOROUGH OF TOWER HAMLETS
OVERVIEW & SCRUTINY COMMITTEE

Tuesday, 4 February 2014

7.00 p.m.

SECTION ONE

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

**2. DECLARATIONS OF DISCLOSABLE
PECUNIARY INTEREST**

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Interim Monitoring Officer.

**PAGE
NUMBER**
1 - 4

WARDS

3. UNRESTRICTED MINUTES

To confirm as a correct record of the proceedings the unrestricted minutes of the meeting of the Overview and Scrutiny Committee held on 20th January 2014 (to follow)

4. REQUESTS TO SUBMIT PETITIONS

To receive any petitions (to be notified at the meeting).

5. UNRESTRICTED REPORTS 'CALLED IN'

No decisions of the Mayor in Cabinet (13th March 2013) in respect of unrestricted reports on the agenda were 'called in'.

**6. UNRESTRICTED REPORTS FOR
CONSIDERATION**

**6.1 Project Information Report - Community Chest &
Community Events**

5 - 54

To note the contents of the report and the inclusion of the Community Chest and Community Events programmes in the 2014/15 Audit Plan.

6.2 Log of Actions Requested at Overview and Scrutiny Committee Meetings During the Municipal Year 2013-14 (1)

55 - 76

To note the contents of the attached log of actions that have been requested in the current municipal year and the progress made on actions that remain outstanding.

7. VERBAL UPDATES FROM SCRUTINY LEADS

(Time allocated – 5 minutes each)

8. PRE-DECISION SCRUTINY OF UNRESTRICTED CABINET PAPERS

To consider and agree pre-decision scrutiny questions/comments to be presented to Cabinet.

(Time allocated – 30 minutes).

9. ANY OTHER UNRESTRICTED BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

To consider any other unrestricted business that the Chair considers to be urgent.

10. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

11. EXEMPT/ CONFIDENTIAL REPORTS 'CALLED IN'

No decisions of the Mayor in Cabinet (13th March 2013) in respect of exempt/ confidential reports on the agenda were 'called in'.

12. PRE-DECISION SCRUTINY OF EXEMPT/ CONFIDENTIAL) CABINET PAPERS

To consider and agree pre-decision scrutiny questions/comments to be presented to Cabinet.

(Time allocated 15 minutes).

13. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS THAT THE CHAIR CONSIDERS URGENT

To consider any other exempt/ confidential business that the Chair considers to be urgent.

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Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE INTERIM 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 Interim 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 Interim Monitoring Officer following consideration by the Dispositions 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 Interim Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Meic Sullivan Gould, Interim Monitoring Officer, 0207 364 4801

John Williams, Service Head, Democratic Services, 020 7364 4204

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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Agenda Item 6.1

Committee: Overview and Scrutiny	Date: 4 February 2014	Classification: Unrestricted	Report No:
Report of: Corporate Director Development and Renewal		Title: Project Information Report – Community Chest and Community Events	
Originating officer(s) Dave Clark, Interim Service Head Resources Everett Haughton, Third Sector Programmes Manager		Wards Affected: All Wards	

1. SUMMARY

- 1.1 Since the launch of the Community Chest and Community Events funds, the Corporate Grants Programme Board has held a number of meetings at which funding applications have been presented and recommendations made for Mayoral consideration.
- 1.2 This report has been requested as a result of concerns expressed by the Council's Overview and Scrutiny Committee, regarding Community Chest and Community Events grants.
- 1.3 The report therefore focuses on bidding Rounds 1 to 4 of these funding streams where, recommendations from the Corporate Grants Programme Board have been approved by the Mayor. The report reviews the approved projects and initiatives in relation to the following key factors.
- i. The levels of awards
 - ii. The events and activities applied for
 - iii. The agreed outputs
 - iv. The geographical spread of awards
- 1.4 The report also clarifies the various processes and procedures relating to the management and administration of the 2 funding streams including explaining the pre-election guidance pertaining to funded event initiatives. The following table summarises the key facts and figures relating to the Community Chest and Community Event funds up to Round 4 which was approved by the Mayor on 2nd December 2013

Table 1: The current position

	Community Chest	Community Events
Total number of applications received	158	107
Total number of projects/initiatives approved	110	78
Total level of funding approved	£412,712	£180,800

2. RECOMMENDATIONS

The Overview and Scrutiny Committee is recommended to:

- 2.1 Note the contents of the report.
- 2.2 Note that the Service Head Resources has included the Community Chest and Community Events programmes in the 2014/15 Audit Plan.

3. BACKGROUND

- 3.1 The Community Chest Fund and the Community Events Fund were considered at a meeting of MABSARP on 7th July 2012 at which a report dated 4th July 2012 was also presented setting out the scope of the proposed programme. The Mayoral Decision of April 30 2013 confirmed the two schemes and approved funding awards.
- 3.2 The report proposed that a Community Chest programme be run and designed specifically to support organisations based and working in Tower Hamlets to assist them in developing their capacity in order to become more effective and more sustainable.
- 3.3 This programme is a successor to the previous Community Chest programme which ran from 2010. It was confirmed that the Community Chest pot would total £250k in 2012/13 and £338k for 2013/14. Organisations would be able to apply for small grants up to £10,000.
- 3.5 The report also explained that a one-off £100,000 budget had been identified for the Community Events Fund. Grants would be made available for suitable initiatives.
- 3.6 It was acknowledged that events can be an important part of community life in the borough. Funding would be for innovative projects involving the community. Funding of up to £5,000 would be available to help these events take place which could include:
 - Estate/locality based activities designed to improve the physical or environmental aspects of the local area, tackle anti-social activities or improve community cohesion
 - Funding for one-off events which may be related to, recreational, cultural or celebratory activities open to the community or specific communities of need.
- 3.7 For both Community Chest and Community Event initiatives, applications would be accepted at any time and would be considered on a rolling basis. This was seen as an important factor, enabling the council to respond to funding requests in a timely fashion in order to meet the specific needs of applicants.

4. BODY OF REPORT

- 4.1 Since the launch of the 2 funds, the Corporate Grants Programme Board has recommended funding for a number of projects, to be approved by the Mayor, the total funding is as set out in the table at section 1.4 above.
- 4.2 The availability of funding and the application arrangements have been promoted on the council's website since approval of the programmes. Details are also publicised on the Tower Hamlets CVS website. Officers have also publicised the availability of these funds through direct mailshots the contacts on the Council's Third Sector Database which is in excess of 800.
- 4.3 Applications for funding can be made at any time. The intention being that decisions are turned-around relatively quickly with reports presented to the Corporate Grants Programme Board on frequent/regular intervals throughout the year.
- 4.4 As a 'small grants' programme, there was always a deliberate intention not to over-complicate either the application, assessment or monitoring processes by adopting a 'fast-tracking' process similar to that used by the Big Lottery's 'Awards For All' programme' (where organisations can apply for up to £10,000 and will get a decision within 5 weeks of submitting their application).
- 4.5 The term used to describe this approach within the grant-making world is 'proportionality'. In the case of the Community Chest and Community Events funds, this effectively means 'minimising unnecessary administration processes' to enable timely decision making for all applicants and the release of funds to successful applicants.
- 4.6 Officers responsible for managing the Community Chest and Community Events Funds developed a simple but effective process for assessing applications based on 3 key principles: eligibility, suitability and quality.

Eligibility

- 4.7 To be eligible for support from these Funds, organisations must:
- Be based-in and / or delivering services in Tower Hamlets
 - Be a properly constituted organisation with a governing document such as a constitution
 - Have a Management Committee or Board of Trustees which oversees the provision of benefits to Tower Hamlets residents
 - Have an Equal Opportunities Policy that sets out how the organisation and services will be provided and how it will abide by anti-discriminatory legislation
 - Have a bank or building society account (in the organisation's name) which has at least 2 signatories from the Management Committee or Board of Trustees
 - Have current and appropriate insurance that covers its activities, premises & equipment, staff and volunteers as well as service users where relevant, or use part of the funding awarded to purchase the

appropriate insurance. If the application is successful, the organisation will be required to provide evidence that this condition has been met.

Additionally, where an organisation is proposing to work with children, young people or vulnerable adults, they must have a policy that explains how they will make sure they will be safe; they are required to have acceptable safeguarding policies and procedures in place.

Suitability

- 4.8 Each of the 2 programmes has clearly defined and funding parameters. The following gives an indication of what is **suitable** to be funded through the Community Chest strand.

The programme will fund a wide range of activities, services and functions including the following; which, is not meant as an exhaustive list. In all requests for funding, the need/demand must be clearly demonstrated and detailed costings must be provided.

1. Things designed to improve an organisation's infrastructure; including but not restricted to:
 - Staff training – accredited training directly relating to the work done by the staff member
 - Quality Assurance Accreditation for the organisation, including relevant initiatives such as PQASSO, MATRIX and Advice Quality Standard (AQS)
 - Improvement to an organisation's management or office systems – but this has to be supported by a properly costed and detailed breakdown of the work to be done.
 - Training for Board members: need has to be demonstrated and required training specified in detail in the application. Consultants recruited for the purpose must be on the National Council for Voluntary Organisation's list of approved consultants
 - Staff/volunteer training related to organisational management, administrative, strategic and day-to-day operational management issues which, must be specified in the application. Consultants recruited for the purpose must be on the National Council for Voluntary Organisation's list of approved consultants
2. Capital works or equipment – grants may be used to fully fund a small initiative or as a contribution toward a larger proposal:
 - Building work to meet DDA requirement
 - Small building refurbishment/improvements including improved access or security
 - Repair or replacement of fixed equipment
3. The purchase of furniture and equipment (which must be sourced using competitive quotes); and which may include but is not restricted to:
 - Desks, tables, chairs and storage units, etc.
 - Purchase of specialist software solutions specific to the work of the

organisation. This could include software for a database, financial management or customer/client monitoring package etc. but a business case has to be made explaining the relevance to the organisation's work

- Telephony equipment or other electronic, multi-media equipment

4. Organisational and inter-organisation development

- Developing key organisational plans and strategies
- Developing Partnership Initiatives e.g. setting-up or strengthening networks/consortia or implementing organisational mergers

5. Other initiatives:

If the idea/proposal for which you want support is not covered by any of the above items, you may still be eligible for support.

- 4.9 The following provides an indication of what is **suitable** to be funded through the Community Events strand.

The programme will support a wide range of 'events' including the following; which, is not meant as an exhaustive list.

Innovative projects involving the community. Such projects and their related activities must be properly managed and supervised and must have adequate safeguards in place:

- Estate or locality based event/activities designed to improve community cohesion;
- A one-off or periodic event of a sporting, artistic, recreational, cultural, or entertainment nature open to the community;
- A festival or celebratory event for the community;
- An event or activity designed to raise awareness of, or tackle and improve key issues within the local community;
- A community focussed event designed to mark a significant civic, historic or landmark occasion within a local, regional or national context;
- An event to improve the health, wellbeing and enjoyment of local residents who are experiencing hardship or exclusion; or,
- A fete or 'open-day' type event.

If the idea/proposal for which you want support is not covered by any of the above items, you may still be eligible for support.

Quality

- 4.10 In relation to both Community Chest and Community Event applications, quality is regarded as an extremely important factor. This is reflected in the assessment process where the **quality** of the application is evaluated

Application Assessment

- 4.11 In terms of process, a simple but effective assessment framework is used to test the quality of applications. Both Community Chest and Community Event applications are assessed against 5 areas as set out below.

Table 2 – Assessment Framework

	What the assessor is looking for in the application	Available Points
1	Clear description of the proposed activity - what the money will be used for	4
2	Clear demonstration of need/demand for the proposed activities, event or services	2
3	Clear account the expected benefits to service users, the organisation or the community at large	2
4	Clear and accurate breakdown of proposed expenditure	4
5	A clear account, by the applicant , as to why their proposal represents good value for money	2
Maximum available points		14

- 4.12 Details of the scoring applicable to the various elements of the application are clearly set out within the application form. Applicants are therefore aware of framework within which their proposal will be assessed.
- 4.13 On receipt of completed applications an initial assessment is carried out by the 'lead officer': this is the officer designated to take day-to-day responsibility for administering the particular funding strand.
- 4.14 The initial assessment has 4 primary functions:
- i. To evaluate the quality of the application by awarding scores in accordance with the frame work set out in table 2 above
 - ii. To identify any elements of the proposed expenditure which may be ineligible for funding or which appear to be excessive
 - iii. To propose an appropriate level of grant
 - iv. To identify any specific conditions which should be applied to any award of grant
- 4.15 There is also a 'moderation process' whereby the Service Manager will review the initial assessment in relation to each of the functions outlined above. The moderator may fully endorse all aspects of the initial assessment result or settle on mutually agreed revised findings as appropriate. This can be seen as a 'quality assurance' mechanism to ensure that proposals are awarded an assessment outcome which accurately reflects the quality of the application.
- 4.16 The moderated assessment outcome of applications is used to formulate a draft version of the report which is finalised by the Head of Service before being presented to the Corporate Grants Programme Board.

Approval Process

- 4.17 Once a report is finalised it is taken to the next scheduled meeting of the Corporate Grants Programme Board. The Board is made up of members and senior officers and is responsible for considering the officer's report before making a recommendation to the Mayor.
- 4.18 The Mayoral Decision Pro-forma, with the report stating the recommendations from the Corporate Grants Programme Board, is completed and signed off by the Corporate Director, Head of Legal and Head of Resources before going to the Mayor.
- 4.19 Once the Mayor has signed the Decision Pro-forma it, along with a report, is published on the Council website. There are 5 days for Overview & Scrutiny to Call-In the decision.

Grant Agreement Process

- 4.20 Once the grant award has been approved, a formal Grant Agreement needs to be negotiated and put in place. This document sets out the terms & conditions of the grant and the specific activities/services and outputs that the project will deliver.
- 4.21 The Grant Agreement is made up of several schedules in addition to the standard terms & conditions. These are:
- i. Schedule 1 - the Offer Letter: this sets out the project specific operational conditions including the agreed outputs and activities, the evidencing requirements, the payment process and the project monitoring and reporting requirements.
 - ii. Schedule 2 - this Recipients Application: this is a copy of original application submitted by the organisation.
 - iii. Schedule 3 - Funders Invitation: a copy of the Fact Sheet setting out the purpose of the fund, eligibility criteria and the application process that was posted to the Council website is included.
 - iv. Schedule 4 - Guidelines for the Collection of Equalities Data: this is only included for projects that are working with people/service users and sets out details of inform that needs to be captured for equalities monitoring purposes.
- 4.22 Because projects within this funding stream are not on-going 'service delivery' activities, the normal project monitoring arrangements are not appropriate. Organisations are therefore only required to provide a report on completion of the agreed funded projects/initiative. This is explained further within the final claim process outlined below.

