

COMMISSIONERS' DECISION MAKING MEETING

Wednesday, 27 May 2015 at 6.30 p.m.

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

The meeting is open to the public to attend.

Members:

Sir Ken Knight (Chair)	(Commissioner)
Chris Allison (Member)	(Commissioner)
Max Caller (Member)	(Commissioner)
Alan Wood (Member)	(Commissioner)

Public Information:

The public are welcome to attend these meetings.

Contact for further enquiries:

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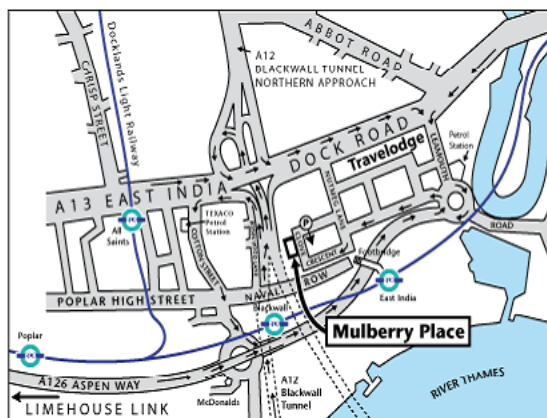
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A Guide to Commissioner Decision Making

Commissioner Decision Making at Tower Hamlets

As directed by the Secretary of State for Communities and Local Government, the above Commissioners have been directed to take decision making responsibility for specific areas of work. These include examples such as the disposal of properties, awarding of grants and certain officer employment functions. This decision making body has been set up to enable the Commissioners to take their decisions in public in a similar manner to existing processes.

Key Decisions

Executive decisions are all decisions that are not specifically reserved for other bodies (such as Development or Licensing Committees). Most, but not all, of the decisions to be taken by the Commissioners are Executive decisions. Certain important Executive decisions are classified as **Key Decisions**.

The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through www.towerhamlets.gov.uk/committee. The Commissioners have chosen to broadly follow the Council's definition in classifying their determinations.

Published Decisions

After the meeting, any decisions taken will be published on the Council's website.

- The decisions for this meeting will be published on: **Friday, 29 May 2015**

LONDON BOROUGH OF TOWER HAMLETS
COMMISSIONERS' DECISION MAKING MEETING

WEDNESDAY, 27 MAY 2015

6.30 p.m.

1. APOLOGIES FOR ABSENCE

**2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS
(Pages 1 - 4)**

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

3. DECISIONS OF THE PREVIOUS MEETING

To note the decisions of the previous meeting(s).
(Document to follow)

4. CONSIDERATION OF PUBLIC SUBMISSIONS

Consideration of any comments received from members of the public in relation to any of the reports on the agenda.

[Any submissions should be sent to the clerk listed on the agenda front page by 5pm the day before the meeting]

5. REPORTS FOR CONSIDERATION

5 .1	Early Learning for 2 Year Olds	5 - 20	All Wards
5 .2	Stairway to Heaven - Grant Application	21 - 28	Bethnal Green
5 .3	Tower Hamlets Community Fund	29 - 66	All Wards
5 .4	One Tower Hamlets Fund	67 - 90	All Wards
5 .5	Independent Living Fund	91 - 98	All Wards
5 .6	Review of Discretionary Awards Recipients for the Academic Year 2014/15	99 - 138	All Wards

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-


- Meic Sullivan-Gould, Interim Monitoring Officer, 020 7364 4800
- 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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<p>Commissioner Decision Report 15th April 2015</p>	 TOWER HAMLETS
<p>Report of: Robert McCulloch-Graham, Corporate Director ESCW</p>	<p>Classification: Unrestricted</p>
<p>Early Learning for Two-year Olds Capital Process</p>	

Originating Officer(s)	Jo Green
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A Prosperous Community

Executive Summary

Through the Early Learning for 2 year olds programme (EL2), all local authorities in England have a statutory duty to ensure the provision of free part-time early education for the 40% most disadvantaged two-year olds from September 2014.

There are insufficient childcare places in Tower Hamlets for the Local Authority to meet this duty. Therefore it has a capital programme to increase provision across the borough.

Recommendations:

The Commissioners are recommended to:

Agree the allocation of awards on the basis of the process set out in this report and to delegate to the responsible Corporate Director the authority to enter into agreements to give effect to that, and for a report to be sent to the Commissioners on a quarterly basis with details of the awards made.

1. REASONS FOR THE DECISIONS

The Local Authority has a statutory duty to ensure the provision of free part-time early education for the 40% most disadvantaged two-year olds. There is a low take-up in Tower Hamlets of the offer combined with insufficient places available in the borough.

The Local Authority has a duty to support the development of new childcare places and was awarded capital funding from the DfE for this purpose. In addition, Schools Forum has made a revenue contribution to capital to assist this development. Consequently, an agreed process for the allocation of this funding is required.

2. ALTERNATIVE OPTIONS

- 2.1 An alternative option is to do nothing. However, it is very likely that the Local authority will not meet its statutory duty if it does not support the development of new childcare provision.

3. DETAILS OF REPORT

3.1 Purpose of Proposed Funding

- 3.1.1 Through the Early Learning for 2 year olds programme (EL2), all local authorities in England have a statutory duty to ensure the provision of free part-time early education for the 20% most disadvantaged two-year olds from September 2013 and the 40% most disadvantaged two-year olds from September 2014.
- 3.1.2 The offer is for 570 hours of free early education for each eligible two year old. If taken over 38 weeks in a year, this represents 15 hours per week. The policy is an extension to the existing universal entitlement for three and four year olds.
- 3.1.3 In Tower Hamlets some 2,297 children are eligible for an Early Learning for Two Year Olds place. At the beginning of February 2015, 639 children are in placements. This level of take-up places Tower Hamlets as the lowest performing borough in the country in terms of percentage take-up. (Further detail available in background documents from the DfE: *Tower Hamlets.ppt* and *Letter to LAs on 2yoo March 2015.pdf*).
- 3.1.4 An allocation of £1.3m capital funding has been made to allow the borough to support childcare providers in adapting, extending and potentially opening new premises in order to increase the number of places available for funded two year olds.
- 3.1.5 The EL2 Capital Global Works Programme was approved by Cabinet on 10th of April 2013. The following is the relevant excerpt from the report:

6.25 *Early Education Provision*

6.26 *Free early education will become a statutory entitlement for eligible two year olds from 1 September 2013, with the local authority having a duty to secure provision. The Department for Education has awarded Tower Hamlets £1.3m of capital funding in 2012-13 as a contribution to local authorities' capital budgets. Revenue funding for free early education for two year olds will form part of the Dedicated Schools Grant (DSG) from 2013-14.*

6.27 *The Early Years Service will work closely with childcare providers to identify potential capital development projects that fit with the strategic aims of the funding programme. Once projects are identified, the providers will be supported in refining and developing their projects.*

6.28 *Once suitable projects have been identified formal approval will be requested either by delegated authority or Cabinet.*

- 3.1.6 As Councils had been block funded for the revenue they received from the DfE, and as many Councils were not meeting their placement targets, the DfE made it known that they would support revenue contributions to capital from revenue underspends. In light of this a £2.5m revenue contribution to capital from the Dedicated Schools Grant (DSG) was proposed to and approved by Schools' Forum. This was then ratified by the DfE in June 2014 (letter from DfE available as background document *Tower Hamlets 286- capital approval.doc*). The DSG budget is included in the budget report which was sent to Cabinet on the 4th February 2015.
- 3.1.7 The EL2 Capital Programme Management Group has been working to develop potential capital projects with partners from the private and voluntary sector to increase the number of childcare places available for two-year olds funded through the EL2 programme.

3.2 Application Process

- 3.2.1 An Information Day for the funding programme was held in June 2013. This was advertised in the local media and in the national trade press. Following this, the Council received grant applications for a number of projects. A further event is planned in the summer term of 2015, which is intended to initiate a further round of grant applications. There is a termly forum for Maintained, Private, Voluntary and Independent (MPVI) childcare providers, and the capital funding is discussed at every meeting.
- 3.2.2 All projects recommended for grant funding have been identified and developed by officers from the Early Years Service in conjunction with the applicant childcare provider in order to ensure their strategic fit with the EL2 Capital funding programme. Once the proposed project outline has been fully developed, potential projects are considered by the EL2 Capital Programme Management Group.
- 3.2.3 The EL2 Capital Programme Management Group is comprised of the Early Years Lead Officer, the Early Years Childcare Quality Manager, and the Early Years Childcare Sufficiency Manager. The Group reviews potential capital projects against their potential fulfilment of the programme criteria (refer to paragraph number).
- 3.2.4 If the EL2 Capital Programme Management Group agree that a proposed project sufficiently satisfies the criteria of the capital programme (see Section 3.3 below) they will make a recommended funding award along with any conditions attached to the recommended award; these conditions may include, for example, any financial contribution required from the childcare provider, the number of places they must provide, number of years the childcare must operate).

