

MAYOR'S EXECUTIVE DECISION MAKING

Wednesday, 25 September 2013

Mayor's Decision Log No. 35

1. **SMALL GRANTS FOR OLDER PEOPLE (Pages 1 - 16)**

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Agenda Item 1

Individual Mayoral Decision Proforma Decision Log No: (35)	 TOWER HAMLETS
Report of: Anne Canning: Corporate Director, Education, Social Care and Wellbeing	Classification: Unrestricted
Small Grants for Older People	

Is this a Key Decision?	No
Decision Notice Publication Date:	
General Exception or Urgency Notice published?	Not required
Restrictions:	None

EXECUTIVE SUMMARY

- 1.1 Social isolation and loneliness are often considered to be particular problems of older age. Reduced social contact, loneliness, isolation and being alone are thought to affect older people's quality of life and their health. There are a number of very small pensioners groups, often on estates, which go some way to alleviating social isolation and this funding offers support to these groups.
- 1.2 These small grants also ensure a range of peer support groups which promote independence and alleviate social isolation among older Tower Hamlets residents.
- 1.3 £25,000 has been allocated to be awarded to small local organisations can be met through existing budgets.
- 1.4 A paper was taken to the Corporate Grants Programme Board on 11th June 2013 and is attached as Appendix One.

DECISION

- 2.1 The Mayor is asked to confirm the recommendations of the Corporate Grants Programme Board to enable the process for the application and distribution of the small grants as noted below.

- Approve the processes and criteria for inviting applications for Education, Social Care and Wellbeing's small grants for pensioners groups 2013-14.
 - Confirm the availability of the funding for the proposal
 - Agree the process for agreeing the grant funding
- 2.2 The Mayor is also asked to delegate the funding decisions to the Corporate Director of Education, Social Care and Wellbeing having consulted with the Mayor
- 3. Comments Of The Assistant Chief Executive (Legal Services)**
- 3.1 The Council has a duty to ensure that all the people in the borough have access to this funding. This is guaranteed by advertising the availability of grant funding and then applicants can make a submission to be evaluated and therefore potentially access the funding.
- 3.2 When awarding grant funds the Council will have to undertake an equality impact assessment to ensure the funds are distributed in a fair and transparent way.
- 3.3 The Council must satisfy itself that the purpose of each grant is in line with the overall objectives of the Council. This can be seen by identifying the appropriate parts of the Community Plan and relevant Mayoral Priorities.
- 3.4 The use of each grant must be closely monitored. In particular the funds must be used on a "cost" basis and ensure that no profit element is retained by the funded organisation. If profit is made the grant would therefore constitute procurement activity and ought to have been subject to an appropriate level of competition.
- 3.5 The Council must satisfy itself that the funded organisation does not operate for profit. If the organisation does operate for profit and there is a cross border interest the grant would qualify as state aid and would therefore be illegal under European law as the organisation would gain an advantage in the commercial market place from a publically funded grant.
- 3.6 If approved, the grant should take place in conformity with the established grants processes and in particular should be represented by a written deed in a simplified version of the Precedent Grant Agreement produced in respect of other council grants

APPROVALS

1. (If applicable) Corporate Director proposing the decision or his/her deputy

I approve the attached report and proposed decision above for submission to the Mayor.

Signed *Paul Cannon* Date *02.07.13*

2. Chief Finance Officer or his/her deputy

I have been consulted on the content of the attached report which includes my *see section 7.1 and 7.2 of the attached report.* comments.

Signed *C. O'Neil* Date *3/7/13*

3. Monitoring Officer or his/her deputy

I have been consulted on the content of the attached report which includes my comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

(a) has been published in advance on the Council's Forward Plan OR
(b) is urgent and subject to the 'General Exception' or 'Special Urgency' provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed *J. Bell* Date *5/8/13*

4. (If the proposed decision relates to matters for which the Head of Paid Service has responsibility) Head of Paid Service

I have been consulted on the content of the attached report which includes my comments where necessary.

Signed Date

5. Mayor

I agree the decision proposed above for the reasons set out in the attached report.

Signed *M. S.* Date *23/9/13*

DECISION

I have considered the above information and advice on the process for the allocation and award of Small Grants, as detailed in the report.

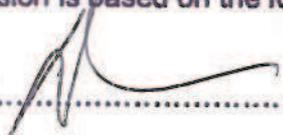
I have considered whether or not this is a Key Decision under Article 13 of the Constitution. In making this decision, I am of the view that:-

- The funding of these grant awards will be limited.
- The funding decisions are not of such import to result in substantial public interest.
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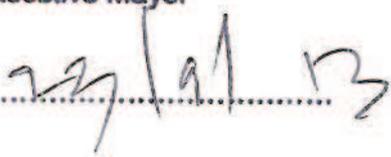
In light of the above, and taking all other considerations in to account, I am content that these awards as recommended by the Corporate Grants Board is a non key decision.