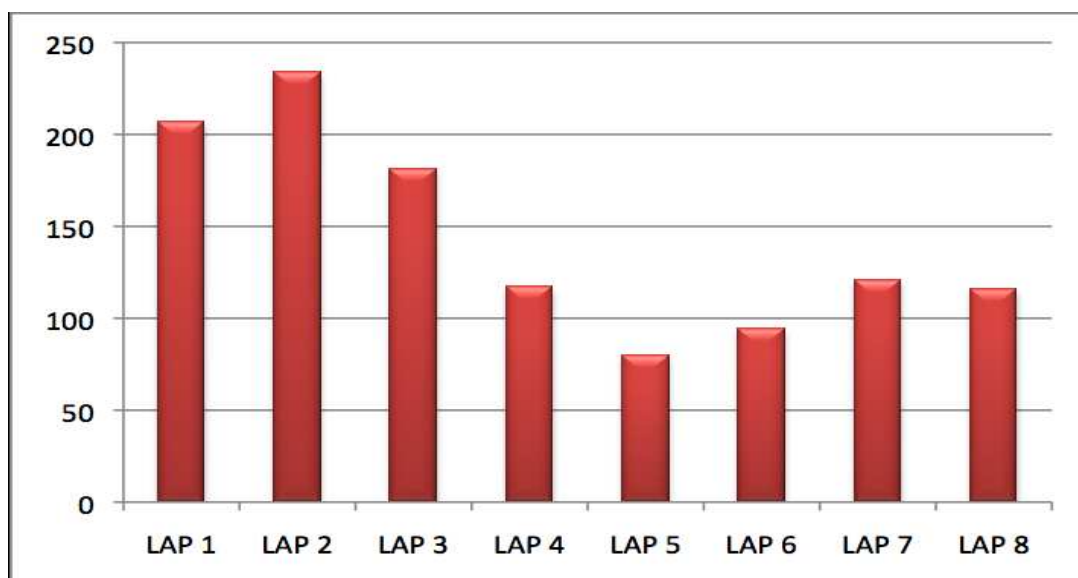
Project Payment Process

- 4.23 Under normal circumstances, for both Community Chest and Community Events projects/initiatives, 50% of the agreed award is paid to the organisation in advance (but this payment is made only after the Grant Agreement has been signed by both parties). It should be noted, that in special circumstances initial payments of up to 80% can be approved however this is very rare.

- 4.24 Organisations are required to use their own funds to complete the agreed activity/purchases and must then submit details and evidence of spend and activity before the remaining funds are paid. This is known as the 'Final Claim' process. In addition to providing evidence of defrayed expenditure, grant recipients are also required to submit a brief report clarifying "how the activity/service for which they have used the funds, has or will in the future, benefit the organisation and/or its service users".
- 4.25 An exception to paying in advance can happen when, due to delays in the process, an event takes place before the grant agreement is signed. If this happens then evidence of the event and spend is provided and the appropriate level of grant funding is paid in arrears.

Geographical Analysis

- 4.26 A 2010 IsosMORI survey identified 1,084 charities, voluntary groups and social enterprises (VCS Organisations) within the Borough; although the Council's own figures puts the figure slightly higher at 1,150. The bar chart below is taken from the Council's Voluntary and Community Sector Strategy and shows the geographical distribution of VCS organisations by LAP.



- 4.27 Comparing the number of applications received from each LAP with the spread of VCS organisations shows a similar pattern.
- 4.28 LAP 2 has received the most applications to the Community Chest (40/158) and the Community Events (25/107). The next two LAPs with the highest number of applications received also have the most VCS organisations, LAP1 with 26/158 to the Community Chest and 14/107 to Community Events and LAP3 with 28/158 to Community Chest and 18/107 to Community Events.
- 4.29 LAP1, LAP2 and LAP3 all lie on the western side of the borough close to Central London and transport hubs (such as Liverpool Street and Whitechapel) and has a large concentration of population. The VCS Strategy sites these factors plus previous funding patterns, for instance the City Challenge regeneration programme originally had a focus on Spitalfields, as reasons for the higher number of charities in this area.

- 4.30 The lowest numbers of applications come from LAP 5, 7/158 to the Community Chest and 6/107 to Community Events. This reflects the lower number of VCS organisations in this LAP as identified in the VCS Strategy.
- 4.31 The numbers of applications approved for funding generally reflect the number of applications received. For example, 25.32% of all applications received for the Community Chest came from LAP2 and 25.45% of all applications awarded funding came from LAP2.
- 4.32 It is difficult to determine beforehand how much funding should go to each LAP when the programmes rely on applications being received from all over the borough. The quality of the applications and what is being asked for also play a role in the decision. Even taking account of these factors the geographical spread is consistent with the spread of organisations across the borough as set out in the VCS strategy.
- 4.33 The following tables look at each LAP, the number of applications received and the number approved and declined.
- 4.34 Although not an exact match the % of grant awarded in each LAP correlates to the % of applications approved and conforms to the general outline of a higher number of organisations in LAP1, LAP2, and LAP3 and a lower number in LAP5 and LAP6.

Table 3: Community Chest – Round 1 – 3 analysis

LAP	No. of applications received	No. approved	No. declined	Grant Awarded	% of applications	% approved	% of grant awarded
1	26	20	6	£68,000	16.46	18.18	16.48
2	40	28	12	£126,500	25.32	25.45	30.65
3	28	20	8	£78,545	17.72	18.18	19.03
4	19	16	3	£51,775	12.03	14.55	12.55
5	7	3	4	£6,000	4.43	2.73	1.45
6	10	6	4	£25,500	6.33	5.45	6.18
7	17	13	4	£39,392	10.76	11.82	9.54
8	9	4	5	£17,000	5.70	3.64	4.12
Other	2	0	2	£0	1.27	0.00	0.00
Total	158	110	48	£412,712	100	100	100

Table 4: Community Events – Round 1 – 4 analysis

LAP	No. of applications received	No. approved	No. declined	Grant Awarded	% of applications	% approved	% of grant awarded
1	14	9	5	£18,500	13.08	11.54	10.23
2	25	20	5	£49,900	23.36	25.64	27.60
3	18	14	4	£37,950	16.82	17.95	20.99
4	12	12	0	£29,800	11.21	15.38	16.48
5	6	3	3	£4,000	5.61	3.85	2.21
6	8	3	5	£5,500	7.48	3.85	3.04
7	8	5	3	£12,150	7.48	6.41	6.72
8	8	6	2	£10,300	7.48	7.69	5.70
Other	8	6	2	£12,700	7.48	7.69	7.02
Total	107	78	29	£180,800	100	100	100

5. PRE-ELECTION GUIDANCE

5.1 Pre-election guidance is an extremely important matter which is applicable to all Council staff and services. The guiding principles are that:-

- Council resources may not be used to support any political campaign;
- The Council must not publish material that , in whole or in part, appears to be designed to affect public support for a political party or candidate; and
- During the pre-election period (i.e. in this case **from 14th April to 22nd May 2014**) a local authority.. ‘should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved in the election should not be published by local authorities during this period unless expressly authorised by or under statute...’ (Code of Recommended Practice on Local Authority Publicity, para 34 (extract)).

5.2 ‘Publicity’ is defined widely and may include events which provide a platform for any candidate at the election and/or where the subject matter is politically controversial or aligned to a particular party policy.

5.3 Any proactive events held by the Council that generate publicity must therefore be managed with care to avoid e.g. publicising photographs of candidates who are standing for election, or officers sharing a platform with members that could indicate support for a particular party’s policy.

5.4 Events which are arranged by external organisations but which are funded by the Council are covered by the restrictions in the same way as a Council-organised event, because any publicity arising from the event for a candidate would have been facilitated by Council resources.

5.5 In addition such events are covered by the restrictions if they take place during the pre-election period regardless of when the decision was taken to fund them.

5.6 In practical terms this means that in general, pro-active events of this nature should be avoided during the pre-election period. Where it is essential that they do take place, care must be taken to avoid attendance by, or publicity for, election candidates unless it is possible to achieve a balanced and equal input from all political parties/those involved in the election.

5.7 Events arranged by external organisations and funded entirely from a non-Council source are of course not covered by the restrictions in the Code of Recommended Practice.

6. COMMENTS OF THE CHIEF FINANCIAL OFFICER

6.1 This report outlines the processes and procedures that are in place to manage the awards process for Community Chest and Community Events grants.

- 6.2 Funding for the Community Chest and Community Events grants programme were set aside as part of the medium term financial plan to 31st March 2014. Reports considered by the Corporate Grants Programme Board contain financial comments to ensure that total grant awards are contained within the approved budgets. There are no additional specific financial implications arising from this report.

7. COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 7.1 The making of awards to facilitate community activities and events is an executive function which may be discharged by the Mayor.
- 7.2 In order for the Mayor to discharge the responsibilities appropriately there is a process through which the eligibility of community bodies is assessed and criteria specified against which the suitability of funding applications for community activities and events are assessed.
- 7.3 The code of recommended practice on local authority publicity provides guidance on the care to be taken during periods of heightened sensitivity such as pre-elections. The details in section 5 of the report are an accurate summary of that guidance.
- 7.4 There are no other immediate legal implications arising from this report.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1 The contribution of Third Sector organisations to delivering One Tower Hamlets is explicitly recognised in the Council's Third Sector Strategy. 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.
- 8.2 The opportunities offered through the Community Chest and Community Events Funds therefore play a key role in delivering the aims of One Tower Hamlets.

9. APPENDICES

- 9.1 The following appendices form part of this report:

Appendix 1: Community Chest Project Information Report

Appendix 2: Community Events Project Information Report

Appendix 3: Maps and associated information for Community Chest (A3 document supplied separately)

Appendix 4: Maps and associated information for Community Events (A3 document supplied separately)

Appendix 5: Application Form

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Appendix 1 - Community Chest

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	31 (Tower Hamlets) Squadron Air Training Corps Bow TAC 405 Mile End Road London E3 4PB	7,500	Purchase a mini bus	Purchase a mini bus
Mayor's Community Chest	Aberfeldy Islamic Cultural Centre 36-38 Aberfeldy Street Poplar, London E14 0NU	5,000	Equipment & materials Professional fees Sessional staff	Purchase of Equipment: 1 computer; 1 All-in-one printer, copier, scanner; 1 Microsoft software; 1 PC projector; 1 Projector screen; 1 Wharton clock; 1 amplifier; 1 tie clip microphone; Trainer for organisation health check; Trainer – for management committee; Consultant – up dating governance and charity registration; CRB check staff x 3. Other costs: CRB check Volunteers x 7; Insurance.
Mayor's Community Chest	Active4life (UK) CIC Threshold Centre 1 Ada place London E2 9BA	2,000	1. toilet repairs 2. Staff training 3. Back door repair 4. Fire extinguisher 5. Photocopier 6. Storage Unit 7. Adjustable tables 8 Foam floor covering	Repair toilet, purchase fire extinguisher, purchase adjustable tables, purchase and install foam flooring
Mayor's Community Chest	Association of Islamic Teachers UK, Darul Ummah 56 Bigland Street London E1 2ND	5,000	Capacity Building support and training: • Business planning • Equipment: (chairs, tables, filing cabinet, stationary and IT equipment to include PC, printer, photocopier and projector and screen). • Review of policies/procedures. • Training for executive committee and advisory committee members.	Training workshops in fundraising, trustee roles and responsibilities and managing a voluntary organisation for a minimum of 15 participants. 1 x first aid at work training course for a minimum of 10 participants Equipment as detailed in the application up to remainder level of grant.
Mayor's Community Chest	Baitul Mamur Academy 85 Roman Road London E2 0QN	1,000	The project will allow the Management Committee to review progress and identify a vision for the future. We wish to employ an independent consultant or sessional worker to carry out a 'Health Check' to establish the current strengths and weaknesses of the organisation capacity. Also request funding to purchase office equipment	Purchase 3 fans Purchase 1 all-in-one printer/scanner/copier Centre paint and decorating materials, volunteer for painting and decorating
Mayor's Community Chest	Bancroft & Cleveland Estate Elderly Club 12 Wickford St London E1 4QN	5,000	Health exchange MOT sessions, health workshops on chronic health conditions promoting self-health management and a celebration event for local elders.	Health MOT sessions and health workshops and celebration event.

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Bangladesh Football Association Unit G3, Whitechapel Centre, 85 Myrdle Street, London E1 2LX	2,000	Funding to renew business plan, renew existing quality standard, replace ageing IT equipment.	MATRIX QA accreditation
Mayor's Community Chest	Bangladesh Youth Movement Advice Shop, 21-23 Henriques Street, Tower Hamlets London E1 1HL	5,000	"Volunteer Community Research Team" – 20 week development programme; Recruitment and training 10 people who will become the BYM Community Research Team via 5 specialised workshops; Practical research exercise to identify needs of the Bangladeshi community in Tower Hamlets; Report of the research	Research project benefitting 10 volunteers and resulting in a report identifying local need.
Mayor's Community Chest	Beaumont Athletic Football Club 20 Blairgowrie Court Poplar London E14 0BD	3,500	Funding will be used to hire out Venue for Management committee members and volunteers Training. Pay for tutor/coach hire. Purchase of 1 PC and two laptops. Printers, stationery and Insurance for Public Liability	Purchase of Equipment: 1 printer; 2 laptops; 1 desktop PC Stationery Other costs: Insurance; Hire of Mile End Leisure Centre - 8 sessions; Rental Office space.
Mayor's Community Chest	Bethnal Green Bengali Women's Group ST. Peter's North Community Centre 1 Marion Place London E2 9AX	1,000	Consultancy support and training in fund raising and developing a fund raising strategy; Develop a 3 year organisational business plan, policies and procedures; Implement PQASSO Quality Mark (level 1) accreditation.	PQASSO level 1 Quality Assurance.
Mayor's Community Chest	Bethnal Green United Football Club 25 James Hammett House Ravenscroft Street London E2 7QH	1,000	Purchase computer equipment, office furniture, camera and camcorder. Costs of acquiring ISO9001:2008 and investors in People Quality Standards.	Purchase of computer (including - monitor, speakers, software, webcam, subscription, delivery charges)
Mayor's Community Chest	Bijoy Youth Group Unit 29, 566 Cable Street London E1W 3HB	3,000	Equipment and material, Professional fees,	Purchase:1 computer; 1 All-in-one printer; scanner and copier; Other costs: Volunteers' expenses; Hire of Tables & Chairs; Insurance; Organisational Health check; Management training.
Mayor's Community Chest	Bishwo Shahitto Kendro (BSK) Brady Centre 192-196 Hanbury Street Bethnal Green London E1 5HU	2,000	Accredited training in first aid, health & safety and child protection for team. Activities in 12 primary schools across Tower Hamlets. Develop the constitution and register project as a charity. Equipment. Matrix accreditation. Non-accredited training in project management, project development and fundraising, communications skills, presentation skills, IT skills and use a digital audio recorder to record stories for the management committee.	Contribution towards the following costs: Safeguarding checks, Insurance and Equipment.