- 3.2.5 This recommendation is then taken to the EL2 Strategic Board, chaired by the Service Head for Learning and Achievement, for approval.
- 3.2.6 The childcare provider is required to accept the recommended award formally by signing an initial acceptance. Formal approval is then sought from the Service Head, the Directorate Finance Manager and the Corporate Director of Education, Social Care and Wellbeing.
- 3.2.7 The overall capital budget was approved by Cabinet on 10 April 2013. Members are not involved in the decision process for individual projects, unless the grant is greater than £250,000, in which case the project will be sent to the Commissioners for approval.

3.3 Capital grant criteria

3.3.1 Applications are assessed against the following criteria:

- The number of new childcare places, specifically new childcare places for children funded through the Early Learning for Two Year Olds programme that will be created as a result of the recommended grant award.
- The type of new childcare places to be created – i.e. full daycare/ sessional.
- Value for money – the cost per new childcare place for funded two year olds.
- The quality of the building being developed through the recommended capital funding award; as well as any issues which need to be resolved through the proposed capital project.
- Ownership/lease/ rental arrangements i.e. how many years is the childcare provider guaranteed to remain on the site?
- The location of the childcare provision in terms of: the local population; local transport links; how many 2,3 and 4 year olds live in the area; what other childcare provision exists in the local area.
- The impact that the proposed capital development project would have on neighbouring childcare provision.
- The evidence of need for the proposed capital development project.

- The transitional plans the childcare provider has for continuing operation of childcare provision while the capital development works are being carried out.
- The quality of the childcare provision, measured through: findings from the Early Childhood Environment Rating Scale (ECERS)/ Infant Toddler Environment Rating Scale (ITERS); the findings of the childcare provider's most recent Ofsted inspections; as well as feedback from Childcare Development Officers working with the childcare provider.
- The childcare provider's financial position and an assessment of their sustainability.
- Assessment of the childcare provider's business plan for the proposed childcare provision.
- The financial contribution that the childcare provider will make to the project costs.
- Whether the childcare provider is up to date with its returns to the Early Years Service / LBTH?
- Whether the childcare provider is administering the Nursery Education Fund – Free Entitlement for 3 and 4 year olds correctly and whether there have been any issues, difficulties or complaints with the way they are administering it.

3.4 Eligibility

3.4.1 Grant funding is only awarded to eligible childcare providers. A childcare provider is considered to be eligible if:

- their childcare provision is registered with Ofsted or as a new provider they are in the process of obtaining Ofsted registration;
- they will need to show how they will meet the Early Years Foundation Stage (link to *Statutory framework for the early years foundation stage* in Appendix 6)
- they are able to provide proof that they have appropriate premises (evidence would include: deeds, lease, rent agreement); if the childcare provider does not own the building they have the permission of the owner to carry out the proposed capital works.

- the childcare provision must be located within the London Borough of Tower Hamlets.

3.5 Award amount and payment

3.5.1 The amount of the recommended funding award is based on consideration of:

- the number of new childcare places that will be created through the project and ensuring that this is proportionate to the funding awarded
- the financial position of the childcare provider
- the value of their financial contribution to the project costs
- the scale and nature of works required
- the need for childcare places in the area

Projects are benchmarked against each other to ensure fairness in funding awards. The EL2 Capital Programme Management Group and the EL2 Strategic Board give professional challenge to projects recommended for funded.

3.5.2 Projects vary enormously: from the purchase of age specific equipment, to minor betterment of facilities, to major refurbishment which may or may not include significant structural works, to new builds. To date, given this diversity, no formula has been used to allocate funding awards. This will be revisited as part of a periodic review of processes as the programme develops.

3.5.3 Funding awards follow a two stage process. When the projects are advertised, a childcare provider is required to provide an estimate of costs in the first instance which it believes to be reasonable through an architect or quantity surveyor. At this point we will provisionally reserve the capital estimates provided by the childcare provider. We will then subject those estimates to competition in order to establish whether the childcare provider's estimates are value for money. The tender process is carried out by the proposed grant recipient and we seek evidence from them in this regard.

3.5.4 If the tender comes in lower than the childcare provider's estimates, the actual grant award will be reduced accordingly. If the tender comes in higher we would ask the childcare provider to revisit the scheme to see if savings could be made; if not, and more funding is requested, then the whole project would have to be reassessed if an increased amount of funding were to be awarded.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 The capital programme for 2015/16 includes £1.3m for the borough to support Early Learning childcare providers to fund capital works to their premises. The DSG budget for 2014/15 and 2015/16 also includes a revenue contribution to capital of £2.5m for the Early Learning for 2 Year Olds programme, the DSG budget is approved through the Tower Hamlets Schools Forum.

5. LEGALCOMMENTS

- 5.1. The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.2. The Council is required under the Childcare Act 2006 to secure, as far as reasonably practicable, that there is sufficient childcare provided in Tower Hamlets to meet the relevant needs of parents. This is for parents who require childcare in order to enable them to take up work or to undertake education or training which could assist them to obtain work. Childcare means any form of care for a child and includes education and other supervised activity.
- 5.3. In determining the sufficiency of childcare in Tower Hamlets, the Council may have regard to childcare available outside of Tower Hamlets and is required to have regard to: the provision of childcare in respect of which the childcare element of working tax credit is payable or for which childcare costs may be included in the calculation of universal credit; and the provision of childcare suitable for disabled children.
- 5.4. The Council is further required under the Childcare Act 2006 to secure that prescribed early years provision is available free of charge for specified categories of children under school age. Early years provision means the provision of childcare for a child under the age of five. The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 ("the Free Provision Regulations") provide that children entitled to free early years provision from the Council are two year olds who are eligible children and 3 year olds. A child is eligible if he or she falls within one of seven prescribed categories, which include children entitled to free school meals, looked after children and children with special educational needs.
- 5.5. The Childcare Act makes clear that although the Council's obligation is to secure the provision of sufficient childcare in Tower Hamlets, this need not be actually provided by the Council. Pursuant to section 8 of the Childcare Act, the Council may assist any person who provides or proposes to provide childcare and may make arrangements with any person to provide childcare. The assistance which the Council may provide to a childcare provider and the arrangements which the Council may make for the provision of childcare include the giving of financial assistance.
- 5.6. In discharging its duties to provide childcare and free early years provision, the Council must have regard to guidance given by the Secretary of State, reference to which is made in the body of the report. When planning to meet

these obligations, the Council must be mindful of its other obligations under the Childcare Act 2006, which include the following –

- The Council is required to improve the well-being of young children in Tower Hamlets and to reduce inequalities between young children in specified respects (which include education, training and recreation) (section 1(1)).
- The Council is required to make arrangements to secure that early childhood services in Tower Hamlets (which include early years provision) are provided in an integrated manner which is calculated to facilitate access to services and maximize the benefit of those services to parents, prospective parents and young children (section 3(2)).
- The Council's arrangements for securing early childhood services must, so far as is reasonably practicable, include arrangements for sufficient provision of children's centres to meet local need. A children's centre is a place managed by or on behalf of, or under arrangements made with, the Council through which early childhood services are made available and activities provided for young children.

5.7. The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. The report states that value for money will be one of the considerations in determining whether to award a grant and, if so, the amount of the grant. This is to be tested by requiring applicants to submit their estimates to some form of competition and by an application of the criteria listed in paragraph 3.5.1 of the report.

5.8. The criteria listed in paragraph 3.5.1 of the report provide a broad framework within which to assess grant applications. This would leave a substantial area of discretion for the corporate director to determine whether a grant should be awarded and in what amount. This provides flexibility, which can be conducive to delivering value for money, but may have a reduced level of transparency which has the potential to impact the integrity of the decision-making process. This carries with it some risk, which is proposed to be addressed in part by the submission of reports to the Commissioners on awards made. In the absence of detailed guidance, issues of consistency may arise in relation to the exercise of discretion, which may provide a basis for complaint and challenge.

5.9. The Council must also have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). A proportionate level of equality analysis is required in order for the Council to comply with this duty.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The implementation of the EL2 capital strategy is part of the LA's strategy to improve achievement by improving outcomes for young children
- 6.2 The expansion of childcare provision under the capital programme is necessary to ensure the Council meets its legal obligation to secure sufficient places for eligible two-year olds in Tower Hamlets.
- 6.3 An independent study of the implementation of the EL2 programme was carried out by Cordis Bright at the end of 2014. The study involved with parent/carers, childcare settings, community groups and staff. The main findings for the study were that the location of childcare was one of the biggest barriers to accessing a placement. This is being addressed through detailed mapping of supply and demand, and planning for future provision.