I have decided to accept the recommendation of the Corporate Grants Board and I agree that the processes to the application and agreement for these awards and I delegate decisions to the Corporate Director of Education, Social Care and Wellbeing in consultation with myself.

My decision is based on the following reason:

Signed


Executive Mayor

Dated


Committee/Meeting Corporate Grants Programme Board	Date: 6 th June 2013	Classification: Unrestricted	Report No:
Report of: Ann Canning, Corporate Director Education, Social Care and Wellbeing Originating officer(s) Barbara Disney, Service Manager, Strategic Commissioning		Title: Small Grants for Older People Wards Affected: All	

Lead Member	Cllr Abdul Asad
Community Plan Theme	§ A safe and supportive Community § A Healthy Community
Strategic Priority	Housing and Overcrowding

1. **SUMMARY**

- 1.1 Social isolation and loneliness are often considered to be particular problems of older age. Reduced social contact, loneliness, isolation and being alone are thought to affect older people's quality of life and their health. There are a number of very small pensioners groups, often on estates, which go some way to alleviating social isolation and this funding offers support to these groups.

2. **DECISIONS REQUIRED**

The Corporate Grants Programme Board is recommended to:-

- 2.1 Approve the processes and criteria for inviting applications for Education, Social Care and Wellbeing's small grants for pensioners groups 2013/14
2.2 Confirm the availability of funding for the proposal
2.3. Agree the process for agreeing the grant funding

3. **REASONS FOR THE DECISIONS**

- 3.1 To ensure a range of peer support groups which promote independence and alleviate social isolation among older Tower Hamlet residents.

4. **ALTERNATIVE OPTIONS**

- 4.1 Members could make the decision not to support this proposal and to allocate the money elsewhere.

5. BACKGROUND

- 5.1 Education, Social Care and Wellbeing (previously Adults, Health and Wellbeing) provide an annual small grant scheme for pensioner groups within the remit of the NHS and Community Care Act 1990.

The grants support local groups, promoting independence by providing social activities for older local residents and reducing social isolation.

In 2012-13, £25,000 was allocated to support small local pensioner groups but only £22,000 allocated. This year £25,000 will be available to be allocated to these small, community groups.

6. BODY OF REPORT

6.1 Small Grants allocation and assessment

The specific purpose of these grants is to support small local organisations to provide social activities for pensioners in their neighbourhood, which helps to reduce social isolation and to increase independence. In recent years the Council has been in a position to award grants to all of the organisations that applied.

In considering the small grants allocation, officers take into consideration the small grants criteria and prioritise the funding requests as follows:

- a) Rent
- b) Utilities bills (e.g. gas, electricity, water rates, insurance)
- c) Small equipment (e.g. bingo machines, kitchen equipment)
- d) Facilitator costs, day trips, parties.

To be able to deal with funding requests in a fair and equitable way:

- a) all requests for rent, bills and small equipment will be met up to the maximum grant award of £500
- b) groups requesting assistance with running costs, small equipment or social activities are allocated awards based on the number of members currently registered with the group, with the following guidelines used:

Number of registered members	Proposed award
Up to 19 members	£300
20 to 29 members	£350
30-39 members	£400
40-70 members	£450
70 members and above	£500

6.2 Small Grants 2013/14

It is planned to place an advertisement in the East End Life edition of once authority given, inviting local pensioners' groups in Tower Hamlets to apply for a small grant. Application forms (Appendix B) will also be sent to those groups that had been awarded a small grant in 2012/13. The deadline for completed returns will be around three to four weeks after the advert has been placed.

Returned applications will be assessed by an officer in line with the agreed criteria (Appendix A) and guidelines with recommendations put forward for approval by the agreed route.

It is hoped that applicants can be informed of the outcome of their applications as soon after the decision is made, with payments made to successful applicants soon thereafter.

6.3 Timetable

STAGES	DATE
Advertisement in East End Life	Week beginning 7 th October 2013
<i>post applications to currently funded organisations by Friday 4th October 2013</i>	
Send application forms to new groups	By Friday 25 th October 2013
Closing date for applications	Friday 1 st November 2013
Assessment of applications	Completed by Wednesday 6 th November 2013
Write report with recommendations	Completed by Wednesday 6 th November 2013
Approval of report by Mayor	Completed by Friday 22 nd November 2013
Write to all applicants on outcomes	Completed by Friday 29 th November 2013
Set up and raise payments	Completed by Friday 6 th December 2013

Cheque/BACS sent by Central Payments	December 2013
Reconciliation of Payments	January/February 2014

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 The £25,000 allocated to be awarded to small local organisations through the process detailed in this paper will be met from existing budgets.
- 7.2 The grant allocation/award process will be managed using existing council resources and thus there are no additional cost implications arising from this.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1 Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally do unless specifically prohibited by law. This power may also support the giving of grants to voluntary organisations.
- 8.2 In exercising this power, the Council should have regard to its strategy set out in its Community Plan
- 8.3 Officers must be careful to ensure that the conditions relating to the payment of a grant is complied with.
- 8.4 As the Council has a statutory discretion to consider bids for grant funding, and may have to consider numerous applications from limited funds it is entitled to establish guidelines on the approach for allocating those funds in order to ensure that the available resources are used effectively and remain available for projects of exceptionally high impact on and benefit to the community.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 The service specification supports two of the four themes of the Community Plan:

§ A healthy community

Small groups such as these groups for older people support the prevention agenda and offer additional opportunities for peer led advice around healthy living and exercise activities and health promotion.