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Black Women's Health and Family Support 82 Russia Lane London E2 9LU	2,000	Advice Quality Standards (AQC) accreditation. Care Quality Commission registration. Feasibility Study for Domiciliary Care Service. Furniture and equipment. Matrix accreditation. PQASSO accreditation. Safeguarding checks. Staff and Volunteers professional development Training – First Aid at work, Health & Safety, Food Handling level	Matrix accreditation.
Mayor's Community Chest	Boishakhi Mela Community Trust Clifton Trade Centre 4-6 Greatorex Street London E1 5NF	6,000	Boishakhi Mela Community Trust Ltd has been commissioned to deliver the Boishakhi Mela for the next 8 years. In order to achieve this aim a Management Board has been set up. Equipment and materials, hire costs and professional fees are needed for Board Capacity Building, Business Plan and Fundraising Strategy and Office Set Up.	Equipment purchased (1 central server, 3 computers, 1 laptop, 3 desks, 3 chairs, 1 filing cabinet, 1 router) Training for governors (procurement and governance training) 2 days hire costs for governors
Mayor's Community Chest	Bongobir Osmany Trust Unit 5, Links Yard 29a Spelman Street London E1 5LX	4,000	Equipment – computer, printer, toner. Office furniture – desks, chairs, filing cabinets Stationery. Professional fees –management training and health check/review of policies and procedures. Room hire	Insurance, equipment and furniture and contribution towards training and consultancy support.
Mayor's Community Chest	Boundary Community School 20 Club Row London E2 7EY	2,000	Develop a 3 years strategic Business Plan and Fundraising Update Policy and Procedures. Quality Standard Upgrade Equipment, Website and Training	Purchase of Equipment: 4 computers; 1 printer; Other costs: Web page design; Training: First Aid, and Health & Safety.
Mayor's Community Chest	Brick Lane Women and Girls Project Montefiore Centre, Hanbury St, London E1 5HZ	6,000	Health Check on organisations policies and procedures Charity Registration Management Committee member training Purchase equipment	Purchase of equipment and furniture: 1 computer and software; 1 printer; 1 Filing cabinet; 1 office table. Other costs: Trainer – Management Committee members – governance; Charity registration; Insurance. Consultant to develop Business Plan, Health Check of organisation and its procedures and fundraising –14 days. Volunteer travel costs;
Mayor's Community Chest	British Bangladesh Chamber of Commerce Unit 161st Floor, BDC 7-15 Greatorex Street London E1 5NF	3,500	Infrastructure development: Board member induction pack, Develop a business forum to Develop governance policies and procedures, business plan policies and procedures; Develop our board and staff capacity; Organisational capacity and improvement audit	<ul style="list-style-type: none"> • QuickBooks accounting package and training for 1 staff and 1 MC member • Consultancy for a minimum of 5 days to support Business Plan / infrastructure development
Mayor's Community Chest	British Bangladeshi Media Association 7-15 Greatorex Street London, E1 5NF	2,000	Infrastructure development: Board Capacity Building; Development of Business Plan and Fundraising Strategy; Implement PQASSO Quality Mark (level 1) accreditation.	<ul style="list-style-type: none"> • Consultancy support • Purchase of the PQASSO work pack • Venue available for training activities.

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Bromley By Bow Community Organisation (BBBCO) Marner Centre Marner Primary School Devas Street London E3 3LL	4,500	Infrastructure development: Auditing of annual accounts and book keeping; Equipment and furniture - computers, printers; Fax machine, office furniture; Public liability insurance; Training for management committee and volunteers	<ul style="list-style-type: none"> • Equipment (laptop, printer, software, chairs, cabinet) • Insurance and independent financial accounts • Training for management committee and volunteers
Mayor's Community Chest	Brune Bernard and Carter Community Centre (BBC) 16 Toynbee Street Spitalfields Bangla Town London E1 7NR	7,500	ESOL for work project including employment advice; Welfare Benefits and employment -advice; Contribution to core costs	<ul style="list-style-type: none"> • Employment and welfare benefits advice • ESOL classes • Organisational costs (rent, insurance, utilities, audit and book keeping).
Mayor's Community Chest	Cannon Support Link 1st Floor Berner Centre Ponler Street London E1 1QN	7,000	Prince 2 course 2; Matrix 3. Apple mac x 2 4. Printer Video camera 6. iPad Projector + accessories Microsoft office Adobe 10 Desks Chairs	Prince 2 Management course for 2 members of organisation management team; Matrix QA; Purchase - Apple Mac 21.5 inch, Video camera, projector and accessories, Microsoft Office software, Adobe, Desk
Mayor's Community Chest	Carrom Federation (UK) Unit 2 20B Spelman Street London E1 5LQ	2,500	Hiring premises, day to day management and tutoring cost, the cost of running the 6 ranking tournaments each year and other promotional activities, leaflets and materials.	Purchase of equipment 5 complete Carrom Board sets; Laptop with Carrom management software; Fundraising consultant.
Mayor's Community Chest	Children Education Group Harkness House Community Centre Christian Street E1 1RX	2,000	Costs of Women's Sewing Class.	Being reviewed
Mayor's Community Chest	Circle Link Services Montefiore Centre Hanbury Street London E1 5HZ	3,500	To enable the creation, research and editing of the youth gazette: <ul style="list-style-type: none"> • English classes and ESOL accredited courses for women • Equipment -2 PC's and 4 Laptops, designing software, fitness mats, 6 desks and 12 chairs • Organisational costs • Train staff in first aid 	<ul style="list-style-type: none"> • First aid course • Insurance • Rent • Some equipment detailed in application
Mayor's Community Chest	Collective of Bangladeshi School Governors Unit 3C, 63-65 Princelet Street London E1 5LP	2,000	Capacity building of employed/voluntary staff to increase office skills to a professional level of at least Level 2 in Office Administration. To promote the responsibility of the Management Committee Board so they can be trained in good governance. An upgrade of the organisations equipment.	Purchase of equipment: 1 computer + Microsoft Office software; 1 Laptop £400 Anti-virus Other costs. Insurance; Printer/scanner and toner;

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Common Ground East St George's Town Hall 236 Cable Street London E1 0BL	2,000	Funding for senior worker, insurance, equipment and volunteers expenses of a project providing holistic support to ten JSA claimants on eight weekly rolling programme providing employability skills and a programme of social, emotional and personal development and support.	<ul style="list-style-type: none"> • Gardening equipment and insurance renewal. • New start project activities.
Mayor's Community Chest	Council Of Mosques - Tower Hamlets 3rd Floor 46 Whitechapel Road London E1 1JX	10,000	Equipment and materials, Training, Policy Development	Office Equipment – computers, camera, shredder, footrest, First Aid equipment Hall bookings – 7 days Trainer – 7 days & Fast typing course Professional fees – Review and development of Health and Safety policy, Equalities Policy and Finance policy
Mayor's Community Chest	Daneford Trust 45/47 Blythe Street Bethnal Green London E2 6LN	1,000	Photocopying; PQASSO accreditation; Staff time	PQASSO accreditation
Mayor's Community Chest	Darul Hadis Latifah Islamic School and College 1 Cornwall Avenue London E2 0HW	10,000	Equipment and materials	25 desktop computers with server for the IT suite
Mayor's Community Chest	Dora Trust 23 Carbis Road London E14 7TH	5,000	Equipment and materials, consultation fees, insurance, advertising, policy development	Purchase of equipment and materials: 1 computer + 1 printer; Stationery; FX/scanner machine, Telephone; 1 Filing cabinet; Bookkeeping and accounting (SAGE software). Other costs: Consultant to review policies and procedures; Insurance; Website and hosting; CRB checks; Volunteer costs; 2 consultation events.
Mayor's Community Chest	Dorset Community Association Diss Street London E2 7QX	5,000	<ul style="list-style-type: none"> • Furniture and equipment - 100 folding chairs, 10 folding tables, 3 office chairs, 3 visitor's chairs, 1 office cupboard, 2 filing cabinets, 3 computers with software photocopier and printer, inter-active Whiteboard and CTV camera with installation costs • Networking and IT set up • Web design, development and hosting 	Contribution to Furniture and equipment as detailed in the application.
Mayor's Community Chest	East London Pension Group St James the Less Church St James Avenue Bethnal Green London E2 9JD	2,000	1. Hire costs 2. Refreshments, 3. entertainment	35 members to be taken on a day trip to Warner's holiday camp in Berkshire End of year party Easter party for 48 members

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	E-mploy Agency Ltd First Floor, 570 Roman Road Bow London E3 5ES	2,000	1. Equipment and materials	Purchase of Samsung Computers
Mayor's Community Chest	Ensign Youth Club Wellclose Square off The Highway London E1 8HY	7,275	<ul style="list-style-type: none"> • Install new WC and sink for disabled users • Painting wall and ceiling • Salary of project officer • Tables and chairs 	<ul style="list-style-type: none"> • Equipment: 15 Tables and 96 Chairs • Refurbishment work – Disable WC, Sink, Light
Mayor's Community Chest	Filim Education Brady Arts & Community Centre 192-196 Hanbury Street London E1 5HU	1,000	1. Staff training 2. Equipment	Purchase of filming equipment (Ultra MK4 crane, Glidetrack SD system builder, Glidetrack SD thumbscrew, Compact flash cards, Ultra SD SDHC memory card, Zoom H4N recorder, Green Screen kit - tubetape)
Mayor's Community Chest	Globe Bengali Mohila Shamity St Margaret's House 21 Old Ford Road London E2 9PL	8,000	<ul style="list-style-type: none"> • Equipment to run sewing classes • 6 laptops for CV writing workshops • Office furniture and equipment (2 filing cabinets; 10 meeting room chairs; desk; 2 chairs; copier/scanner/printer • website design 	Equipment - 2 filing cabinets, 10 meeting room chairs, desk, 2 chairs, copier/scanner /printer, sewing machines or laptops for women's project.
Mayor's Community Chest	Globe Community Project Eastbourne House Bullards Place London E2 OPT	1,000	<ul style="list-style-type: none"> • Consultancy support for developing organisations systems and procedures. • PQASSO external accreditation at Level 1 • Training sessions for management committee members and volunteers. 	Preparatory work for PQASSO inspection.
Mayor's Community Chest	Golden Moon Youth Project St Georges Town Hall, 236 Cable Street London E1 0BL	3,000	Establish a Youth Forum. Project will run for 26 weeks engaging 2 sessional staff to establish the forum and support young people, 3 days capacity building / training for the team.	Development of Business Plan; Staff training; Insurance; Volunteer expenses.
Mayor's Community Chest	Greater Sylhet Development and Welfare Council UK 135 Commercial Street London London E1 6BJ	7,000	Equipment and material, hire costs, professional fees, refreshments, crèche, volunteers	Training – Quality Assurance; Purchase 4 tables, 2 computer desks, 1 Computer, Printer/Copier/scanner; Software; 50 Chairs 3 Filing cabinets; 1 Laptop; 1 PA system; Other costs: Volunteers costs.
Mayor's Community Chest	Green Candle Dance Company Oxford House Derbyshire Street Bethnal Green London E2 6HG	1,500	Purchase office/media equipment and accompanying software including: 2 PC desk top computers 1 Apple Macintosh ProBook 1 Canon EOS	To be confirmed/negotiated with organisation

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Green Life Welfare Association 1st Floor 291 Whitechapel Road London E1 1BY	2,500	Equipment and running costs for a project to support people into work . Cultural Event	Activities specified in the application. Final activities and budget to be agreed with officer
Mayor's Community Chest	Half Moon Young People's Theatre 43 White Horse Road London E1 0ND	1,000	Equipment & materials - £4,500	Purchase of lighting board
Mayor's Community Chest	Hifzul Quran And Islamic Education Centre 304-306 Burdett Road London E14 7DQ	2,000	1. Desks 2. Folding tables x 10 3.Folding chairs x 60 Whiteboard Computers x 8 - 6. Notice board . Printer . FAX Bookcase Filing cabinets x 2 photocopier 12. Supply/fittings 13. Teaching and consultants' fees	Purchase of computer, monitor, keyboard and mouse; MS Office software; Colour laser printer and Office desk.
Mayor's Community Chest	Inner London Football League 380 Commercial Road London E1 0LB	2,500	Commission two training sessions of management training courses, establish new direct marketing strategy, update website, commission film maker to produce 4 video clips about different aspects of the ILFS's service delivery and projects.	Website Development
Mayor's Community Chest	IQRA International Limited 1st Floor 5 Mile End Road London E1 4TP	3,000	Infrastructure development: • 16 days training MC members and staff • Contribution to running costs • Equipment – laptop and software • Professional fees • Staff training and overtime • Stationery	<ul style="list-style-type: none"> • Board leadership and governance training. • Developing objectives • Development sessions and skills audit with Board • IT equipment and software • Organisational health check – quality assessment and action plan for policy development
Mayor's Community Chest	Island Gardens Residents Association Calders Wharf Community Centre Saunders Ness Road London E14 3GA	5,000	(1) Salaries (2) annual water, gas, electricity, refuse bills	<p>Purchase computer, all-in-one printer/scanner/copier, laptop, desk, office chair</p> <p>Purchase 4 round tables, and 24 chairs, cups, saucers, teapots, tea urn/kettle, 12 white table cloths</p> <p>Purchase 4 air conditioning units</p>

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Island House Community Centre Roserton Street Isle of Dogs London E14 3PG	2,000	31 non-linking chairs PC and software	1 computer and software 6 large folding tables 15 folding upholstered chairs
Mayor's Community Chest	Jeremiah Children's Welfare Project 37 Sexton Court 9 Newport Avenue Virginia Quays Docklands London E14 2DU	1,000	1. Equipment & materials for 4 workshops 2. Refreshments 3. Admin costs Consultant 5. Training sessions 6. 2 volunteers	Workshops Roles and responsibilities of Management Committee, Child Protection, Finance and Admin Contribution to the following costs: trainer; room hire, materials, refreshments, volunteer expenses and admin support.
Mayor's Community Chest	JMC Youth Lounge (Islamic Forum) 82-90 Whitechapel Road London E1 1JQ	4,195	<ul style="list-style-type: none"> • 4 computers • Capital works • Film making project • Resurface pool table • Training – youth work 12 volunteers/staff • Training health & safety 12 volunteers/staff • Trophy cabinet 	<ul style="list-style-type: none"> • Purchase of 4 Computers • Resurface pool table • Staff and volunteer training in youth work and health and safety
Mayor's Community Chest	Kollun Limited Wrights Road Community Centre 41 Wrights Road London E3 5LB	2,000	<ul style="list-style-type: none"> • Gain Matrix quality standard • IT equipment (computers) to train 9 volunteers with Level 1 IT • Training in roles and responsibilities of management committees, effective fundraising, volunteer management. 	<ul style="list-style-type: none"> • MATRIX preparation support • One computer
Mayor's Community Chest	Limehouse Welfare Association 44 Repton Street London E14 7PX	2,500	IT equipment, training of the management committee, professional consultant to review and update policies and procedures	Purchase of equipment: 1 computer; 2 Laptops; Printer/scanner/copier + toner; Projector; Microsoft anti-virus. Other costs: Insurance.
Mayor's Community Chest	London Bangla Press Club Unit 2 20B Spelman Street London E1 5LQ	8,000	<ul style="list-style-type: none"> • Computer, printer and software • Consultant to develop Business Plan with board • Funding strategy and help with funding applications • Management committee members training • Projector and filing cabinet 	<ul style="list-style-type: none"> • Consultancy support • Equipment as detailed in the application (computer, printer, software, projector, filing cabinet) • Management committee and fundraising training – 3 days

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	London Citizens Foundation 46G Greatorex Street London E1 5NP	4,500	<ul style="list-style-type: none"> Capacity building support Equipment and materials Hire costs Insurance One day conference Training courses 	<ul style="list-style-type: none"> Capacity building support and training Computer
Mayor's Community Chest	London Education Trust 3rd Floor 94-100 Christian Street London E1 1RS	6,000	a) 5 computers with a Laser jet printers @ £400 each b) Cost of obtaining schools Registration from Department of Education and skills. c) 6 Tables and 20 chairs @ £200 and £100 respectively. d) 3 storage cabinets @ £150 each. e) Hall Hire Cost £25ph for 36 hours in total £900	4 Smart Boards with note book software: 1 printer Sharp MX2300 Digital; 2 computers; Insurance.
Mayor's Community Chest	London Muslim Centre 46 Whitechapel Road London E1 1JX	8,500	Development Officer for the Maryam Centre who will provide: <ul style="list-style-type: none"> 5 days governance skills and abilities training to develop management committee Facilitated away day to focus on and agree key decisions. Registration as a Charitable Incorporated Organisation including developing a constitution 	<ul style="list-style-type: none"> MATRIX preparation support One computer
Mayor's Community Chest	Mile End Community Project 111 Eric Street Mile End London E3 4TL	7,000	1. Professional fees 2. Marketing 3. Admin 4. Staff costs	To be confirmed
Mayor's Community Chest	Mudchute Association Pier Street Isle of Dogs London E14 3HP	5,000	Multi-purpose log cabin including all materials	Purchase of materials for constructing the cabin: Bare wood, Roof plates, Roof joints, Uprights, Shiplap, Ridge, Felt roof, Ply roof, Decking, Doors, sundries
Mayor's Community Chest	Newark Youth London Unit S2, Whitechapel Centre 85 Myrdle Street London E1 1HL	1,500	<ul style="list-style-type: none"> Business Plan Matrix Quality Assurance assessment Open College Network / Cambridge registration 	Matrix accreditation.
Mayor's Community Chest	Ocean Community Forum 27 Emmott Close Solebray Street London E1 4QN	3,000	Equipment & materials, employ sessional worker	Insurance; 1 laptop; CRB checks; Stationery – ink, paper, notebooks, pens, stapler, wireless network adaptor; TH CVS membership; Cupboard; All in one printer; Charity registration; Consultant for fundraising; Microsoft consultant – website development; Anti-virus software.