The study also noted that there is a need to ensure that there are sufficient EL2 spaces in locations in which parents require them, and that specialist provision is available which fulfils the language, cultural and religious needs of BME and/or EAL families. This is being addressed by working closely with providers from different community groups in the borough.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 The proposed capital works aim to improve and preserve the quality of the building stock. Sustainability considerations are applied as far as possible to design and materials used.
- 7.2 Many of the projects in this programme will be bring back into use vacant buildings.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. The individual projects will be closely monitored to ensure that programmes are completed on time and within the budget provision.
- 8.2. All awards are subject to a clawback agreement. If recipients of grants close within the clawback period, they have a contractual obligation to payback funding on a pro rata basis.
- 8.3. For awards of:

up to £25k	5 year clawback period
up to £50k	10 years
up to £100k	15 years
over £100k	20 years
- 8.4. The clawback period maybe adjusted upwards where an organisation has had multiple awards.

- 8.5. Match-funding is a required element of the programme as it gives a much greater sense of ownership in the project by the grant recipients. In addition, it also provides an incentive to keep costs down. If costs come in under the estimate, the proportion of match-funding remains the same and so the grant recipient will contribute less. If costs come in over the estimate, then that is the responsibility of the grant recipient.
- 8.6 Our expectation is that around 25% will be necessary from the grant recipient. A greater contribution will be required if the organisation has significant unallocated reserves in relation to the amount of the proposed award and the on-going costs of the organisation. We would also expect groups to seek funding from other bodies if they do not have the funds themselves. We would consider a combination of the following for a reduced contribution:
- a group having very limited reserves
 - limited chances of funding being raised from other sources.
 - the size of the project – a smaller project would have a lower financial risk
 - a strong track record in the childcare business, therefore presenting lower risk
 - a strong business plan
 - ownership of building – an LBTH owned building is likely to present a lower risk
- 8.7 Payments are made in three tranches: one third up front, one third mid-project and with proof of expenditure, and final third on completion again with proof of expenditure. Grant is only paid for actual expenditure. If the project comes in under budget, then funding is reduced accordingly.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 Early Intervention breaks the cycle in which people who grow up with dysfunctional behaviours and lifestyles may transmit to their children, who, in turn, transmit them to their grandchildren and so on. Early Intervention offers a real chance to break this destructive pattern and helps raising children to become good parents and carers in turn.

10. EFFICIENCY STATEMENT

- 10.1 The capital works funded through this programme will seek to improve energy efficiency and reduce ongoing maintenance. A number of council buildings which are currently unoccupied will be brought back into use and generate income for the council.

11. Safeguarding Implications

- 11.1 Applicants have to make a declaration that they have not been disqualified from working with children.

- 11.2 The Local Authority reserves the right to undertake DBS at any time during contract period.
- 11.3 If Ofsted refuse registration on the grounds of unsuitable persons or disqualified persons the funding will be have to be repaid in full.
- 11.4 Each provision is allocated a Childcare Development Adviser to continue to help develop their provision, meet the necessary requirements and good practice.
- 11.5 All providers must have a safeguarding policy and procedure, this is checked for suitability and to ensure it complies with the Tower Hamlets Local Safeguarding Children Board (LSCB) procedures by the Early Years Childcare Development Adviser.
- 11.6 All early years providers must have a designated person for safeguarding, first aid and inclusion.
- 11.7 The designated safeguarding person for each provision must attend Tower Hamlets safeguarding training.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

None

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


- 1 Early learning for two-year olds - Tower Hamlets: *Tower Hamlets.ppt*
- 2 Ministerial letter:*Letter to LAs on 2yoo March 2015.pdf*
- 3 Letter from the DfE, June 2014: *Tower Hamlets 286- capital approval.doc*

Holder of background documents: Jo Green, Childcare Sufficiency Manager, Early Years

Officer contact details for documents:

- Jo Green x4844
- Monica Forty x 0525

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST


Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Early Learning for Two-year Olds Capital Process
Directorate / Service	ESCW
Lead Officer	Monica Forty
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="text-align: center;">  </div> <p>Proceed with implementation As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Independent analysis has been carried out. This looked at why some parents do or do not take up places. The purpose of the proposal is to address directly issues of equality.</p> <p>The independent study noted the following: Some of the families consulted that are participating in EL2 could be considered 'hard to reach' and most children currently taking up a place are from an ethnic minority background. For example, several of the parents consulted speak English as an additional language or do not speak English at all.</p> <p>Families with specific or complex needs, such as multiple caring</p>

	<p>responsibilities and cultural, language and religious needs, were found to encounter particular barriers to meeting their families' needs through EL2 provision.</p> <p>There are both insufficient EL2 spaces overall and insufficient EL2 spaces in particular locations in the borough which is discouraging some families from participating.</p> <p>There is a need to ensure that there are sufficient EL2 spaces in locations in which parents require them, and that specialist provision is available which fulfils the language, cultural and religious needs of BME and/or EAL families.</p>
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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	The proposal will result in increased provision of childcare places for disadvantaged two year olds.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	Data is obtained of the numbers and the ethnicity of all two-year olds who take up places.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Data on all placements is held by the Early Years Service; we also receive a list from the DWP of all families that are eligible.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	N/A	
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and	Yes	Detailed study carried out independently by Cordis Bright.

	partners) have been involved in the analysis?		
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Detailed study carried out independently by Cordis Bright. This included: mini-telephone interviews with eligible families who had enquired about but not pursued their child's EL2 place; face-to-face consultations, through interviews or focus groups, with parents/carers; face-to-face and telephone interviews with 24 early years staff in children's centres or EL2 settings; face-to-face interviews with staff members of organisations representative of Bangladeshi and Somali parents.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The proposal itself is targeted at those areas of inequality.
b	Have alternative options been explored	No	
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	Take up of placements is regularly reviewed at EL" strategic board meetings
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Take-up of places is monitored continuously, and maps are produced to compare take up against where two-year olds live.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	N/A	

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<p>Commissioner Decision Report</p> <p>27th May 2015</p>	
<p>Report of: Acting Corporate Director, Resources</p>	<p>Classification: Unrestricted</p>
<p>Stairway to Heaven – Council contribution to phase II</p>	

Originating Officer(s)	Acting Service Head, Resources, D&R
Wards affected	Bethnal Green
Key Decision?	No
Community Plan Theme	One Tower Hamlets; Great Place to Live

Executive Summary

The Stairway to Heaven Memorial Trust is a charity that has been raising funds for a memorial to remember the victims of what is thought to have been the largest single loss of civilian life in the UK in World War II.

This report sets out a proposal to deliver on a budget proposal that was agreed by Council as part of the 2015/16 budget setting process: to make a contribution of £25,000 to the Stairway to Heaven Memorial Trust.

As the making of grants is now a function vested in the Commissioners, this report seeks their consent.

Recommendations:

The Commissioners are recommended to:

1. Agree a grant of up to £25,000 to the Stairway to Heaven Memorial Trust.
2. Authorise the Acting Corporate Director of Resources (or delegate) to agree the terms and conditions of the grant agreement, after consultation with the Head of Legal Services.

1. REASONS FOR THE DECISIONS

- 1.1 As part of the 2015/16 budget setting process, Council agreed to make a one-off contribution of £25,000 to the Stairway to Heaven Memorial Trust to allow the completion of the memorial.

2. ALTERNATIVE OPTIONS

- 2.1 The Commissioners could choose not to agree to the provision of the funding. However, the expenditure is a goodwill gesture from the council and is an investment in a valuable community asset.

3. DETAILS OF REPORT

- 3.1 The Stairway to Heaven Memorial Trust was established as a registered charity (Charity Number 1118618) in 2007 to commemorate the 173 civilian lives lost in the Bethnal Green Tube Station disaster in 1943; what is thought to have been the largest single loss of civilian life in the UK in World War II.
- 3.2 The memorial is intended to be a key landmark in the heritage of the East End. It aims to symbolise the sacrifice made by ordinary people; not just those who lost their lives in the disaster and the survivors, but also the emergency services who helped the injured and bereaved at the time – the firemen, policemen, wardens, clergy, medical staff and others.
- 3.3 In 2007, following the establishment of the Trust, Council passed a motion pledging ‘its full support to the campaign to erect a monument to the victims of the Bethnal Green Tube Disaster’. In seeking to commemorate the disaster, the Trust has been working to establish a memorial in Bethnal Green Gardens, a few metres away from the site of the disaster.
- 3.4 The Trust approached the Council back in 2010 requesting a financial contribution from the Council as a contribution to their fundraising efforts. They presented their design brief for the memorial, which was projected to cost around £650,000. Following advice from the Council, the Trust revised their projected costs from £650,000 to £550,000.
- 3.5 Following the revision of the project to the reduced cost of £550,000, the Council provided a grant of £127,000 to enable the delivery of the Phase 1 scheme including Architects Fees, Structural Engineer, Quantity Surveyors, M&E, Lighting and CDM works.
- 3.6 The Trust raised sufficient funds for the construction of the first phase of the memorial and this was completed on 28 February 2013, with the dedication of the memorial taking place on 3 March 2013, the 70th anniversary of the disaster.