§ A safe and supportive community

Small group provision contributes to the safe and supportive community theme by promoting peer support and volunteering and ensuring that services are safe to use for service users

- 9.2 The small groups provision enables the needs of a wide range of clients including those with learning disabilities, physical disabilities and long term conditions to be catered for. Special focus can be given to providing services to the diverse faith and ethnic communities in Tower Hamlets.
- 9.3 However, due regard continues to be given to encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low through volunteering, and engagement in shaping services and decision that affect their own lives, such as involvement in user groups.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 There are no immediate sustainability or environmental issues to consider. The prospective service providers, as organisations within the borough, would be required to comply with all national and local legislation regarding energy conservation, recycling etc. As services will be provided locally, most of their staff would be local too, thereby reducing commuting.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There are small one-off payments for which invoices and evidence are provided.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 There are no immediate Crime and Disorder reduction implications.

13. EFFICIENCY STATEMENT

- 13.1 There are none.

14. APPENDICES

- 14.1 Appendix A – Small Grants Criteria – 2013 - 13
Appendix B – Small Grants Application Form – 2013-14.

Brief description of “background papers”

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

To be completed by author

To be completed by author ext. xxx

None

London Borough of Tower Hamlets Education, Social Care and Wellbeing Directorate

Small Grants for Pensioners Groups (2013/14) Criteria

1. The organisation/project is engaged in social activities exclusively for the benefit of older people within the boundaries of the London Borough of Tower Hamlets.
2. The grant payment cannot be made to an individual or to a personal bank account. The organisation/project must have its own bank account or instruct an organisation (such as a housing association or landlord) to manage the handling of the grant on its behalf.
3. Priority will be given to organisations/projects not currently in receipt of any funding from the Council for the purpose(s) for which financial assistance is sought.
4. The grant will be considered primarily as a reasonable contribution towards rent of the premises regularly used by the organisation /project for its activities.
5. Subject to the availability of funding, the grant may be considered as a contribution towards running costs associated with the proposed activities of the organisation/project.
6. The Council may request evidence that the grant has been used for the purposes stated in the application form, particularly where the grant has been used as a contribution towards rent or running costs, or to purchase equipment.
7. The grant awarded to the organisation/project will be no more than £500.00 (five hundred pounds) per annum.
8. The Council will generally not fund religious activities.
9. The organisation/project should satisfy the Council that it operates fair and equal practices in employment, and in the provision of services.

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**London Borough of Tower Hamlets
Education, Social Care and Wellbeing Directorate**

**Small Grants for Pensioners Groups (2013/14)
Application Form**

1. Name of organisation:
2. Business address of organisation:
3. Address for correspondence (including cheques) if different from above:
4. Who may we contact to discuss this application?:	Name:..... Tel. no.:..... Position within organisation:..... e-mail address (if you have one):.....
5. Organisation details	A) In which year was your organisation established? B) Does your organisation have a constitution (yes/no)? (If yes, please enclose a copy with this application) C) Briefly describe the main aim of your organisation? How many pensioners are members of your club or on your register?

6. How do you plan to use the grant?

Purpose (e.g. rent)	Amount?
TOTAL	£ (Please note that the maximum small grant award is £500)

7. If successful, how would you prefer your grant to be paid? (please tick one)

By cheque:	By bank transfer:
<p>a) If you would prefer to have the grant paid by cheque, who should the cheque be made out to? :</p> <p>.....</p>	
<p>b) If you would prefer to have the grant paid into a bank account, please provide details below:</p> <ul style="list-style-type: none"> • Name of bank account: • Bank account number:..... • Bank sort code: 	

8. If your pensioners group is in receipt of any other LBTH funding, please provide details below:

9. Monitoring Information

a) Did your organisation receive a small grant in 2012 (yes/no)?.....

If yes, please answer all questions in this section.
(Failure to answer any questions will result in delays in the assessment of your application)

If no, please go to section 10

b) Please give brief details on how you spent the small grant you received in 2012? (e.g. pay bills, buy bingo machine or coach hire etc.)

If the small grant was used as a contribution towards rent or to purchase any equipment, please provide evidence such as receipts, unless you have already sent this to us.

10. Declaration:

It is an Audit requirement that two senior committee members of your organisation need to sign and date the application form.

I declare that the information in this application is accurate to the best of my knowledge.

1. Name of Chairperson/Club Leader:

Signature:

Date:

2. Name of Treasurer/Secretary:.....

Signature:

Date:

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