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Ocean Estate Tenants and Leaseholders Association Community Hall Anson House Forecourt Ernest Street, London E1 4SE	3,500	Provide mums and toddler group session on a weekly basis. Employ a sessional worker to provide this session (£1,300pa). Provide chiropodist service (£3,800pa). Also, Equipment and materials and hire costs.	Purchase of equipment and materials: 1 laptop + security; Software upgrade to win8; 4 tables; Coffee maker, kettle, large urn, cutlery; Anti-virus software; Play mats and toys; Upgrading alarm system; Vacuum Cleaner - Copier/printer; Stationery. Cost of Consultant to advise on funding.
Mayor's Community Chest	Ocean Women's Association 164 Mile End Road, London E1 4LJ	4,000	1. Professional fees 2. Insurance	Volunteer training; Trustee training; Mentoring for Project Director and trustees. Consultant cost - advice on Strategic Plan – implementation and prioritisation.
Mayor's Community Chest	Olga Education and Training Project Unit 7, First Floor, St. Margaret's House 15-17 Old Ford Road London E2 9PL	2,500	<ul style="list-style-type: none"> Develop the multi-disciplinary ability of management and teaching staff to provide job related training. Develop the infrastructure of the organisation and strengthen our work with the community. Equipment 	<ul style="list-style-type: none"> Business Development Plan or child protection policy and procedure Purchase of Laptop and printer Staff training
Mayor's Community Chest	Our Base LTD Youth & Community Service 16 Goulston Street London Metropolitan University London E1 7TP	9,000	<ul style="list-style-type: none"> Developing website Equipment – computers/printers Management Committee training - Prince 2 MATRIX standards in Advice and guidance 	<ul style="list-style-type: none"> purchase of 5 computers; 1 printer; MATRIX accreditation Prince 2 training for Board members Website development
Mayor's Community Chest	Oxford House in Bethnal Green Oxford House Derbyshire Street Bethnal Green London E2 6HG	2,000	Achieve PQASSO Level 2	PQASSO accreditation
Mayor's Community Chest	Play Association Tower Hamlets Oxford House Derbyshire Street London E2 6HG	1,500	1. PQASSO L2 - £2,250 2. Laptop with licence - £580	Preparatory work for PQASSO. Purchase of Laptop

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Poplar Bangladeshi Community Project 39 Aberfeldy Street Poplar, London E14 0NU	3,500	<ul style="list-style-type: none"> • Furniture: 2 tables, 4 chairs and 2 filing cabinets • Project officer's salary • Refreshments and volunteer costs. • Refurbishment work consisting of installation of two double glazing windows, replacing the WC for disabled people and another WC, a new toilet floor, and decoration of the toilet walls • Running costs • Training for committee members on their roles and responsibilities 	Contribution to costs of refurbishment work and furniture that is stated in the application
Mayor's Community Chest	Positive Inclusions 1st Floor Towpath House 3-11 Limehouse Court Dod Street London E14 7EQ	2,500	Sessions with 20 young people and 15 volunteers including: <ul style="list-style-type: none"> • First Aid accredited training • Access Database and Data Protection training • Creation and editing of a 5min film about the experience of attendees Access database licence for 12 months and sessional administrator responsible for the database. Cost of registering with the Information Commissioner's Office. Venue hire, public and employers liability insurance. Promotion and marketing.	<ul style="list-style-type: none"> • Contribution to first aid HSE accredited training and costs associated to the training sessions • Insurance renewal
Mayor's Community Chest	Progressive Youth Organisation Montefiore Centre Hanbury Street London E1 5HZ	9,000	To undertake vital small building works, management / staff / volunteer training and initial start up equipment purchase	<ul style="list-style-type: none"> • Small building/improvement work; CCTV • Purchase of Pool table + trolley, Table tennis table + accessories; Bar football Purchase of office furniture and equipment: Desks; Filing cabinets; Tambour cabinets; Wireless laser printer; Flipchart/white board; Projector + hanging bracket; and 5 desktop pcs
Mayor's Community Chest	Progressive Youth Organisation Montefiore Centre Hanbury Street London E1 5HZ	8,500	Small building work to improve access and security. Training for staff, volunteers and committee Equipment - pool table, table tennis table, bar football, computers and software Furniture - office desk, filing cabinets Develop strategy and action plan for organisation	To be confirmed

Page 27

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Ragged School Museum 46 - 50 Copperfield Road London E3 4RR	2,000	Information Technology & Website Capacity Building for the Ragged School Museum • New Computers, installation and migration of files. • Translating the Museum website onto WordPress and staff training. • Subscription to the Directory of Social Change fundraising website.	Contribution towards computers and software.
Mayor's Community Chest	Rawdah Foundation Trust 46 Whitechapel Road London E1 1JX	2,850	To purchase furniture to improve the condition of the office, cabinet and computers to store files in safe and secure manner, printers and photocopiers, camera. Organise several training courses on governance for the trustees and volunteers. Develop policies and procedures for the better governance of the organisation and develop a business plan.	Purchase of a wide range of equipment and materials including: ; Apple Mac; Samsung monitor; Norton anti-virus; 200 exercise books A4; CRB checks for staff and volunteers; Filing cabinet; First Aid kit; A4 pre-printed certificates; Lever Arch files; Memory stick; Laptop; Insurance costs.
Mayor's Community Chest	Shadow Youth Alliance (SYA) Units 3 & 4 Connett House 1 Teesdale Street London E2 6GF	2,000	• Equipment and materials • Management Committee away day/training weekend • Microsoft office license and internet • Professional fees • Refurbishment of building • Staff development	• Equipment and materials • Refurbishment of building
Mayor's Community Chest	Society Links 80 John Fisher Street London E1 8JX	5,500	A consultation package providing a strategic report with recommendations Implementing the PQASSO management system and gaining PQASSO accreditation Gaining the Social Enterprise Mark for the coming three years	Paperwork, printing, photocopying, post and telephone; Fees – preparation for PQASSO visit; PQASSO workbook; staff/management training; PQASSO quality mark accreditation.
Mayor's Community Chest	Society Links 80 John Fisher Street London E1 8JX	2,500	1. Professional fees - £6,200 - to carry out monitoring requirements on three sets of activities (engaging young women, sports engagement of local youth, study support for disadvantaged children)	Professional support £14 per hour for 7 hours a week for 25 and 1/2 weeks
Mayor's Community Chest	Somali Development Association (England And Wales) 3rd Floor London Muslim Centre 46 Whitechapel Road London E1 1JX	2,000	Capacity building for the organisation: Equipment to improve productivity and the condition of the office Training to understand issues around good governance and develop policies and procedures re Child protection. Training: - Finance and bookkeeping; Project Management	Purchase of a range of equipment and materials: Portable hard drive; Vacuum cleaner; A4 exercise books; Dry wipe Board set; CRB checks for staff/Volunteers; Electric Stapler; Hole punch; Laptop; Filing cabinet; Lever arch files; BIC Cristal pens; Laser printer; Headphones; Scanner; Fridge; Microwave oven; Insurance renewal;

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Somali Disabled Support Project 102 Mile End Road London E1 4UR	2,500	<ul style="list-style-type: none"> a. Training our volunteers in working with disabled people: b. Training our management committee on effective working with statutory services. c. Training our management committee on developing and working in partnership. d. Developing business plan and fundraising strategy: e. Sustainable fundraising professional support f. We want to acquire computers for vision impaired users. g. Acquiring reading materials people vision impaired. h. Training our volunteers on basics of sign languages i. Training our management committee members and volunteers on the latest changes in welfare benefit and how they will affect disabled people. j. Developing and distributing promotion materials. 	Contribution toward the cost of: Development of a Business Plan and Fundraising Strategy; and Insurance costs.
Mayor's Community Chest	Somali Education and Cultural Project 316 Water lily Business Centre, 3rd Floor, 10 Cleveland Way London E14 4UF	2,000	<ul style="list-style-type: none"> • "Away Day" • 3 year Business Plan • CRB checks for 4 members of staff • Equipment: projector, screen, 7 laptops and 3 safes • MATRIX accreditation • Open College Network Cambridge registration 	MATRIX preparation support
Mayor's Community Chest	Somali Integration Team (SIT) Bancroft TMC 12 Wickford Street London E1 5QN	2,500	<ul style="list-style-type: none"> • Staff and volunteer training to enable to continued implementation and re-accreditation of the MATRIX quality mark and to improve the governance of the organisation • Training in fundraising, monitoring, getting and recording better outcomes 	• MATRIX re-accreditation
Mayor's Community Chest	Soundtek Carrom Club 16 Hessel Street London E1 2LP	1,500	Purchase equipment including new Carrom boards, desk, chairs, laptop Refurbishment and of the premises	Carrom Board x 2; Carrom Board repair; Carrom stand x 4; 1 Laptop + Laptop security lock; Insurance
Mayor's Community Chest	South Bromley Forum; Community Shop South Bromley Community Shop 27 Aberfeldy Street Poplar London E14 0NU	2,892	<ul style="list-style-type: none"> • Equipment and resources: 3 computers, seating, handbooks • Renew the quality mark • Staff and board of trustees training • Subscription. • Website development 	<ul style="list-style-type: none"> • Equipment and resources (Tribunal Practice Procedure, CPAG, Debt, Universal Credit, Disability, Fuel Rights, Council tax handbooks, and Chairs • Quality Mark audit • Staff /Management training • Welfare Benefits Subscription
Mayor's Community Chest	Spitalfields Crypt Trust The Tab Centre Austin Street London E2 7NB	4,500	Coffee machine, grinder, kitchen equipment	Standard catering coffee machine

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	SPLASH Youth St Matthias Community Centre 113 Poplar High St London E14 0AE	5,000	<ul style="list-style-type: none"> • Day trips/refreshments • Equipment and materials • Hire costs • Professional fees • Residential • Salary for P/T officer • Workshops 	Cost of employing SPLASH Youth P/T project officer for 6 months to work in line with the application, costs of workshops, equipment and materials.
Mayor's Community Chest	Sportlink Concordia Community Enterprise Railway Arch 420-421 Burdett Road London E3 4AA	2,000	1. Equipment and materials 2. Professional fees 3. Project officer salary 4. Refreshment/Volunteer cost	To be confirmed
Mayor's Community Chest	SSBA Community Trust: Heba Project 164 Brick Lane London E1 6RU	5,000	Build a boardwalk between the sewing room at the front of Heba and the English language training classrooms at the back.	Materials for construction, Timber, fixings screws, etc. Boardwalk from Sewing to Language rooms
Mayor's Community Chest	St Matthias Community Centre 113 Poplar High Street London E14 0AE	2,000	1. Bookkeeper and auditor 2. Report printing 3. PQASSO 1 4. Shed 5. Printer and computer	To be confirmed
Mayor's Community Chest	St Peter's Bengali Association Minerva Community Centre 10 Minerva Street London E2 9EH	8,000	<ul style="list-style-type: none"> • Equipment and furniture: 2 Computers with printers, 2 Tables and 4 chairs, Storage Cabinets, Multi Telephone and fax machine,. • Professional membership with Advice UK for 3 years. • Quality Assurance Accreditation for advice work and employment support. 	<ul style="list-style-type: none"> • Advice Quality Mark and MATRIX accreditation • Equipment and furniture: storage cabinets, multi telephone and fax machine, computers, tables and chairs
Mayor's Community Chest	Stepney Community Trust (formally St Mary's Centre) 46 Myrdle Street London E1 1HL	1,500	Undertake essential improvement and repair works at the Trust's building including: Replace existing carpets Replacement of toilets Replacement of the sink and waste pipe in the kitchen	To replace and repair toilets on LG and 3rd Floor and To replace waste pipe, redo flooring and walls tiling - £1,500
Mayor's Community Chest	Stepney Fathers Group Anglia House (Community Room) Salmon Lane London E14 7PW	5,000	A year of supplementary education classes in the Millwall area	12 weeks of supplementary education classes. Costs to include equipment and materials (Exercise books, resources, activity & print out), qualified teachers/ tutors fees and venue costs and safeguarding cost for volunteers and workers