- 3.7 The second phase of the memorial is set to cost £219,000. The Trust has continued with their fund raising efforts and has been successful in raising £175,380 leaving a shortfall of £43,620.
- 3.8 The Trust has advised the Council that a further £15,000 has been pledged from a company based in the borough, leaving a net shortfall of £3,620 if the Council contribution is approved. The remaining financing will be raised by a number of fundraising events being planned including station collections, fetes and other similar activities.
- 3.9 The Council's £25,000 contribution will help the Trust complete the memorial, especially as time is not on the side of most of the survivors.
- 3.10 It should be noted that the information above was correct at the time of writing the report, but that the level of funds raised continues to increase. It is therefore proposed that the Council offers a grant of up to £25,000 to the Trust, the exact level to be determined by the actual shortfall in resources at the time of payment.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The Council, in June 2007, passed a motion pledging 'its full support to the campaign to erect a monument to the victims of the Bethnal Green Tube Disaster'. In support of this pledge, a grant totalling £127,000 was awarded as a contribution towards the Phase 1 costs (see paragraphs 3.4 and 3.5). The Phase 1 works were completed in 2013.
- 4.2 In order to complete the memorial, the Stairway to Heaven Memorial Trust has continued fund raising, and is now £28,620 short of its required target. As part of the 2015-16 budget process, on 5 March 2015 the Council approved a growth bid to set aside resources to provide a 'one-off' contribution of £25,000 to the Trust. The funds are held within the Corporate Costs budget.
- 4.3 Although the budgetary provision has been approved, as the contribution is a grant it must be approved by the Commissioners in accordance with the Government intervention directions.
- 4.4 It is proposed that a grant contribution of up to £25,000 is made available, with the exact sum payable to be determined by the level of the shortfall in funding at the time. If the shortfall is below £25,000, then the grant will be reduced accordingly (paragraph 3.10)
- 4.5 If the grant is approved, the Trust will need to ensure that Council funds are used in compliance with Council contracting procedures and must provide evidence to demonstrate adherence to the contractual requirements.

5. LEGALCOMMENTS

- 5.1 The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.2 It is proposed to award a grant to the Stairway to Heaven Memorial Trust for a memorial to victims of the Bethnal Green Tube Station disaster in 1943. Whilst the Council is specifically empowered by the War Memorials (Local Authorities' Powers) Act 1923 to maintain, repair and protect any war memorial in Tower Hamlets, it does not appear that the Council has a specific power to construct or support the construction of such memorials. The making of the grant may, however, be supportable either under the Council's education powers or its general power of competence.
- 5.3 Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. This general power of competence may support the giving of grants to community groups, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy under section 4 of the Local Government Act 2000, which is contained within the Tower Hamlets Community Plan.
- 5.4 The Council is obliged, as a best value authority under section 3 of the Local Government Act 1999, to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". This is not a case where competition is appropriate and the authority must take advice from officers to ensure the duty is met. The Council should enter into a grant agreement with the Trust. A robust review and contract monitoring process should be included in the agreement to ensure that the funds are protected and that the Council can demonstrate the genuine benefit received from the money spent.
- 5.5 The Council must ensure that the Trust does not profit from the grant. Otherwise the purported grant would constitute procurement activity, in which case the Council would be required to follow its Procurement Procedures. A competitive process would be required to determine the identity of the partner, rather than directly appointing the Trust to build a memorial for the Council.
- 5.6 In carrying out its functions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons

who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to support the Council's consideration.

6. ONE TOWER HAMLETS CONSIDERATIONS

6.1 One of the aims of the Trust is to foster good citizenship. This will be done by disseminating historic information through talks, visits, guided and audio tours, and educational programmes in libraries, schools and at the memorial itself.

8.2 An assessment of the potential equality impact concluded that support to the proposed memorial projects does not represent a disproportionate impact on any group with protected characteristics.

8.3 The equality impact assessment considered the following:

- i) **Grant Sum** - Whether the proposed grant amount is reasonable, in light of protocols for making such grants?
- ii) **Award Process** - Whether the grant process, offers fair and equitable access to all groups, including those that represent people with protected characteristics?
- iii) **Organisation Credibility** - Whether the recipient organisation conducts its affairs in a manner that is consistent with the One Tower Hamlets ethos of fostering community cohesion and good citizenship?
- iv) **The Event & People to be commemorated** – Whether the proposals intentionally or unintentionally places greater or lesser value on the contributions of any group of people?
- v) **Significance to the whole community** - Whether the memorial carries significance to all members of the community, including those with protected characteristics.
- vi) **Location and accessibility of memorial** – Whether the memorial is accessible to all members of the community and does not exclude access to any particular group based on protected characteristics?

8.4 The detailed analysis in response to the above is set out in Appendix A.

7. BEST VALUE (BV) IMPLICATIONS

7.1 There are no immediate best value implications arising from this report. Given the Trust's reliance on fundraising, the council is confident that the construction of the memorial has been procured in the most economical way. This includes securing discounted rates from contractors as well as revising the scheme to drive down the cost.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 There are no 'immediate sustainable action for a greener environment' implications arising from this report. Phase 1 of the memorial has improved the public realm in the surrounding areas.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The key risk in relation to making a grant of this nature is ensuring the money is spent in the way it is intended. Based on the public records available from the Charity Commission, it would appear that the Trust is well-managed, with independently-examined accounts submitted in a timely manner. The Trust has also confirmed that none of the volunteers or trustees receives any form of remuneration and the only expense covered by the Trust is the trustees' insurance.
- 9.2 In making a grant, the council would enter into a grant agreement with the Trust, setting out the outputs that were expected as a result of the grant.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 There are no immediate crime and disorder reduction implications arising from this report.

11. SAFEGUARDING IMPLICATIONS

- 11.1 There are no immediate safeguarding implications arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Equality analysis

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

- NONE.

Officer contact details for documents:

Or state N/A

APPENDIX A – EQUALITY CONSIDERATION

i)The Grant Sum

The sum is consistent to those made for similar purposes in the past.

ii)The Process

The grant will be made from Section 106 contributions and the process allows equality of access to all voluntary organisations, charities etc., including those that represent people with protected characteristics.

iii)Recipient Organisation Credibility

The approval of a grant to the organisation is considered to be in keeping with the One Tower Hamlets objectives of community cohesion.

The recipient organisation has been seen to run a very credible and professional fundraising campaign. The campaign has engaged with a wide range of local community members, thereby demonstrating a genuine desire to engage with the whole community.

As well as requesting a grant from the Council the organisation undertook to raise the majority of the funds. This approach is to be applauded as an example to the wider community, whether voluntary or charity.

It was found that images (displayed on the recipient organisation's website) represented support from a range of people including, people who reflected the current make-up of the largest ethnic groups in Tower Hamlets, those of Asian and White British nationalities.

The organisation has obtained sponsorship and donations from local small business, corporate organisations, a memorial service etc.

The purchase sponsorship of the memorial is open to all members of the public and allows individuals or businesses to have their names listed as sponsors on the organisation's website.

iv)The Event and People

The event and people to be remembered is expected to have as much significance to people with protected characteristics as well as other members of the community. There is an argument to say that it might be of most significance to women or women with young children, as it is reported that the incident was triggered as a result of a woman having to carry a young child down the tube staircase.

Generally, the memorial commemorates the loss of lives by ordinary people during WWII. Whilst the Tower Hamlets population make-up today may be different from that in 1943, there is still relevance to people currently living, visiting or studying in Tower Hamlets as the story, if researched, provides an insight into the reality for civilians during times of war, the role of local government, as well as providing as

therelationship dynamics between a local authority and central government, all of which are relevant today.

The memorial is not considered to commemorate any group of people or give greater significance to any particular characteristic that would favour a particular group of people.

v) Significance to the whole community

Today there are currently 44 war memorial throughout Tower hamlets¹. This was the only memorial that obviously commemorated the sacrifice of 'civilians' during WWII.


The memorial will take the form of "conicals", thereby avoiding any specific connection with a specific faith. 14 specifically mention WWII.

vi) Location of Memorial

The memorial will be located nr Bethnal Green Tube Station, within Bethnal Green Gardens, Cambridge Heath Road, London E2. The park is accessed at ground level, and provides easy access for people with mobility (problems).

Bethnal Green Gardens today has a rose garden and ornamental planting at the north-west entrance from Cambridge Heath Road near the junction with Roman Road, east of which is a modern shelter that was erected in the C20th, recently restored. The area of formal planting is bordered

¹tower hamlets list of locallylisted war memorials

Commissioner Decision Report 27 May 2015	
Report of: Chris Holme, Acting Director of Resources	Classification: Unrestricted
Tower Hamlets Community Fund	

Originating Officer(s)	Dave Clark, Acting Head of Resources Development & Renewal Everett Houghton, Third Sector Programmes Manager, Development & Renewal
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A Prosperous Community/ A Safe and Cohesive Community/A Healthy and Supportive Community

Executive Summary

The Corporate Grants Programme Board met on 11 March 2014 and agreed that the previous programmes: The Mayor’s Community Chest and Mayor’s Community Events Initiative – be combined into a new Community Fund for 2014/15 onwards.

Learning the lessons of the previous programmes a proposed Community Fund was developed with a new application form, eligibility check form and assessment form.

Further discussions were held with the Programme Board and Senior Managers to refine the focus of the new fund and the level of funding per grant award.

For the proposed Tower Hamlets Community Fund, individual awards will be available up to a maximum £10,000. The activities eligible to be funded within the new programme will be targeted towards organisational development activities and the delivery of small-scale innovative projects. Community events may be funded but existing Council grant programmes in areas such as Sports, Arts and Culture should be utilised rather than this fund. The maximum award for an event would be £5,000.

Recommendations:

The Commissioners are recommended to:

- 1 Approve the Tower Hamlets Community Fund as described in this report.
- 2 Agree the decision making process as set out in paragraphs 3.10 – 3.12.
- 3 Agree the timescale for the launch of the Fund as set out in paragraph 3.13.
- 4 Consider the attached Tower Hamlets Community Fund documentation including the application form, eligibility criteria, assessment forms and the factsheet; and decide on any required amendments.

1. REASONS FOR THE DECISIONS

- 1.1 A small grants programme provides a valuable source of funding to local Voluntary & Community Sector organisations. This is a particularly important source of support for those organisations that are not traditionally supported through the Council's major grant regimes such as the Main Stream Grants Programme.
- 1.2 This funding initiative builds on the success of the Council's previous small grants programmes: the Mayor's Community Chest and the Mayor's Community Events initiative. The new 'integrated' fund seeks to ensure that supported activities make effective contributions to the Community Plan and also targets operational and organisations improvements within the local voluntary & community sector.

2. ALTERNATIVE OPTIONS

- 2.1 If proposals for the new programme are not agreed, other options are outlined below.
 - a) To not approve the Tower Hamlets Community Fund and not launch a small grants programme.
 - b) To not approve the proposed Tower Hamlets Community Fund in its current form but ask for revised proposals

3. DETAILS OF REPORT

Background

- 3.1 Tower Hamlets Council has a history of providing small grants programmes to support voluntary and community organisations.
- 3.2 The proposed Tower Hamlets Community Fund will build on the previous Mayor's Community Chest and Mayor's Community Events initiatives. The

weaknesses in these schemes have been addressed in the new integrated Tower Hamlets Community Fund.

Funding

- 3.3 It is proposed that the Community Fund is established with resources of £200,000 for the 2015-16 financial year, utilising the residual balance held within the Mayor's Priority Reserve. Uncommitted funding of £20,195 will also be carried forward from previous years, meaning that the total available budget will be £220,195, with the likelihood that more funding will become available if grant recipient organisations do not qualify for the full grant that has already been allocated to them.

Application and Assessment Process

- 3.4 Building on the experience of the previous Mayor's Community Chest and Mayor's Community Events funds the application form and assessment documents have been revised. The Application Form is attached as APPENDIX 1.

- 3.5 Additional information requested from the applicant for this fund includes:

- The names of four members of the applicant organisation's management committee who are resident in the borough – this will help ensure that local organisations are awarded funding
- More information on where the event, activity or project is being delivered from – this will give a better idea of which parts of the borough are benefitting from the grant funding
- More emphasis on the difference the project will make and the evidence of need that can be provided – this will help justify the grant award
- A specific section on how the proposed event, activity or project meets the Community Plan outcomes – this will help describe how the funding scheme fits in with the Council's wider priorities

- 3.6 The following are key eligibility criteria for the Fund: if these are not fully met the applicant will not be eligible for support.

- Be a not-for-profit group based-in Tower Hamlets
- Be a properly constituted organisation with a governing document such as a constitution
- Have a track record of delivery in Tower Hamlets
- Have a Management Committee or Board of Trustees with at least 4 of its members living in the borough
- 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 Health and Safety Policy in place that sets out how the organisation will meet the Health and Safety (including Fire Safety) 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, who are not related

- Have current and appropriate insurance that covers its activities, premises & equipment, staff and volunteers as well as service users where relevant
- 3.7 Other eligibility considerations are also proposed for this Fund. The full listing is set out in APPENDIX 2. Each application will be assessed to determine if the eligibility criteria are met.
- 3.8 Once eligibility is established the application is assessed on the merits of the proposal. The application form that will be assessed will include the following Sections:
- About the project
 - About the beneficiaries
 - The project budget
 - The need for the project, event or activity
 - Project publicity and promotion
 - Involving all sections of the community
 - The difference the project / activity will make
 - How the proposed activity/project will contribute to the aims and aspirations of Tower Hamlets Community Plan themes and the principles of One Tower Hamlets.
- 3.9 The Grant Officer completes the Assessment Form (APPENDIX 3). The outcome of the assessment will be summarised within the report which is subsequently presented to the Commissioners.

The Decision Making Process

- 3.10 With the Tower Hamlets Community Fund being a rolling programme there are no set deadlines for applications to be received.
- 3.11 It is proposed that at the end of each month all applications received up to that date are assessed by the Grant Officer, summarised in a report, finance and legal comments added and then the report is published ahead of the Commissioners decision in a public meeting.
- 3.12 The anticipated monthly timeline is set out below:
- End of the Month – applications received
 - Week 1 – Officer assessment
 - Week 2 – Report prepared
 - Week 3 – Finance & Legal Comments added, Report published
 - Week4 - Commissioners meeting in public, Applicants notified of the decision

The Launch

- 3.13 The proposed timeframe for the launch of the new fund is set out below:
- Report to Commissioners to agree the programme including the criteria, forms and process 27th May 2015
 - Scheme publicised in East End Life w/c 6th July 2015
 - Support for potential applicants – workshops throughout July 2015

- Launch of scheme – Details/application posted on Council’s website 3rd August 2015

3.14 A detailed Factsheet has been produced for this funding programme. The document will be available on the website and will provide a comprehensive description of the Tower Hamlets Community Fund. The Factsheet is attached as APPENDIX4.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 The Community Fund was established in the 2014-15 financial year following the merging of the Community Chest and Community Events budgets into one programme. Grants were awarded following various bidding rounds, with £20,195 of resources remaining uncommitted and still available for allocation as at 31 March 2015.

4.2 This report proposes to make available a further £200,000 of funding for the Community Fund in the 2015-16 financial year, utilising resources that have previously been set aside in reserves for supporting third sector organisations. With the unallocated funding brought forward, this will establish a fund of £220,195, although it should be noted that additional resources will be ‘recycled’ into the Community Fund if organisations that have already been awarded funding do not meet the conditions attached to their previously successful grant awards and therefore do not receive their full allocation.

4.3 It should be noted that this is “one-off” budgetary provision and any proposals for later years will need to be incorporated into future budget processes. Any funding not committed during 2015-16 will carry forward into the following financial year.

4.4 All grant allocations under the Community Fund will be independently assessed by the Council’s Third Sector Team with recommended awards, based on officer assessment, submitted to the Commissioners for approval as part of the directions issued by the Secretary of State on the 17th December 2014.

4.5 Once grants are awarded following the assessment process, the existing payment control arrangements must continue to operate to ensure that targets and grant criteria are met and in order to protect the Council’s resources.

5. LEGAL COMMENTS

5.1. The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council’s functions in relation to grants will be exercised by appointed Commissioners, acting jointly or

severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).