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Stepney Football Club The Haileybury Centre Ben Jonson Road London E1 3NN	4,000	1. pc, printer, software - £1,200 2. Website - £300 3. MC members training - £2,000 4. FA L1 training - £2,500 5. Quality finance System training - £1,000 6. Tracking system training - £1,000 7. Business Plan - £2,000	FA Level 1 course training Develop Business Plan Purchase Computer
Mayor's Community Chest	Stifford TJRS Community Centre 2-6 Cressy Place London E1 3JG	1,000	To capacity-build Stifford Centre's staff and volunteers to renew and maintain our Investors In Volunteers (IIV) accreditation. 1. volunteer training - £2,000 2. Staff salary - £2,730 3. IIV renewal fee - £2,100 4. Chairs - £900 5. Hall hire - £220 6. Laptops and software - £2,050	Purchase office furniture (60 chairs)
Mayor's Community Chest	Stitches in Time Limehouse Town Hall 646 Commercial Road London E147HA	1,500	<ul style="list-style-type: none"> • Accounting software • Multi-functional printer • Train three members of staff in accounting practices in relation to this software package. 	Contribution towards QuickBooks software, QuickBooks training and printer
Mayor's Community Chest	Strengthening and Building Communities through the Arts 83 Ricardo Street London E14 6EQ	3,000	1. Hire cost - £1,260 2. Innovative delivery fees - £3,780 3. Consultant - £2,500 4. Prince 2 training - £1,000 5. Level 3 youth work PTTLS (Preparing to Teach in the Lifelong Learning Sector) - £1,500	1. Appointment of consultant to advise & support project set up 2. Project salary for 2 members of staff 3. Material resources for the training session
Mayor's Community Chest	The Hive 41 Flower & Dean Walk London E1 6QT	7,000	Hands to Healthcare Project: <ul style="list-style-type: none"> • Equipment and materials; Hire costs; Professional fees • Course Trainer; Exam fee and Certificates 	Contribution to costs of Hands to Healthcare Project
Mayor's Community Chest	The Rooted Forum (TRF) Tarling East Community Centre, 63 Martha Street, London E1 2PA	4,000	<ul style="list-style-type: none"> • 10 laptops that the organisation needs for off-site training to beneficiaries. • Acquiring the kite marks PQASSO and Investors in Volunteers (IIV) • Prince 2 Project Management for 4 staff 	<ul style="list-style-type: none"> • Contribution to Fees for PQASSO, Investors in Volunteers and/or Prince 2 Project Management • Contribution to laptops
Mayor's Community Chest	Three Sisters Care St George's Town Hall 236 Cable Street London E1 0BL	1,000	Social Care Training - £7,840, Developing the East London Social Care Network £2,160, Health and social care advice and information - £1,920	10 visits to women's groups to talk about health, wellbeing and social care including healthy living, diet, exercise, caring for elderly relatives, recognising the early signs of dementia and caring for people suffering from it and sign posting women to social care training. Will include all costs for publicity, hand outs, travel and other costs like hall hire, trainers fees etc.
Mayor's Community Chest	Tower Hamlets Badminton Club Unit 1-3 17 Plumbers Row London E1 1EQ	1,500	1. Equipment - £400 2. Hire costs - £1,600 3. Professional fees - £2,300, 4. Workshops - 3900, 5. Youth coaching event - £2,800 6. Salary - £1,540 7. First Aid materials - £330	Purchase equipment/materials Hire Costs Coaching sessions for youth £25 ph x 40 hours

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Tower Hamlets Cycling Club 17 Hawthorn Avenue London E3 5GP	2,000	Funding is to: 1. Ensure 10 volunteers get on-line child protection training (volunteers support main coaches) 2. Provide 30 weeks of family cycling sessions – 3 groups 2 hour sessions each week 3. To purchase 6 BMX bikes, BMX safety equipment (helmets, gloves, pads) 4. Hire a cycle coach 5. Hire a bike maintenance mechanic	BMX bikes x 6 + BMX Safety Equipment x 6 (Helmets, gloves, pads); Child Protection training – 10 courses @ £20.
Mayor's Community Chest	Tower Hamlets Federation of TRAs Unite Community Centre 236 Cable Street London E1 0BL	2,000	1. Equipment & materials - £1,400 2. Hire costs - £400 3. Professional fees - £600 4. Salaries - £21,857 5. Conference - £600 6. Insurance - £350	Insurance Hall hire Professional fees Equipment, postage and printing Telephone
Mayor's Community Chest	UK Youth Carrom Academy Unit 5 1-13 Adler Street London E1 1EG	5,000	To develop clear Business Plan and training that will help provide a direction for our Community Interest Company (CIC) plus purchase of Carrom Boards. 1. 8 Carrom Boards - £3,000. 2 Pc - £350 3. Printer & scanner 4. Professional fees for BP, H&s, First Aid, Safeguarding documents	Purchase 8 Carrom Boards Purchase Laptop and printer Health & Safety Training - St John's Ambulance First Aid Training - St John's Ambulance Volunteers Training IIP - 4 courses 14 hours per course
Mayor's Community Chest	Umorpur Union Welfare and Development Organisation Unit A 37 Princelet Street London E1 5LP	6,000	To purchase equipment including computers, scanner and printer and to hire trainers to provide training to our 16 trustees and also outside general members of the organisation.	IT Equipment Furniture Professional fees for training Room Hire Stationery
Mayor's Community Chest	Vallance Community Sports Association Limited 2nd Floor 20 Club Row London E2 7EY	2,000	1. Business Plan 2. MC members training 3. Desktop pc x 2 4. Laptops x 4 5. 1Pad x 2 6. Software 7. Network 8. Printer.	Purchase IT equipment: 1 Apple computer, 1 Laptop and 1 printer + associated Software. Contribution towards Network installation.
Mayor's Community Chest	Wapping Bangladesh Association Wapping Youth Club 1ST Floor Tench Street London E1W 2QD	2,000	Financial support to renew Matrix quality mark and new computers for IT training room. (1) Equipment & materials (2) Learning computer for volunteers (3) ICT for supplementary classes (4) Service & cost of photocopying learning materials	Matrix Quality Assurance

Community Chest
Round 1 - 3

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Chest	Weavers Adventure Playground Association c/o Oxford House Derbyshire Street London E2 6HG	5,000	1. 7 Computers 2. Laptop 3. Colour printer 4. Filing cabinets 5. Business and Strategic Planning 6. Accounting software 7. A3 Laminator 8. Stationery 9. Chairs and tables	Purchase of: 5 computers + Software Development of Strategic Plan and Business Plan External hard drive; printer ink. 18 Stackable chairs and 2 Foldaway tables.
Mayor's Community Chest	Weavers Community Forum (WCF) 10 Shacklewell Street, Bethnal Green London E2 7EG	6,500	Refurbishment to the Centre, purchase furniture / equipment and run training sessions to raise management committee awareness on organisation operation issues.	Purchase of equipment and materials: - WC, sink, light; 2 tables/1 desk; 2 office chairs; 2 laptops + micro-soft package; 1 Table Tennis Board/hand ball; Office stationery; 1 dry white board/notice boards; Barbecue set; Kettle; Microwave; Post box Banner; Pool table; 40 inch TV & bracket; materials for refurbishment: flooring, signs, paint - £1,400; Water heater. Professional fees: Builder/plumber; CRB, Health & Safety & Safeguarding training; Other costs: Website Development and Insurance.
Mayor's Community Chest	Westferry Community Organisation 2 The Quarterdeck London E14 8SJ	5,000	Supplementary class in the Millwall area and run it efficiently for the whole year	Minimum of 12 weeks of supplementary education classes. Costs to include equipment and materials (Exercise books, resources, activity & print out), qualified teachers/ tutors fees and venue costs and CRB cost for volunteers and workers.
Mayor's Community Chest	Women's Environmental Network Ground Floor, 20 Club Row London E2 7EY	2,000	Staff and volunteer training Replacing IT server hardware Strategic Development	To be confirmed
Mayor's Community Chest	Working Well Trust Unit 20, Peterley Business Centre 472 Hackney Road London E2 9EQ	8,000	To purchase two specialist creative design iMac's and three software licences, one PC and additional iMac To purchase the services of a network engineer to improve the existing IT infrastructure	Purchase of: iMac 21.5 inch x 2; CS6 Design and Web Premium 6 Licence x 3; Desktop PC with Office Professional Plus 2013 and language disk; Other costs: Network Engineer audit and installation and Network engineer on-going support.
Mayor's Community Chest	Young And Talented Ltd c/o Oxford House Derbyshire Street Bethnal Green London E2 6HG	2,500	To gain quality assurance accreditation with Investors in People (IIP) quality mark. Artistic director, administrative assistant, professional support, payments to tutors for strategic input, purchase of iPad.	IIP accreditation

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Appendix 2 - Community Events

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	African Women's Welfare Association Ayoka Project 1 Locknagar Street Poplar London E14 0LA	1,500	Every child matters foster care awareness project: • 2-day One-to-One innovative training and therapeutic planning sessions for prospective parents and families • multi-disciplinary 1-day workshop to promote foster care and Adoption to Attendees (about 1000 families, children and young people)	Every Child Matters Foster Care Awareness Workshop – details to be negotiated.
Mayor's Community Events	Al Isharah 4th Floor, London Muslim Centre, 46-92 Whitechapel Road, London E1 1JX	3,500	Contribution towards costs of a sporting community event aimed at the deaf community in Tower Hamlets and also those residing in neighbouring boroughs and towns.	Deaf Run Sporting Community Event at Mile End Park 9th June 2013
Mayor's Community Events	Al Isharah 4th Floor, London Muslim Centre, 46-92 Whitechapel Road, London E1 1JX	5,000	Community event for the deaf community in Tower.	Purchase of goods and services, including: • Equipment and materials; Venue Hire costs; Professional Interpreter fees; Event Marketing & Promotion; Catering Crockery, Waiters; Entertainment
Mayor's Community Events	Association of Islamic Teachers UK Darul Ummah 56 Bigland Street London E1 2ND	1,800	Annual Family's Day Out Event - Isle of White	Coach hire and Ferry Fare
Mayor's Community Events	Bangla Mirror Unit 2 60 Hanbury Street London E1 5JL	4,500	Contribution towards Who's Who 2012 celebrating British Bangladeshi achievement.	British Bangladeshi Who's Who' Event at Alexander Palace - 30 October 2013
Mayor's Community Events	Bangla Mirror Unit 2 60 Hanbury Street London E1 5JL	5,000	Contribution to Gala dinner launch of British Bangladeshi Who's Who.	British Bangladeshi Who's Who' Event - 28th October 2012.

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Bangla TV (UK) Ltd Unit 4 Marshgate Business Centre 10-12 Marshgate Lane London E15 2NH	4,000	Contribution towards costs of a grand Pitha Mela and Concert 2013 on Sunday, 08 September 2013 at Water lily Banqueting Hall.	Grand Pitha Mela and Concert 2013.
Mayor's Community Events	Bangladesh Football Association Unit G3, Whitechapel Centre, 85 Myrdle Street, London E1 2LX	1,500	Two one day five a side football tournaments for boys.	Purchase of goods & Materials, including: Footballs, First aids kits; Bibs 1 set; Trophies for Boys Tournaments Hire Costs including: Pitch Hire for tournaments; Professional Fees; Referees for Tournaments Other Costs including: Promotion for tournaments; Volunteers Costs
Mayor's Community Events	Bangladesh Youth Movement Advice Shop, 21-23 Henriques Street, London E1 1HL	2,000	Multi-Cultural Festival 24/8/2013 - 30th anniversary - King Edward Memorial Park (Shadwell Park) London E1 - in partnership with Golden Moon and Shadwell Women's Forum.	Mela Festival 24/8/2013 30th anniversary - King Edward Memorial Park (Shadwell Park) London E1.
Mayor's Community Events	Bangladesh Youth Movement Advice Shop, 21-23 Henriques Street, London E1 1HL	2,500	Two Women Together Events	Purchase of goods including: Venue hire x 2; participants/guest food cost x 2 Revenue cost including: Telephone/Internet, photocopy & stationary cost X2; Publicity X2; Overheads/ management cost X2 Purchase of Services including: Staff travel and Expenses X2; Volunteers expenses (6 volunteers per day X £7.50 each) X2
Mayor's Community Events	Beanibazar Welfare Trust UK 13 Senrab Street London E1 0QE	5,000	Annual Event celebrating achievement	Outputs to be agreed with group.

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Bijoy Youth Group Unit 29, 566 Cable Street London E1W 3HB	3,500	Award ceremony and faith workshop.	Purchase of goods and services, including: • Hire costs; Publicity and printing costs; Premises, lighting heating costs; Sessional worker salary; Volunteer costs
Mayor's Community Events	Bishops Way Community Centre (UK) 73 Bishops Way E2 9HF	2,000	Costs of providing a homework club for local children.	Equipment and hall hire costs
Mayor's Community Events	Bongobir Osmany Trust Unit 5, Links Yard 29a Spelman Street London E1 5LX	2,500	Community event to celebrate M A G Osmany's birthday.	Purchase of goods and services including Equipment's and materials, Costs Hall Hire, Advert, Refreshments, Artists, Professional fees - Speaker
Mayor's Community Events	Bongobir Osmany Trust Unit 5, Links Yard 29a Spelman Street London E1 5LX	1,000	Annual Award Ceremony and Cultural Event.	Purchase of goods, including: • Costs Hall Hire; Advert; Leafleting / printing and design; Fax Postage; Stationary; Food and refreshments; Poster and Banner. Purchase of services including: • Administration costs
Mayor's Community Events	Boundary Community School 20 Club Row London E2 7EY	1,000	Annual Certificate Ceremony 2013	Purchase of goods including: • Frames/Certificates; Cost of hall hire; Refreshment costs Purchase of Services including • Volunteer and Admin costs
Mayor's Community Events	Bow Bengali Forum PO Box-61140 London E3 9BN	2,000	One-off community health and wellbeing event for at least 200 local residents, targeting local elderly residents specially the white community, Somali residents, Bengali women and youths:	One off community event including cost of: • artists fees; coordination and technical support; entertainment • food; hall hire costs

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Bow East Women and Children Centre 15 Praline Court 16 Taylor Place London E3 2PT	1,000	Sports and Cultural event.	Purchase of goods and services, including: • Prizes and Trophies; Sound System for 2days • Consultation and event planning and co-ordination • Leaflet; Travel and Transport; Singers and Dancers
Mayor's Community Events	Brick Lane Women and Girls Project Montefiore Centre, Hanbury St, London E1 5HZ	4,000	Celebration of Food and Culture	Purchase of goods and services including furniture or equipment, Refreshment costs, Volunteer expenses, Cooking Materials costs, Cooking Trainer costs and Project Coordinator costs
Mayor's Community Events	British Bangladeshi Media Association 7-15 Greatorex Street London E1 5NF	1,000	The group plans to deliver a photography competition entitled 'Tower Hamlets in Winter'. This will give amateur photographers opportunity to take part in a competition that will allow them to showcase their skills. BBMA will showcase entries in an exhibition in a local venue and then our industry professionals will then judge entries and give out prizes to those that are the ones that best meet the criteria set.	The applicant requested £5,000 and were awarded £1,000. They have not confirmed what they wishes to spend the grant on, awaiting a revised budget.
Mayor's Community Events	Carrom Federation (UK) Unit 2 20B Spelman Street London E1 5LQ	1,700	Carrom competition - The group would like to arrange tournaments that attracts the local youth and children with incentive of giving prizes and be able to allow free entrance to the European and International games that's happens annually.	Outputs yet to be negotiated/agreed with the applicant.
Mayor's Community Events	Channel S Television Ltd 26 Clifford Road London E17 4JE	5,000	Awards ceremony and dinner held with the most prominent members of the Asian community which will provide a valuable networking opportunity.	Outputs yet to be negotiated/agreed with applicant