- 5.2. The report seeks approval for a new grants scheme and proposes that any individual grants will be subject to approval by the Commissioners in line with the directions. Any grants awarded by the Council should be supported by and consistent with the Council's statutory functions. In this instance, the awards are to be aligned with the objectives of the Tower Hamlets Community Plan, particularly the cross-cutting theme of One Tower Hamlets.
- 5.3. Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. This general power of competence may support the giving of grants to community groups, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy under section 4 of the Local Government Act 2000, which is contained within the Tower Hamlets Community Plan. The scheme thus appears to be within the Council's statutory functions, although each grant should be examined to ensure that it contributes to the Community Plan objectives and is not made unlawful by some other statutory provision.
- 5.4. The Council is obliged, as a best value authority under section 3 of the Local Government Act 1999, to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". The scheme is proposed to be open to all local third-sector organisations and thus has elements of competition and transparency which may contribute to achieving value for money. The proposed eligibility and award criteria, and officer recommendations in relation to these may also contribute to the Council achieving best value. The Council should enter into grant agreements with award recipients, incorporating a robust review and contract monitoring process and appropriate performance related payment mechanisms, to ensure that the funds are protected and that the Council can demonstrate the genuine benefit received from the money spent.
- 5.5. In carrying out its functions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). The report sets out how such matters will be taken into account as part of the scheme. Equality analysis needs to be a part of the application and evaluation process. Applications should be considered against the borough equality analysis, which supports the Community Plan and the Council's single equality framework and is updated from time to time.
- 5.6. The Council must ensure that any grants are given out on a non-profit basis. Where a grant includes a profit element it no longer remains a grant and would be considered to be procurement activity. In such circumstances this

means that the Council would have failed in its duties to properly procure the subject matter of the grant in accordance with the Council's constitution and the prevailing law.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The contribution of Third Sector organisations to delivering One TowerHamlets objectives and priorities are 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.
- 6.2 The opportunities offered through the Tower Hamlets Community Fund will play a key role in delivering the aims of One Tower Hamlets. As set out in the report, all applicants will have to demonstrate their own equality policies and how they will contribute to the principles of One Tower Hamlets. One Tower Hamlets is the aspiration of the Tower Hamlets Partnership to reduce poverty and inequality, bring local communities closer together and provide strong leadership by involving and empowering people and giving them the tools and support to improve their lives. Projects which further the One Tower Hamlets objective are likely to also further the objectives inherent in the Council's public sector equality duty.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 The funding priorities within the MCG Programme support the spirit of SAGE. The Council, as a funder of third sector proposals that meet these priorities assists in the implementation of the strategic aims of SAGE.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised
 - The funding may be used for purposes that have not been agreed e.g. in the case of fraud
 - The organisations may not be able to secure additional funding necessary to deliver the agreed activities
 - The organisation may not in the event have the capacity to achieve the contracted outputs/outcomes
- 8.2 To ensure that risks are minimised, each project/organisation will be required to comply with the standard Grant Agreement terms. There will also be appropriate renegotiated performance targets to be met and the evidence required. All extended projects will continue to be strictly monitored to ensure compliance.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

9.1 The services that will be provided through the MSG programme cover a broad spectrum of activities some of which are key drivers in contributing to the reduction in crime and disorder; these include:

- Improving community cohesion
- Getting people into employment
- Providing timely advice and advocacy
- Supporting 'at risk' individuals

10. EFFICIENCY STATEMENT

10.1 The Council's Commissioning Framework which forms part of the Third Sector Strategy provides transparency and clarity in the delivery of desired outcomes along with the cost of providing those outcomes to facilitate more efficient alignment of funding allocations.

11. SAFEGUARDING IMPLICATIONS

11.1 As part of the application process organisations will be required to provide details of their safeguarding policy if appropriate. The Grant Agreement that funded organisations enter into as part of the Mayors Community Chest process commits them to complying with a number of requirements in relation to safeguarding.

11.2 If the organisation provides services to persons under 18 or to vulnerable adults and employs staff or volunteers in a position whose duties include caring for, training, supervising or being responsible in some way for children or vulnerable adults or who have access to records or information about any of these types of individuals, the organisation must ensure that all such staff and volunteers receive an Enhanced Check For Regulated Activity for the purposes of the Protection of Freedoms Act 2012 (Disclosure and Barring Service Transfer of Functions) Order 2012 before such staff and volunteers commence relevant activities.

Linked Reports, Appendices and Background Documents

Linked Report

-
- NONE.

Appendices

- Appendix 1 Draft Application Form and Guidance
- Appendix 2 Draft Eligibility Criteria
- Appendix 3 Draft Assessment Criteria
- Appendix 4 Draft Factsheet

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

Officer contact details for documents:

- Everett Haughton, Third Sector Programmes Manager
Telephone Number: 0207364 4639
Everett.Haughton@towerhamlets.gov.uk

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TOWER HAMLETS COMMUNITY FUND Application Form



ELIGIBILITY	
The following are Key Eligibility Items . If your organisation is unable to meet these requirements you will not be able to receive support from the Tower Hamlets Community Fund. To be eligible for support from this fund your organisation must:	
1. Be a not-for-profit group based in Tower Hamlets	
2. Be a properly constituted organisation with a governing document such as a constitution	
3. Have a track record of delivery in Tower Hamlets	
4. Have a Management Committee or Board of Trustees with at least 4 of its members living in the borough	
5. 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	
6. Have a Health and Safety Policy in place that sets out how the organisation will meet the Health and Safety (including Fire Safety) legislation.	
7. 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, who are not related	
8. Have current and appropriate insurance that covers its activities, premises & equipment, staff and volunteers as well as service users where relevant	
By submitting an application, this will be taken to mean that your organisation meets all of the above criteria – please note that you will be required to evidence this.	
The following are Eligibility/Due Diligence considerations. <i>(Please note that this is not an exhaustive list and there are additional items which are not eligible expenditure items).</i> If your proposed project/initiative is awarded a grant, expenditure on the following items are unlikely to be acceptable.	
1. Events or activities which promote a political party or is of a religious nature	
2. A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work	
3. Events or activities which duplicates those generally funded through other Council grant programmes such as MSG	
4. The purchase of general ICT equipment such as computers, laptops or printers	
5. For the delivery of events, activities or services for which the organisation is already in receipt of grant funding either from LBTH or other funder(s)	
6. The staging of events or activities where entry fees will be charged	
7. Any costs incurred in putting together an application for this Fund	
8. Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)	
9. Contingency funds to cover unforeseen or upcoming general organisational running costs	
10. Work associated with land or building projects where the ownership or lease is not yet in place	
11. The cost of fundraising activities for your organisation or others	
12. Items that are purchased on behalf of another organisation	
13. Costs for the repayment of loans/interest or for the payment of fines	
14. A project or activity that cannot be completed within 12 months of receiving the grant	
15. The purchase of alcohol	
Please click to indicate that you have read and understood all of the above items	Yes <input type="checkbox"/>

Part 1 - About Your Organisation

1. Organisation name & contact details Please provide the full name of your organisation as it appears on your governing document.	
Organisation's Legal Name:	
Address:	
	Postcode:
Email:	
Website:	
Please also tell us any other name (AKA) used by the organisation	
Also Known As:	

2. Details of contact person This is the person that we will need to contact in relation to this application and the resulting project if the application is successful	
Name:	
Position in organisation:	
Contact telephone number - Office:	Mobile:
Email address:	

3. What is the status of the organisation Please indicate by clicking any of the following which apply	
Unregistered Organisation <input type="checkbox"/> Registered Charity/Trust <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/>	
Community Interest Company <input type="checkbox"/> Development Trust <input type="checkbox"/> Social Enterprise <input type="checkbox"/>	
Industrial & Provident Society <input type="checkbox"/> Friendly Society <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify below</i>	
Tenants & Residents Association <input type="checkbox"/> Parent Teacher Association <input type="checkbox"/> Faith Led Group <input type="checkbox"/>	
Other: <input type="checkbox"/> (please specify):	
<i>If you are registered, please show your registration number below</i>	
Charity Registration Number:	Company Registration Number:

4. Organisation's creation & registration Please provide the information as requested below. if you are unsure of the exact date, the month and year will be sufficient.	
When was your organisation established?	
When was your organisation formally registered with a regulatory body such as the Charity Commission or Companies House?	

5. Bank or Building Society Account Information Please provide the information requested below. Please note that the account must be in the name of the organisation which is applying for the grant and will, if successful, carry out the project.	
Bank Name:	
Bank Address:	
Account Name:	
Sort Code:	
Account Number:	

Does your organisation have any other Bank or Building Society Account? Yes: No:

6. Ward in Which Organisation Located

Please tell us the Ward in which your organisation is located - remember the Borough's Ward names and boundaries changed as from April 2014.