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Collective of Bangladeshi School Governors Unit 3C, 63-65 Princelet Street London E1 5LP	1,500	Award ceremony	Purchase and hire of goods/services including: • PA Hire; Hal Hire; Banner; Food and refreshments
Mayor's Community Events	Council Of Mosques - Tower Hamlets 3rd Floor 46 Whitechapel Road London E1 1JX	2,000	Eid gathering (Muslim Festival)	Purchase of food and refreshments.
Mayor's Community Events	Dasghar Union Progutit Trust (UK) 118 Salmon Lane London E14 7PQ	2,500	Celebrating achievements and diversity	1 - Purchase and Hire of goods, including: - Crest and Certificate costs; Hall hire costs; Printing costs - Advertising costs; Catering
Mayor's Community Events	Dora Trust 23 Carbis Road London E14 7TH	4,000	Sports and Cultural Events in Bartlett Park	Outputs not yet negotiated/agreed with organisation
Mayor's Community Events	Ensign Youth Club Wellclose Square off The Highway London E1 8HY	3,500	Smoking cessation and iftaar gathering	Purchase of goods and services including: • Furniture and equipment, • Publicity (design & print), Premises, Refreshments, Sessional worker wages and Volunteer costs
Mayor's Community Events	Friends of Ian Mikardo High School 60 William Guy Gardens Talwin Street E3 3LF	3,000	Climbing Kilimanjaro in Africa	Purchase of goods: Contribution towards the costs of the following for 7 people: • Hiking boots and personal items (e.g. socks); Hire of essential equipment (e.g. sleeping mats, backpacks, down jackets)

Page 39

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Friends of Mile End Park 46 Grove Road Basement London E3 5AX	1,000	Summer Fair and Dog Show.	Purchase of goods and services including: • Porta-loos & tables & chairs • Purchase of Services • Part payment towards the costs of the administrator
Mayor's Community Events	Globe Bengali Mohila Shamity St Margaret's' House 21 Old Ford Road London E2 9PL	3,500	Bengali New Year Celebration	Purchase and hire of goods including: • Venue hire costs; PA hire; Food and refreshments • Musicians; Artists singers and dancers • Party Accessories
Mayor's Community Events	Golden Moon Youth Project St Georges Town Hall, 236 Cable Street London E1 0BL	2,000	Mela Festival 24/8/2013 30th anniversary - King Edward Memorial Park (Shadwell Park) – in partnership with BYM and Shadwell Women's Forum	Mela Festival costs including: • Venue hire, • Food and refreshments, • Publicity and volunteer expenses
Mayor's Community Events	Golden Moon Youth Project St Georges Town Hall, 236 Cable Street London E1 0BL	1,500	Berner Multi-Cultural Festival – the 'Mela' 2013	Purchase of goods including: • Venue hire; Food and refreshments; Publicity & promotion • Food and refreshment; volunteers expenses
Mayor's Community Events	Greater Sylhet Development and Welfare Council UK 135 Commercial Street E1 6BJ	3,500	GCSE and A' Levels Awards Ceremony and Celebration of International Mother Language Day.	GCSE and A' Levels Awards Ceremony and Celebration of International Mother Language Day
Mayor's Community Events	Hobo Theatre 3 Merchant Street London E3 4UJ	1,000	Historical drama event for children aged 8 to 16	Purchase of Services; Cost of hiring two facilitators - 10 preparatory schools workshops
Mayor's Community Events	Irish Traveller Movement in Britain Resource for London 356 Holloway Road London N7 6PA	500	Contribution towards the cost of a Pavee Ceilidh event (to celebrate Irish Traveller History Month) - Mile End Park hire	Hire costs of Mile end park

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Jagonari Women's Educational Resource Centre 183-185 Whitechapel Road E1 1DN	2,000	Launch of Domestic Violence Campaign DVD	Purchase of goods: • Designing and art work; Videography Purchase of Services • Part-payment towards the salary of sessional staff
Mayor's Community Events	JMC Youth Lounge (Islamic Forum) 82-90 Whitechapel Road E1 1JQ	2,000	To run 4 activities targeting young people. The aims of these activities are to tackle anti-social behaviour, enhance young people's fitness, organise football tournament and an award ceremony to celebrate young people's achievements	Purchase of Equipment & Materials: • Prizes/Awards • Football tournament - Trophies & Medals Hire Costs: • Hall Hire cost; Football pitch hire cost • Food and refreshments Other costs: • Football referees fees; Volunteer's expenses
Mayor's Community Events	Kayd Somali Arts and Culture Flat2, 222 Walworth Road, SE17 1JE	3,500	Somali Week Festival (SWF), planned to fall during Black History Month, aiming to showcases Somali poetry, literature, music and discussions	Outputs to be negotiated with applicant.
Mayor's Community Events	Larson Estate Tenant Association 12 Boston House 45 Larson Walk London E14 9HZ	1,000	Fun day/fete for local residents	Purchase/hire of goods and services including: • Hall Hire • Drinks, cup and tissues • Food and barbeque
Mayor's Community Events	London Bangla Press Club Unit 2 20B Spelman Street London E1 5LQ	3,000	One Day "Bengali Media Event – Connecting to Community"	Purchase of goods including: Equipment Hire and facilities costs Contributions towards the venue hire cost
Mayor's Community Events	London Citizens Foundation 46G Greatorex Street London E1 5NP	2,000	One day conference titled "Drug and ASB - Roles & Responsibilities for community leaders".	Grant agreement not signed, waiting for the applicant to submit a revised budget and clarify what they wish to spend the grant on.

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Morpeth Community Table Tennis Club Morpeth School Morpeth Street E2 0PX	1,000	Table Tennis Festival including: a promotional campaign, a two-day professionally organised table tennis festival followed by eight evening sessions with structured coaching. The two-day-event will consist of one day of demonstrations and fun play followed on the next day by an organised "everyone-is-a-winner" tournament.	Contribution towards the cost of the festival and the ETTA licenced coaches to work at festival and/or to provide 8 evenings of structured coaching.
Mayor's Community Events	Mudchute Association Pier Street Isle of Dogs London E14 3HP	1,000	Festive Weekend in December – Winter Wonderland	<ul style="list-style-type: none"> • Equipment and materials; Venue Hire costs • Professional Interpreter fees; Event Marketing & Promotion • Catering and related costs; Entertainment costs
Mayor's Community Events	Mulberry School for Girls Richard Street Commercial Road London E1 2JP	5,000	Community Day.	Contribution towards Community Day.
Mayor's Community Events	Newark Youth London Unit S2, Whitechapel Centre 85 Myrdle Street London E1 1HL	1,000	Provision of regular activities for young people aged from 11-19 years old.	<p>Part payment for the salary of senior sessional staff, a maximum of £1,000.</p> <p>Project plan.</p>
Mayor's Community Events	Osmani Trust 58 Underwood Road London E1 5AW	3,000	Summer Souk – Tower Hamlets Community Fair at Stepney Park.	• Contribution to hire of marquees, stalls and PA for the Summer Souk.
Mayor's Community Events	Our Base LTD Youth & Community Service 16 Goulston Street London Metropolitan University London E1 7TP	4,500	Promotional Event - to introduce local people the work of the organisation and the opportunities for residents.	<p>Purchase of goods/materials including:</p> <ul style="list-style-type: none"> • Event Prizes, Water, BBQ, Qasida & Wings, BBQ GRILL, • Petting Zoo, 5000 Service Booklets, Launch Flyers A5 - 5000, • Event flyer - 2500, Pens and balloons. Purchase of services: Henna, sessional workers' wages.

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Parish of the Isle of Dogs c/o Christ Church Vicarage Manchester Road London E14 3BN	1,300	Purchase of gardening equipment and insurance renewal any funding remaining to be used as a contribution of costs of New Start Project activities.	Purchase of gardening equipment; insurance renewal and contribution towards costs of New Start Project.
Mayor's Community Events	Poplar Bangladeshi Community Project 39 Aberfeldy Street Poplar, E14 0NU	1,650	Achievements Award Ceremony and Two Workshops Aiming to Raise Awareness Of Drugs And Crime	Purchase of goods and services including furniture or equipment, Facility/ Premises Hire, Certificate, Stationary and Achievement Gift for children, Publicity, Refreshment, Event Organiser costs; Travel and Volunteer costs
Mayor's Community Events	Positive East Stepney Centre 159 Mile End Road London E1 4AQ	1,200	5K Red Run held at Victoria Park (flagship event of fundraising activities to support HIV charity work)	Contribution to costs for the 5k Red Run in Victoria Park on 25 November.
Mayor's Community Events	Praxis Community Projects Ltd Pott St London E2 0EF	2,000	New Voices 2013 cultural event	Hire costs: music stage, marquees, market stalls, furniture, stage lighting, backline equipment, dance floor. Marketing: publicity design & printing costs
Mayor's Community Events	Progressive Youth Organisation Montefiore Centre Hanbury Street London E1 5HZ	2,000	The group plans to hold a conference titled "From Dealing with Racism and Progressing to Activism" for local youth and community groups and residents.	Proposed outputs not yet agreed with the applicant.
Mayor's Community Events	Quaystone Church Island House Community Centre Roserton Street London E14 3PG	1,000	Fun in the park event for local residents	Purchase/Hire of goods and services including furniture or equipment: Portable toilets, Catering equipment & chefs

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Rawdah Foundation Trust 46 Whitechapel Road London E1 1JX	3,500	Khat and Knife Crime Awareness Event	Purchase/Hire of goods and services including furniture or equipment: Hall Hire Costs, Food & Refreshments, Publicity, Publicity & Design, Stationery, Project Coordinator, Volunteers Expense
Mayor's Community Events	Sanaton Association 48 Patriot Square London E2 9AN	5,000	An event to celebrate the Diwali festival	Purchase of goods including furniture or equipment: • Venue hire, Staging, lighting, decoration and sound system • Purchase of food and refreshments
Mayor's Community Events	Saudha Society Of Poetry and Indian Music 56 Violet Road London E3 3QH	1,950	"Bangla Sangeet Utshob' (Bangla Music Festival)	Purchase/ Hire of Goods/Services: • Appointment Artists involved in the delivery of the event • Commissioning of publicity for the event
Mayor's Community Events	Selfless The Whitechapel Centre 85 Myrdle Street London E1 1HL	2,500	Volunteering Project - an online platform connecting charities, local community organisations, and other good causes with young people.	Outputs to be negotiated.
Mayor's Community Events	Shadow Youth Alliance (SYA) Units 3 & 4 Connett House 1 Teesdale Street London E2 6GF	1,000	Provision of educational and recreational facilities to young people.	The outputs have not been agreed with group, awaiting a revised budget.
Mayor's Community Events	Shadwell Women's Forum c/o St George's Town Hall 236 Cable Street London E1 0BL	2,000	Berner Multi Cultural Festival the 'Mela' 24/8/2013 30th anniversary - King Edward Memorial Park (Shadwell Park) London E1 - in partnership with BYM and Golden Moon	Mela Festival 24/8/2013 30th anniversary - King Edward Memorial Park (Shadwell Park)

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Somali Development Association 3rd Floor London Muslim Centre 46 Whitechapel Road London E1 1JX	1,000	Briefing Event on Impact of Welfare Reforms - for Tower Hamlets Somali residents.	Grant will be used towards the costs of: • Hall Hire; Refreshments and Volunteers expenses
Mayor's Community Events	Soundtek Carrom Club 16 Hessel Street London E1 2LP	2,000	The group plans to host a Carrom Board tournament on the 25th December 2012.	Purchase of goods: • Carrom Boards (x6); Carrom Board Stands (x6) • Boric Acid Powder; Hall Hire (1 DAY) • Food (Lunch & Dinner for 100 people); Tea & Coffee • Advertisement (Poster, Leaflets, Banner,) • Trophies
Mayor's Community Events	South Poplar and Limehouse Action for Secure Housing (SPLASH) 1-3 Wigram House Wades Place London E14 0DA	1,500	25th Anniversary and estate Road Show involving Fun day on each of 5 estates.	Purchase of goods including: • Bouncy Castle Hire Purchase of Services: • Wages for 2 Youth sessional Staff; Costs of Face painters • Arts workshop; Music and DJ
Mayor's Community Events	Spelman Street Tenants Association 25 Monthope Road London E1 5LL	2,500	Lunch club for the elderly	Purchase of goods and services: First Aid box, kettle, CD player, Equipment & Materials; Food refreshment (fruit, drinks, tea, coffee etc. for two months), Staff Costs; Event organiser, supervisor and Session worker
Mayor's Community Events	Sports Network Council Unit G2 Whitechapel Centre Myrdle St London E1 1HL	2,000	Community Power league for 16 to 19 years old.	Purchase of goods including: • Trophies; 10 Balls; 4 sets of bibs and pumps Purchase of Services: • Referee Fee; Sessional Worker salary

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	St Peter's Bengali Association Minerva Community Centre 10 Minerva Street London E2 9EH	1,500	Event for encouraging parents, guardians and carers to improve school attendance.	<ul style="list-style-type: none"> • Hall Hire cost; Refreshments • Organiser's cost
Mayor's Community Events	Stepney Fathers Group Anglia House (Community Room) Salmon Lane London E14 7PW	4,000	Sports and Fun Day	Purchase and hire of goods and services including furniture or equipment, Laptop Hire, Audio/Visual Hire, Technician, Rides & Venue Hire, outdoor chairs and tables hire, Prizes, Games Equipment, leaflets design and print, banners design and print, Coordinator Cost - part time 2 weeks, Guest Speakers cost.
Mayor's Community Events	The Rooted Forum (TRF) Tarling East Community Centre, 63 Martha Street, London E1 2PA	2,000	Community Fun day	Purchase of goods and services including furniture or equipment, Games, Toys/Balloons/Decorations, Prizes, Face Painting, Refreshments, BBQ Food and Equipment, Equipment & Materials, Cost of hiring inflatables, Costs of sessional workers
Mayor's Community Events	Tower Hamlets Chinese School Raine Foundation School Old Bethnal Green Road E2 9RG	1,200	Chinese Mid-Autumn festival activities - to enhance the quality of the school and the children's education through the staging of a cultural.	Festival costs including: <ul style="list-style-type: none"> • Purchase of trophies/gifts, decorative lanterns. • Hall hire costs • Refreshments • administration costs
Mayor's Community Events	Tower Hamlets Parents' Centre 1 Links Yard 29 Spelman Street London E1 5LX	1,000	Contribution to Football Tournament	Purchase of goods including: <ul style="list-style-type: none"> • Football Tournament Trophies; Football Pitch Hire • Groceries for Food; Cups, plates, tissues, ingredients • Leaflets; Contribution towards admin costs Hire of Services, including: <ul style="list-style-type: none"> • Cost of hiring referees; Workhouse facilities; Bouncy Castle

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	Tower Hamlets Tennis Ltd 30 Penshurst Road London E9 7DT	500	"anyone can play tennis" events in Bethnal Green and Victoria Park.	Outputs not yet agreed with organisation
Mayor's Community Events	Trees for Cities Prince Consort Lodge Kennington Park Kennington Park Place London SE11 4AS	2,000	Regeneration of Green Spaces in the Borough, tree planting project.	Purchase/Hire of goods and services, including: • 20 Orchard Trees; 10 Standard Trees • Hire of Portaloo; Hire of Face-painter
Mayor's Community Events	Udichi Shilpi Gosthi Brady Arts Centre 192-196 Hanbury Street London E1 5HU	2,000	Bangla academy book fair, literary and cultural festival, 2013	Venue hire
Mayor's Community Events	UK Youth Carrom Academy Unit 5 1-13 Adler Street London E1 1EG	2,000	Tower Hamlets Carrom Competition	Purchase of goods including furniture or equipment, Trophies and Awards, Hall Hire, Competition Grade Carrom Board, Refreshments
Mayor's Community Events	Vallance Community Sports Association Limited 2nd Floor 20 Club Row London E2 7EY	1,000	Provision of 5 weekly sports coaching sessions (for 10-16 olds).	Salary for 1 sessional staff and costs of two volunteers to deliver the proposed project. • Purchase of equipment and materials
Mayor's Community Events	We Are Parable 12 Twist House 24-34 Oliver Road London E10 5JL	1,500	"Is It The Shoes?" event, a four day sneaker festival taking place in October 2013, in East London celebrating the rise of sneaker culture over the last thirty years, documenting key moments of popular culture that it has influenced.	Sneaker event 10 to 13 October – The Rag Factory.
Mayor's Community Events	Weavers Community Forum (WCF) 10 Shacklewell Street, Bethnal Green London E2 7EG	2,500	Event Promoting the Organisation's Work	Purchase of goods and services including furniture or equipment, Facility hire Costs, Food/Refreshment for event, Publicity (design & print), Event Standing Banner, Purchase of Services, Sessional Outreach worker, Volunteer Expenses

Community Events
Rounds 1 - 4

Fund	Organisation	Grant	Activities/Outputs Applied For	Agreed Activities/Outputs
Mayor's Community Events	West Ferry Tenants and Residents Association c/o 4 Exmouth House Cahir Street E14 3QZ	2,000	A fun day for residents on the Estate.	Fun day – date to be confirmed - Purchase/Hire costs including: • food and soft drinks; seating and marquee; games for children; live music for adults
Mayor's Community Events	Women's Education and Health Angel House 225 Marsh Wall London E14 9FW	4,000	Mini Olympic Sports and Cultural Event	Purchase/ Hire of goods and services including furniture or equipment: • Purchase and hire of miscellaneous equipment for staging of multi-sports events. • Prizes and Trophies; Publicity; Travel & Transport costs; Event security; Referees & judges, Singers;



London Borough of Tower Hamlets Mayor's Community Events Initiative

Application Form

This application form is for community events initiatives only. Under this funding stream the maximum available grant is **£5,000**. The grant is available for groups based in Tower Hamlets; and may be used for a range of purposes in line with the Mayor's Community Events Initiative Fact Sheet.

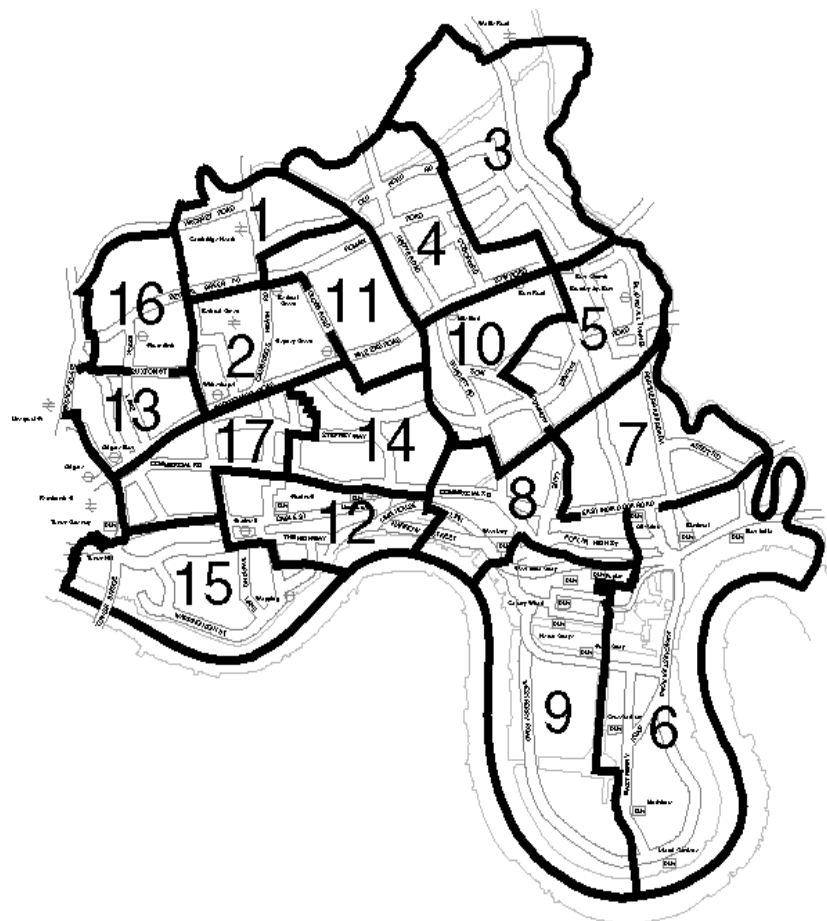
Organisations can only apply to this fund once each financial year. Read the eligibility criteria carefully before completing the application.

ORGANISATION DETAILS

1	Name of organisation / organiser			
2	Address and Postcode:			
	Phone number		Website	
	Fax number		E-mail	

3 Geographical Area Based: Please indicate below the ward your organisation is based in.

- | | | |
|----|--------------------------------|--------------------------|
| 1 | Bethnal Green North | <input type="checkbox"/> |
| 2 | Bethnal Green South | <input type="checkbox"/> |
| 3 | Bow East | <input type="checkbox"/> |
| 4 | Bow West | <input type="checkbox"/> |
| 5 | Bromley by Bow | <input type="checkbox"/> |
| 6 | Blackwall and Cubitt Town | <input type="checkbox"/> |
| 7 | East India and Lansbury | <input type="checkbox"/> |
| 8 | Limehouse | <input type="checkbox"/> |
| 9 | Millwall | <input type="checkbox"/> |
| 10 | Mile End East | <input type="checkbox"/> |
| 11 | Mile End and Globe Town | <input type="checkbox"/> |
| 12 | Shadwell | <input type="checkbox"/> |
| 13 | Spitalfields and Banglatown | <input type="checkbox"/> |
| 14 | St Dunstan's and Stepney Green | <input type="checkbox"/> |
| 15 | St Katherine's and Wapping | <input type="checkbox"/> |
| 16 | Weavers | <input type="checkbox"/> |
| 17 | Whitechapel | <input type="checkbox"/> |



4 Charity Number	5 Company Registration Number
-------------------------	--------------------------------------

6 Status of Organisation

<input type="checkbox"/> 1 None	<input type="checkbox"/> 5 Social Enterprise	<input type="checkbox"/>
<input type="checkbox"/> 2 Unregistered Organisation	<input type="checkbox"/> 6 Faith Group	<input type="checkbox"/>
<input type="checkbox"/> 3 Registered Charity	<input type="checkbox"/> 7 Residents Group	<input type="checkbox"/>
<input type="checkbox"/> 4 Registered as Company by Guarantee	<input type="checkbox"/> 8 Trust	<input type="checkbox"/>

Other, please state?

CONTACT DETAILS FOR CORRESPONDANCE

7 Contact Details

1. Prefix (Mr, Mrs, Miss Ms, Other)

2. First Name

3. Last Name

4. Job Title

5. Daytime Contact Telephone

6. E-mail Address

FUNDING AND PROPOSAL

8 Project Funding

1. How much funding are you asking for? £

2. How much will the total activity cost? £

9 What other funding sources are you going to use (including in-kind support) if you need more than our grant?

10 Details of Proposal

Please provide a description of your planned initiative ensuring that you provide information on the expected benefits to both the organisations and its users that will be derived as a result of the successful completion of the initiative. **(Maximum 300 words).**

Total number of points: 10

1. Clear description of what the money will be used for – 4
2. Explain why expenditure breakdown in Sec 11 is Value for Money - 2
3. Clear demonstration of need e.g. enhance community engagement – 2
4. Clear account of benefit to beneficiaries – 2

Event Date:

Location:

11 Expenditure - please give a breakdown of how the funding for your project/initiative will be spent. **Please also submit a spreadsheet with an itemised breakdown of the budget for your proposal.**
 Total number of points: 4. breakdown: submission of clear spreadsheet – 2; the costs in spreadsheet add up and match the column total in Section 11

1. Equipment and materials	£
2. Hire costs	£
3. Professional fees	£
4. Other (specify) []	£
5. Other (specify) []	£
6. Other (specify) []	£
7. Other (specify) []	£
TOTAL	£ 0.00

12 Grant Eligibility - To apply for this grant you must meet and produce evidence of the following minimum requirements:

1. Have appropriate insurance to cover the event including public liability insurance
2. Ensure CRB checks are in place if appropriate
3. Ensure appropriate Health & Safety arrangements including First Aid are in place
4. Ensure appropriate licenses have been obtained
5. Have appropriate banking arrangements to ensure separation of grant funding, for example a separate bank account
6. Ensure appropriate Equal Opportunities policies and procedures are in place

Further criteria can be found in the Community Events Initiative Fact Sheet

13 Insurance details:
 The Council will be unable to provide a grant unless you have appropriate insurance.

Name of insurance company:	
Policy number:	
Period of cover:	
Details of cover / Other information:	

14 Bank account details:	
This grant can only be paid into the organisation's bank account, please therefore provide the following information	
Bank name:	
Account name:	
Account number:	
Sort code:	
Bank address:	

SECTION 15. DECLARATIONS AND SIGNATURES

Data Protection Act

We will hold the information given on this application form and any supporting documents on file to process grants.

We may give copies of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating our funding. We may also share information with accountants, external consultants, organisations providing funding to your organisation and others with a legitimate interest in Council applications or grants and for the prevention and prosecution of fraud.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties. If information is requested under the act we will release it, subject to exemptions, although we may consult you first.

I agree for you to process the information given so far and may give in the future for the purposes as shown above.

Name:

Signature:

(Management committee member / authorised person)

Position in organisation:

Date:

Declaration

I am authorised to sign this application on behalf of the applicant organisation. Information given in the application is true and the application has been authorised by our governing body.

I understand that any funding offer will be subject to specific terms and conditions.

Name:
(Management committee member / authorised person)

Signature:

Position in organisation:

Date:

Please return the completed application by e-mail to: thirdsector@towerhamlets.gov.uk

Alternately, you may post or hand-deliver the completed application to:

Natasha Singer – Technical Support Officer,
Third Sector & External Funding Team
Town Hall
Mulberry Place, 2nd Floor
5 Clove Crescent
London
E14 1BG

For queries or further information contact: Everett Haughton - 020 7364 4639

Agenda Item 6.2

Committee: Overview & Scrutiny Committee	Date: 4 th February 2014	Classification: Unrestricted	Report No.
Report of: Service Head, Democratic Services Originating Officer(s): Antonella Burgio, Committee Officer, Democratic Services		Title: Log of Actions Requested at Overview and Scrutiny Committee Meetings During the Municipal Year 2013-14 (1) Wards: All	

1. SUMMARY

- 1.1 The attached report provides a summary of actions requested by Overview and Scrutiny Committee (OSC) arising from the reports and matters considered by the Committee in the current municipal year.

2. RECOMMENDATION

- 2.1 That the OSC note the contents of the attached log of actions that have been requested
- 2.2 That the OSC note progress made on actions that remain outstanding and the completion of the actions as indicated in the attached log.

3. BACKGROUND AND RATIONALE

- 3.1 The Local Government Act 2000 established arrangements for an Executive and Overview and Scrutiny Committees in the majority of local councils in England and Wales. It gave powers to Overview and Scrutiny Committees to hold the Executive to account and to carry out its own investigations and reviews into matters for which the Council is responsible. To perform this role Overview and Scrutiny Committees receive reports and presentations of relevant information in accordance with Local Government Access to Information Rules.
- 3.2 At its meetings, when considering matters placed before the Overview and Scrutiny Committee, Members will from time to time request additional information or actions from officers. to assist with their deliberations on the matters that are being examined.
- 3.2 This report provides an update on all such requests made by the Committee and information by which Members may also monitor the progress of actions that have yet to be completed.

4. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 4.1 There are no immediate financial implications arising from this report.

5. LEGAL COMMENTS

- 5.1 The requests for additional material and officer actions assist the Overview and Scrutiny Committee to discharge fully its statutory and other functions. This report updates progress in respect of all requests made by the Committee. There are no immediate legal implications arising from this report.

6. APPENDICES

- Appendix - Actions Outstanding List as at 4 February 2014

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

Brief description of “background papers”

Name and telephone number of holder and address where open to inspection.

None

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Actions arising from OSC

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
4 June 2013			
Item 8.3	<i>Use of RIPA</i> Report outcome of independent inspection on use of RIPA powers to OSC	David Galpin (Legal)	Completed– Reported to OSC on 5 November 2013”
Item 8.4	<i>OSC Work programme</i> Clerk to canvass member availability for development session	Angus Taylor (DS) Daisy Beserve (CSE)	Completed – Development Session, July 2013
2 July 2013			
Item 6.1	<i>Removing Barriers to Youth Employment</i> SH Corporate Strategy, & Equality (SHCSE) to amend the draft report before submission to Cabinet	Louise Russell/ Daisy Beserve/Vicky Allen (CSE)	Completed 31 July 2013 (submitted to Cabinet)
Item 6.2	<i>Improving Post 16 Educational Attainment</i> SHCSE to amend the draft report before submission to Cabinet	Louise Russell/ Daisy Beserve/Vicky Allen (CSE)	Completed 31 July 2013 (submitted to Cabinet)
Item 6.3	<i>Mental Health & Housing Challenge Session Report</i> SHCSE to amend the draft report before submission to Cabinet	Louise Russell/ Daisy Beserve/Vicky Allen (CSE)	Completed 31 July 2013 (submitted to Cabinet)

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Item 6.4	<p>Strategic Performance Corporate Revenue & Capital Budget Monitoring 2012/13– Draft Outturn</p> <p>Numerical data on JSA claimant Rate and proportion in child poverty / poverty indicators to be circ to OSC members</p>	Louise Russell (CSE)	Status TBD
	Explanation of variance in communications budget (2012-13) to be circulated to OSC in writing	Louise Russell (CSE)	Completed - email 12 July (CDR)
	Cllr A Choudhury to provide a timescale and action plan on the development and implementation of Mayors Employment Enterprise Board	Cllr A Choudhury / Andy Scott (D&R) / Daniel Fordham	Pursued with D&R, January 2014- response awaited
Item 6.5	<p>OSC Work programme</p> <p>Finalise work programme and present to OSC meeting on 23 July 2013</p>	Daisy Beserve (CSE)	Completed 23 July 2013 (OSC meeting)
23 July 2013			
Item 3	<p>Matters Arising</p> <p>Mayor Rahman to be invited to attend September Scrutiny Spotlight</p>	Angus Taylor (DS)	Completed 10 September 2013 (OSC meeting)
	Information pertaining to Communications budget (2/7 OSC) to be circ to Cllr Snowdon	Chris Holme (Res) / Angus Taylor (DS)	Completed – email 29 July (AT)