Ward Name:

7. Organisational Governance Arrangements

Please answer all of the following questions. Please note that some items may be either Eligibility or Due diligence matters and you may need to provide proof as part of the application process – please refer to the section on the first page of this application form as well as Section 20 which sets out a list of documents/items that you will need to send with the completed application

Does the organisation:

- Hold Annual General Meetings? **Yes****No**
 - Have an Equal Opportunities Policy? **Yes****No**
 - Have a Health & Safety Policy? **Yes****No**
 - Have written Financial Procedures? **Yes****No**
 - Have current insurance? **Yes****No**
 - Have a Health & Safety Policy? **Yes****No**
 - Have a Safeguarding Policy? **Yes****No**
 - Have Staff and Volunteer Procedures? **Yes****No**
 - Have a Governing Document? **Yes****No**
 - Have a bank mandate specifying details of required signatories? **Yes****No**
 - Have a process for 'declaration of interest' at all Board/Trustee Meetings? **Yes****No**
 - Have a cashbook recording all income and expenditure? **Yes****No**
 - Have an elected Management Committee or Board? **Yes****No**
 - Are at least 4 members resident in the Borough? **Yes****No**
- If you have answered yes, please provide the following information:

Member -1:

- Full Name:
- Address:
- Postcode:

Member - 2:

- Full Name:
- Address:
- Postcode:

Member - 3:

- Full Name:
- Address:
- Postcode:

Member - 4:

- Full Name:

- Address:
- Postcode:

Suggestion:

Within many of the following sections you will be restricted to the number characters that you can use to provide the requested information.

One of the best ways of ensuring that the information you provide fully addresses the topic within the given limit, the following approach is suggested:

- (1) Prepare an initial response on a separate Word document as a 'draft'
- (2) Using the 'word count' facility you will be able to see a breakdown of the number of characters and words used
- (3) You can then amend the draft text accordingly until you are satisfied with the response that you are able to provide within then given character limit
- (4) Now, you can copy and paste the text into the section as required

8. Organisational Activities & Services

Please provide a clear outline of the 4 key activities or services provided by your organisation.

The information provided for each item must be limited to a maximum of 350 characters/spaces which will equate to about 50 words.

- 1.
- 2.
- 3.
- 4.

9. Organisation's Beneficiaries

By clicking in the appropriate box, please answer question 1 below; and in the 'explanation' section provide details of the organisation main beneficiaries – the explanation should be a maximum of 350 characters/spaces which will equate to about 50 words.

1. Are there restrictions on who can join/receive services from your organisation? - Yes No

Explanation:

Part 2 – About Your Project: *(This is a scoring section worth up to 35 Points – of this, the maximum score for question 11 is 20 points and maximum score for question 14 is 15 points)*

By 'project' we mean the activity, service, event or other purpose for which you are seeking the grant

10. Project Name

Please give your project an appropriate name. You can use up to a maximum of 70 characters (including spaces and punctuation) which will equate to about 10 words.

11. Description of Project

Please provide a detailed description of your proposed project/initiative. You can write up to 2,500 characters (including spaces & punctuation) which will equate to about 350 words.

The information you provide should fully describe the main features or elements of the project including what services are being offered, activities provided, work undertaken or equipment purchased. Additionally, you should explain what problems the project will address. In providing this information, be sure to clarify the following: WHAT the project/initiative is all about; WHERE it will happen; HOW it will be delivered; Who will deliver/provide it; and, WHY it is needed?

12. Project Summary

Please provide a creative summary of your project. We will use this information as an outline description of your proposal within our report to the Commissioners which will be making the decision regarding your application. This information may also be used for publicity purposed on the Council's website.

You can write up to 400 characters (with spaces) which will equate to about 50 words.

13. Project Timeline (& Location)

Please provide details of the planned timing and location related to your project by completing the relevant section below.

When submitting your application it is extremely important to note the following 3 time parameters:

- i. It could take 3 months from application submission to the date when your grant is approved – the planned date of events/activities should therefore take this into consideration
- ii. Your project must be completed within 12 months of the formal Grant Agreement being signed
- iii. Where will the project take place – provide address of the premises and name of the Ward. If your project is taking place in more than one location, please provide details in relation to all locations

1. Planned date(s) of event/activity:

2. Location(s) of event/activity:

3. Project location(s):

14. Project Beneficiaries

From the above information we will understand where the project is taking place. However, please now tell us where you believe the beneficiaries of the project will be from. At this stage, what we require is your 'best estimate' of where the majority of the project's beneficiaries will be from.

To provide the information please 'click' the items below the you believe apply to your project – the majority of beneficiaries are likely to be from:

1. Within the organisation: <input type="checkbox"/>
2. Within this Ward: <input type="checkbox"/>
3. This and neighbouring Wards: <input type="checkbox"/>
4. Throughout the Borough: <input type="checkbox"/>
5. Other: <input type="checkbox"/> (please specify)
Additionally, will your project be working with young people (under 16) or vulnerable adults; please indicate as appropriate: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Part 3– Budgets *(This is a scoring section and is worth up to 15 Points)*

15. Project Budget Please provide a detailed breakdown of the budgeted costs of your project. Please note that as part of the 'due diligence' process we may want to see any quotes that you have obtained for the purpose of this budget.		
Budgeted Items (including purchase of equipment, materials, hire fees and other costs)	Total Cost	Funds Requested From LBTH £
Grand Totals		

16. Budget Clarification Please provide the following clarification with regard to the above project costings.
<p>i. If the total project cost is more than the total funds requested from LBTH, please set out in item 1 below, details of the sources of those other funds and whether or not the funds are currently in place.</p> <p>ii. If any of the above items are based on quotes or estimates from suppliers, please provide details in item 2 below. If the items are not based of quotes or estimates, you will need to provide an explanation as to how you have arrived at the various figures.</p> <p>In respect of each of the items, your explanation must be limited to 800 characters and spaces – this will equate to about 100 words.</p>
1. Other Funds:
2. Estimates & Quotes:

Part 4 – Need & Outcomes *(This is a scoring section and is worth up to 45 Points)*

17. Need
 Please explain why your project is needed. You should be aware that the Council will only wish to support a project where there is a clear demand for such activities or services. Conversely, the council would not wish to support the duplication of activities or services within a given geographical area, or where the target beneficiaries are already well catered for. (Up to 15 points available)

Your explanation must be a maximum of 1,600 characters and spaces – this will equate to about 200 words

18. Outcomes
 Please indicate which of the following outcomes your project is likely to achieve your project must be working toward at least one of these you need only select 1 as the main target for your project.

Within the 'clarification' section tell us about the 'difference' that you think the project will make in relation to the outcome area which you have indicated as being the main target. In providing this information you can write up to a maximum of 1600 characters (including spaces) which will equate to about 200 words. (Up to 10 points available)

1. **People have better chances in life-** with better access to training and development to improve their skills
2. **Strengthening communities-**with more active citizens working together
3. **Improved urban environments-**which communities are better able to access and enjoy
4. **Healthier and more active communities-** with people better enjoying their local area
5. **Building a resilient voluntary & community sector -** improving performance & sustainability

Clarification:

19. Community Plan Themes
 Your project must be able to be linked to the Tower Hamlets Community Plan Themes which are listed below. (further details of these themes can be found at the following link:
http://www.towerhamlets.gov.uk/lqsl/800001-800100/800022_community_plan.aspx

In addition to the 4 themes listed below, the Council also has an overarching theme known as One Tower Hamlets: this overarching theme seeks to work towards tackling inequality, strengthening community cohesion; and, building community leadership and personal responsibility.

Applicants must show how their project contributes toward the vision of the Community Plan – one of the 4 themes - as well as demonstrating how it will contribute toward the aspirations of the overarching theme of One Tower Hamlets.

Please indicate below, which of the 4 themes your project will contribute toward. You must also provide the supporting information as requested. For each of the elements of supporting information you can write a maximum of 1600 characters (including spaces) which will equate to about 200 words. (Up to 10 points available)

Which of the following Community Plan themes will your project contribute toward:

1. **A prosperous Community** - Yes

2. A Healthy and Supportive Community- Yes <input type="checkbox"/>
3. A Safe and Cohesive Community- Yes <input type="checkbox"/>
4. A Great Place to live- Yes <input type="checkbox"/>
Supporting Information - regarding the theme marked “Yes” above:
Supporting Information - regarding the overarching theme “One Tower Hamlets”:

20. Project Publicity & Promotion / Involving all sections of the community Please state how you will promote the activity in order to ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it. Your explanation must be a maximum of 1,600 characters and spaces – this will equate to about 200 words. (Up to 10 points available)

Part 5 – Attachments than you will need to submit with this application

21. Attachments The following documents/items must be submitted along with your completed application form. Please tick to indicate the documents you are attaching.	
1. Governing document	<input type="checkbox"/>
2. Financial policy	<input type="checkbox"/>
3. Insurance certificate	<input type="checkbox"/>
4. Equal opportunities policy	<input type="checkbox"/>

Part 6 – Declaration & Submission of Application

Data Protection Act:

We will hold the information given in this form and any supporting documents on file in order to process your grant.