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Item 6.1	<p>Call-in Mayors Decision 034 “Community Chest and Events Fund 2012-14” Call-in referral to Mayor</p> <p>Written details of organisations qualifying for grant under clause “projects worth supporting in view of the perceived community benefits”</p>	<p>Alan Ingram/ Angus Taylor (DS)</p> <p>Dave Clark (D&R)/ Martin Ebbs (D&R)/ Alan Ingram (DS)</p>	<p>Completed 29 July (AT)</p> <p>Completed – emailed to Cllr Saunders 29 July (AT)</p>
Item 7.1	<p>Cumulative Impact Policy –Brick Lane Advice/comments of OSC on the policy be presented at Cabinet on 31 July 2013</p>	Cllr Uz-Zaman/ Alan Ingram (DS)	Completed 31 July 2013
Item 7.2	<p>OSC Work Programme Approved and continually updated</p>	Mark Cairns (CSE)/ Angus Taylor(DS)	Ongoing – copy of workprogramme held by Dem Svs
10 September 2013			
Item 3	<p>Matters Arising Mayor Rahman to be invited to attend October Scrutiny Spotlight</p> <p>Information on Mayor’s diary commitments on future OSC dates to be requested</p>	<p>Angus Taylor (DS)</p> <p>Cllr Uz-Zaman / Angus Taylor (DS)</p>	<p>Completed</p> <p>Completed – written request made</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Items 5. and 8.1	<p>Community Safety Spotlight / Community Safety Partnership Plan 2013-16 Information on funding of Police Officers in the Borough (MP & Council)</p> <p>Ref “Dealer a Day” initiative – performance breakdown of arrests, convictions and re-offending requested</p> <p>Sky Line planning application – written answer to be provided</p> <p>Advice/comments of OSC on Community Safety Plan to be presented to Mayor at Cabinet on 11 September 2013</p>	<p>Andy Bamber (SHSC)</p> <p>Andy Bamber (SHSC)</p> <p>Andy Bamber (SHSC)</p> <p>Cllr Uz-Zaman / Angus Taylor (DS)</p>	<p>Status TBD</p> <p>Status TBD</p> <p>Status TBD</p> <p>Completed 11 September 2013</p>
Item 8.2	<p>Licensing Policy Review Advice/comments of OSC on the Statement of Licensing Policy and ‘No Casino’ resolution to be presented to Mayor at Cabinet on 11 September 2013</p>	<p>Cllr Uz-Zaman / Angus Taylor (DS)</p>	<p>Completed 11 September 2013</p>
Item 8.3	<p>Strategic Performance, Corporate Revenue & Capital Budget Monitoring Quarter 1 2013/14 Breakdown of all Council sale of assets, and capital receipts accruing to be to be provided for reporting period and</p>	<p>Paul Thorogood (Resources)</p>	<p>Completed – emailed 14 October (AT)</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	Same breakdown to be reported in future quarterly reports	Paul Thorogood (Resources)	Completed / ongoing
Item 11	AOB Chair requested microphones fit for purpose to be provided for the meeting	Jean Waterson (FM.)	Completed (provided at subsequent OSCs)
1 October 2013			
Item 1	Apologies Non delivery of refreshment	Angus Taylor (DS)	Completed – FM apologies circulated 7 October (AT)
Item 3	Matters Arising Mayor Rahman to be invited to attend November Scrutiny Spotlight Mayor’s diary sheets on future OSC dates to be requested	Angus Taylor (DS) Cllr Uz-Zaman / Angus Taylor (DS)	Completed 5 November 2013 Completed – requested in writing
Item 5	Education, Social Care and Wellbeing Spotlight H&WB agenda to be supplied to Chair of HSP Details of what consideration Mayor has given to using assets for early years	CSE - Health Cllr Asad / Robert McCulloch-Graham	Completed – Cllr Saunders added to H&WBB distrib. Status TBD

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	provision rather than sale to generate income Powerpoint on Early years provision to be circulated to OSC members	(CDESCW) - Sarah Steer Ann Canning (ESCWB) / Angus Taylor (DS)	Completed – email 9 October (AT)
Item 8.1	<i>Electoral Matters – Update</i> Local protocol language to be reviewed Further comprehensive report req, on arrangements to ensure the integrity of electoral registration and the 2014 elections	John Williams (DS) Louise Stamp / John Williams (DS)	Completed – draft protocol revised and presented to Jan 2014 meeting Completed - Electoral Registration and 2014 Election Arrangements report presented at OSC January 2014
Item 10	<i>Pre-Decision Scrutiny of Cabinet Papers</i> CIL – Revised draft charging schedule. Briefing note req to all OSC ref the nature of CIL and the anticipated reduction of S106 funds	Owen Whalley (Planning & Bld Ctrl)	Completed – email 16 October (AT)
Item 11	<i>AOB</i> Referrals from Council: 1. Watts Grove – item added to OSC workprogramme for 5 th November meeting 2. Mayors Car – Item added to OSC workprogramme for 5 th November meeting	Angus Taylor (DS) Angus Taylor (DS)	Completed - initial consideration at 5 November OSC Completed - initial consideration deferred by Chair to 3 December OSC

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	Fairness Commission – OSC consideration deferred to after Mayor’s decision on Commission’s recommendations	Louise Russell (CSE) - Sarah Barr	Cabinet report to be prepared for a date TBD
5 November 2013			
Item 3	<p><i>Matters Arising</i> Mayor Rahman to be invited to attend December Scrutiny Spotlight</p> <p>FOI request for Mayor’s diary sheets on future OSC dates</p>	<p>Angus Taylor</p> <p>Cllr Uz-Zaman / Angus Taylor (DS)</p>	<p>Completed 3 December 2013</p> <p>Response to FOI finalised.</p>
Item 5.1	<p><i>Call-In Community Chest and Events Fund Round 3</i> Call-in referral to Mayor</p> <p>Maps indicating location of successful funding applications to be provided to OSC</p> <p>Officer advice/recommendations where Mayoral decision to award grant opposed advice to be provided to OSC. Also Mayor to provide rationale in such cases</p> <p>Report to OSC on overall impact of the Community Chest and Community Events Grants programme including related criteria and monitoring mechanisms</p>	<p>Angus Taylor (DS)</p> <p>Dave Clark (D&R)</p> <p>Dave Clark (D&R)</p> <p>Dave Clark (D&R)</p>	<p>Completed 12 November 2013</p> <p>Request submitted</p> <p>Status TBD</p> <p>Status TBD</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Item 6	<p><i>Scrutiny Spotlight Development & Renewal</i></p> <p>Scrutiny Lead site visit to call centre to be facilitated</p> <p>Further report to OSC requested on the TV adverts promoting the DH programme and related issues raised by OSC</p>	<p>Rabina Khan / Jackie Odunoye (D&R)</p> <p>Jackie Odunoye/ Alison Thomas (D&R)</p>	<p>Status TBD</p> <p>Initial response from J Odunoye (D&R) to Chair 19 November 2013. Further response awaited</p>
Item 8.1	<p><i>Reference from Council: Watts Grove Depot Project (unrestricted)</i></p> <p>Briefing Note to be circulated to all OSC members clarifying the rationale for the 35 lease element of the proposal and right to buy implications</p> <p>Ward Members and Cabinet Member Cllr Rabina Khan to undertake ward visit at Bromley by Bow to convey to constituents the rationale for scrapping the Watts Grove Depot scheme</p>	<p>Ann Sutcliffe (D&R)</p> <p>Cllr Rabina Khan</p>	<p>3 December OSC – oral response given in Officer introduction</p> <p>Completed by Cllr Rabina Khan – November 2013</p>
Item 8.2	<p><i>Covert investigation under RIPA</i></p> <p>Information on MP RIPA activity to requested</p>	<p>David Galpin (Legal)</p>	<p>Status TBD</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Item 8.3	Complaints and Information Governance Annual Report Statistical significance of stage 1 complaints on bulk waste collection to be re-examined	David Galpin (Legal) / Ruth Dowden	Response to be provided by Complaints & Info Mgr
Item 9	Verbal Updates from Scrutiny Leads Cllr Eaton to provide Chair with outline of proposed OSC budget scrutiny process	Cllr Eaton/Fran Jones (CSE)	Completed - incorporated into budget presentation at 3 December OSC
Item 11	AOB – Executive Mayor’s Car Matter to be deferred to December or January OSC meeting	Angus Taylor (DS)	Initial consideration at 3 December OSC. Item deferred to OSC meeting 20 January 2014
Item 15.1	Reference from Council: Watts Grove Depot Project (Exempt) Further consideration deferred to December OSC meeting Unrestricted/exempt content of report to be reviewed and transparency for December OSC Arrangements to access papers in advance December OSC to be agreed by Legal Svs/ Chair Additional information requested	Ann Sutcliffe (D&R) / Angus Taylor (DS) David Galpin (Legal) Cllr Uz-Zaman / David Galpin (Legal) Dem Svs to advise	Completed – consideration at 3 December OSC Completed – 3 December OSC Completed – 3 December OSC OSC has seen all the information that could be provided.

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
3 December 2013			
Item 1	Apologies Cabinet Members to be requested to diarise all future OSC's as a formal invitation form OSC to attend	Cllr Uz-Zaman / Angus Taylor (DS)	Status – on going Pending
Item 3	Matters Arising Mayor Rahman to be invited to attend January Scrutiny Spotlight Response to FOI request for Mayor's diary sheets on future OSC dates to be pursued	Angus Taylor Cllr Uz-Zaman / Angus Taylor (DS)	Completed Response completed.
Item 7.1	Reference from Council: Watts Grove Depot Project (unrestricted) OSC Chair to prepare a draft to Council for agreement by OSC including recommendations	Cllr Uz-Zaman / Angus Taylor (DS) / Mark Cairns (CSE)	Completed – item on January OSC agenda
Item 7.2	Reference from Council: Executive Mayor's Car Original options appraisal to be circulated to OSC members Confirmation of whether Mayor' car is fitted with tracking tech and if so information to be provided to OSC	Paul Thorogood / Chris Holme (Resources) Paul Thorogood / Chris Holme (Resources)	Info tabled at OSC meeting 7 January 2014 Info provided January 2014 – the car is not fitted with a tracking device

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	<p>Diary sheets of Mayoral driver to be provided OSC</p> <p>Details of Mayors past diary commitments to be provided</p> <p>Copy of any policy documents giving details of authorised usage of Mayors Car</p>	<p>Paul Thorogood / Chris Holme (Resources)</p> <p>Cllr Uz-Zaman / (DS)</p> <p>Paul Thorogood / Chris Holme</p>	<p>Pursued with CD Resources January 2014 – response awaited</p> <p>Pursued with Dem Svs January 2014 – matter referred back to OSC Chair.</p> <p>“Policy for Driving at Work “ tabled at OSC 7 January 2014</p>
Item 7.3	<p>Budget Update Budget report to January OSC to include a table of savings and identify those not met</p>	Chris Holme (resources)	Status TBD
Item 10	<p>AOB Electoral Registration and Arrangements: Report requested at October OSC – to be placed on January OSC agenda</p> <p>Deferred and Outstanding Matters Report To be included as standing item in future agenda</p>	<p>John Williams / Angus Taylor (DS)</p> <p>Angus Taylor (DS)</p>	<p>Completed - Agenda item on January OSC agenda</p> <p>Officer comments being sought on action status – to be submitted Feb OSC</p>
7th January 2014			
Item 3	<p>Matters Arising Mayor Rahman to be invited to attend February Scrutiny Spotlight</p>	John Williams/ Matthew Mannion	Completed letter sent January (DS)

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
Item 6	<p>Scrutiny Spotlight - Mayor's Priorities</p> <p>Cllr Snowdon requested further information from HoS Legal Svs than given at the meeting regarding requirement of attendance by the Mayor and Cabinet members at O&S when requested by the Committee.</p>	David Galpin (Legal)	Pending
Item 7.1	<p>Mayor's Car</p> <p>The report be deferred to the next OSC meeting on 20th January 2014</p> <p>Clarification from Legal officers on the provision in the Council's Constitution for enforcing attendance by the Mayor and Cabinet members at O&S when requested by the committee</p>	<p>Chris Holme (Resources) / Louise Fleming (DS)</p> <p>David Galpin (Legal) / Graham White</p>	<p>Completed - Item added to OSC agenda 20 January 2014</p> <p>Pending</p>
Item 7.2	<p>Watts Grove</p> <p>A report be included in the agenda for the next OSC meeting on 20th January 2014, including those comments made by OSC.</p> <p>Legal advice be sought on whether a draft report could also be included in the agenda papers for the next meeting of the Council on 22nd January 2014</p>	Cllr Uz-Zaman / David Galpin (Legal) / Mark Cairns (CSE)	<p>Item added to OSC agenda 20 January 2014</p> <p>The draft report to OSC on 20 January has been reported up to the Council meeting on 22 January. Any changes coming out of the 20 January meeting will also be reported up.</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
20th January 2014			
Item 5.1	<p>Mayor's Car Attempts will continue to secure information to determine nature and frequency of events attended by the Executive Mayor/ Executive's Mayor's Car.</p> <p>Chair of OSC has agreed to prepare a report back to Council. He will circulate this to OSC Members outside of the meeting and it will come back to OSC in March for approval before submission to March Council.</p>	<p>Chris Holme (Resources)/Graham White (Legal Services)</p> <p>Cllr Uz-Zaman / Mark Cairns (CSE)</p>	<p>Pending</p> <p>Pending – report to March Council</p>
Item 5.2	<p>Watts Grove</p> <p>Report to be presented to Council on 22 January 2014</p>	Matthew Mannion (DS)	Completed – report presented to Council 22 January 2014
Item 5.3	<p>Budget</p> <p>OSC's deliberations to be submitted to the Mayor for consideration by Noon on Monday 27 January</p> <p>Third Party Payments – Chris Holme agreed to provide a breakdown of the third party payments that set out why they had</p>	<p>Matthew Mannion (DS)</p> <p>Chris Holme (Res)</p>	<p>Completed</p> <p>Pending</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	<p>increased (for example – showing those relating to public health budgets)</p> <p>Personalised Homecare services – Kate Bingham to provide members with more detail on the current situation in relation to progress on personalised home care and the number of directly employed staff.</p> <p>Asset Management – The Chair requested full details on funds raised from recent asset sales and on what the funds had been allocated to.</p> <p>Free school meals – the Committee requested the following information:</p> <ul style="list-style-type: none"> • The number of children (years: reception to year 2) currently receiving free school meals (and how many were Statutory recipients) • The number of pupils (years: 3 and upwards) currently receiving Statutory Free School Meals. • The additional number of pupils (years 3 and upwards) who would receive the meals if lunches were made free for all primary age children. • The core cost of providing free school meals at present (total and per child), and the cost of providing free school 	<p>Kate Bingham (ESCW)</p> <p>Ann Sutcliffe (D&R)</p> <p>Kate Bingham (ESCW)</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p>

Meeting Date and Agenda Item No	Report Title and Action	Responsible Officer/Member	Status Completed (date) or Pending
	<p>meals to all primary age children (total and per child).</p> <ul style="list-style-type: none"> The existing administrative cost/impact and the likely increase (if any) in the administrative burden, to the council and schools, should the scheme be extended to all primary school pupils. <p>University Grants - The Committee asked for officers to ensure that University Grants were awarded/paid by 10 February or held over until June/July 2014.</p> <p>The Committee also asked for details on drop-out rates for those with awards against similar previous cohorts and also for details on how the grants were paid (one-off, split payment etc).</p> <p>Pre-election guidance – officers were asked to confirm that the pre-election guidance had been circulated to all officers.</p> <p>Officers to provide commentary on the Council’s use of reserves, monitoring of existing savings requirements and how they were planning to deal with managing the significant savings that would be required in the next few years.</p>	<p>Kate Bingham (ESCW)</p> <p>Kate Bingham (ESCW)</p> <p>John S Williams (DS)</p> <p>Chris Holme (Res)</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p>

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