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. The Council reserves the rights to access all data relating to this application. It is advised that all organisations issue a disclaimer to their beneficiaries.

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, including any information that you provide as part of this application. If information is requested under the act we will release it, subject to exemptions, although we may consult you first where appropriate.

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:

Position in the organisation:

Date:

Sending your application:

All applications must be completed using Microsoft Word and emailed. Please put the name of your organisation in the subject field of your email. You will receive an email from us confirming receipt of your application. Completed applications with supporting documents must be emailed to:

Third.Sector@towerhamlets.gov.uk

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Tower Hamlets Community Fund 2015/16 – Eligibility Assessment Criteria

Organisation:		Project Title:		
Assessor 1 :		Quality Checked By:		
Criteria	Fully Met	Partially Met	Not Met	Comments
KEY ELIGIBILITY CRITERIA: if the following are not fully met the project will not be considered for support under this fund				
The Applicant is a properly constituted not-for-profit organisation				
The organisation is based in the Tower Hamlets				
The organisation has a track record of delivering services locally				
The organisation has a bank account in its own name which requires at least 2 unrelated people from the management Committee or Board of Trustees as signatories to authorise expenditure / payments				
The organisation has at least four members on its governing body who live in Tower Hamlets?				
The organisation has an Equal Opportunities Policy that sets out how its services will be provided and how it will abide by anti-discriminatory legislation				

Tower Hamlets Community Fund 2015/16 – Eligibility Assessment Criteria

Criteria	Fully Met	Partially Met	Not Met	Comments
Have current and appropriate insurance that covers the activities, premises & equipment , staff and volunteers as well as service users				
Only for projects involving children and young people and vulnerable adults				
Where the proposed activity / project is involves working with children, young people under the age of 18 or vulnerable adults, does the organisation meet the minimum requirements?				
Appropriate safeguarding policies in place that are reviewed at least once a year?				
Does the organisation implements rigorous recruitment and selection process for staff and volunteers, including checks of criminal records at least every 3 years?				
Does the organisation follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults				
Provide child protection and health and safety training or guidance for staff and volunteers,				
Carry out a risk assessment, and secure extra insurance cover, if appropriate				

Tower Hamlets Community Fund 2015/16 – Eligibility Assessment Criteria

OTHER ELIGIBILITY/DUE DILIGENCE CONSIDERATIONS: the following activities are unlikely to be supported without clear pre-award conditions relating to these matters				
Activity	Yes	Partial	No	Comments
Events or activities which promote a political party or is of a religious nature				
A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work				
Events or activities which duplicates those generally funded through other Council grant programmes such as MSG				
The purchase of general ICT equipment such as computers, laptops or printers				
For the delivery of events, activities or services for which the organisation is already in receipt of grant funding either from LBTH or other funder(s)				
The staging of events or activities where entry fees will be charged				
Any costs incurred in putting together an application for this Fund				
Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)				
Contingency funds to cover unforeseen or upcoming general organisational running costs				

Tower Hamlets Community Fund 2015/16 – Eligibility Assessment Criteria

OTHER ELIGIBILITY/DUE DILIGENCE CONSIDERATIONS: the following activities are unlikely to be supported without clear pre-award conditions relating to these matters				
Activity	Yes	Partial	No	Comments
Work associated with land or building projects where the ownership or lease is not yet in place				
The cost of fundraising activities for your organisation or others				
Items that are purchased on behalf of another organisation				
Costs for the repayment of loans/interest or for the payment of fines				
A project or activity that cannot be completed within 12 months of receiving the grant				
The purchase of alcohol				

Organisation:	Project Title:
Assessor:	Moderator:

Assessment criteria	High	Moderate	Poor	No Score
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Part Two - About the project (Q11)				
<p>The organisation is able to clearly describe the project / activity that it intends to deliver. The proposed project is SMART (Specific, Measureable, Achievable, Realistic, and Tim-bound)</p>	<p>The organisation presents a coherent outline of the proposed project, activity or event – able to demonstrate a clear understanding of the service required; geographical coverage and how activities will be delivered.</p> <p>The applicant provided a detailed project outline, which is Specific, Measureable, Achievable, Realistic, and Tim-bound. The applicant also stated clear project /activity start and end date, with the project starting at least 3 months from the date application is submitted.</p>	<p>The applicant provides clear details of the proposed service outlining outcomes and outputs, however there are gaps in explaining how services will be delivered or how the outcomes will be measured.</p> <p>Overall the proposed project is robust and has clear and achievable community benefit.</p>	<p>The organisation fails to provide clear outline of the proposed activity/project. The proposed project lacks clarity, is not easily measurable, achievable realistic or time limited.</p>	<p>The applicant failed to sufficient details of the proposed activity/project or event. The application lacks details, which are specific, measureable, achievable, realistic, or time-bound. The applicant also failed to provide clear project /activity start and end date (with the project starting at least 3 months from the date application is submitted).</p>
Officers scores				
Moderators scores				
Maximum score	Max Score 20	Max Score 10	Max Score 5	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
Part Two continued – about project beneficiaries (Q14)				
The organisation outlines the geographical area beneficiaries are based and provided locations that the project/event or activity will take place, including post codes and wards.	The organisation provided full details of geographical area beneficiaries are based and provided locations that the project/event or activity will take place, including post codes and wards.	The organisation provides limited information on the geographical area beneficiaries are based and provided locations that the project/event or activity will take place, including post codes and wards.	The organisation did not fully explain geographical area beneficiaries are based in and provided limited information of the locations that the project/event or activity will take place, including post codes and wards.	The applicant failed to provide any details No reference made to geographical locations the intended beneficiaries is based.
Officers scores				
Moderator's scores				
Maximum core	Max Score 15	Max Score 10	Max Score 5	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
Part three - Project Budget (Q15 / Q16)				
<p>The organisation provided detailed and realistic budget that is credible and well costed. All costs outlined on the budget are based on quotes from suppliers of goods and services enabling the applicant to demonstrate good value for money.</p> <p>The applicant provided full details of any match funding where the total project costs are higher than the maxim grant available or the proposed activity is jointly funded.</p>	<p>The organisation provided detailed and realistic budget that is credible and well costed. Most of the costs outlined on the budget are based on quotes from suppliers of goods and services enabling the applicant to demonstrate good value for money.</p> <p>The organisation provided full details of any match funding where the total project costs are higher than the maxim grant available or the proposed activity is jointly funded.</p>	<p>The organisation provided detailed and realistic budget that is credible and well costed.</p> <p>Some of the costs outlined on the budget are based on quotes from suppliers of goods and services enabling the applicant to demonstrate good value for money.</p> <p>The organisation did not provide full details of any match funding where the total project costs are higher than the maxim grant available or the proposed activity is jointly funded.</p>	<p>The organisation failed to provide sufficient detailed and realistic budget breakdown that is credible and well costed. The costs appear to be inflated and not based on quotes.</p> <p>The organisation did not provide sufficient information of match funding, where the total project costs are higher than the maxim grant available or the proposed activity is jointly funded.</p>	<p>The organisation failed to provide any details of a realistic budget breakdown that is credible and well costed. The costs appear to be inflated and not based on quotes.</p> <p>The organisation did not provide any details of any match funding where the total project costs are higher than the maxim grant available or the proposed activity is jointly funded.</p>
Officers scores				
Moderator's scores				
Maximum score	Max Score 15	Max Score 10	Max Score 5	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
Part four – the difference the project/activity will make (Q17)				
<p>The organisation is able to clearly demonstrate how the need for the proposed project, activity or event was established.</p> <p>The applicant is able to reference / evidence how the need was established. Evidence provided could include includes findings from independently verifiable existing research or data, undertaking own focus groups, consultation or survey.</p>	<p>The organisation is able to clearly demonstrate how the need for the proposed project, activity or event was established.</p> <p>The applicant provided robust and detailed evidence of how the need was established.</p>	<p>The organisation is able to clearly demonstrate how the need for the proposed project, activity or event was established.</p> <p>The applicant provided some evidence of how the need was established, but could have presented/articulated better.</p>	<p>The organisation provided very weak and limited information to demonstrate how the need for the proposed project, activity or event was established. The information provided is very limited.</p> <p>The applicant failed to provide sufficient evidence of how the need was established.</p>	<p>The organisation failed to provide clear information on how the need for the proposed project, activity or event was established. The information provided is very limited.</p> <p>The applicant failed to provide sufficient evidence of how the need was established.</p>
Officers scores				
Moderator's scores				
Maximum score	Max Score 15	Max Score 10	Max Score 5	Max Score 0
Total Score				

Assessment criteria	High	Moderate	Poor	No Score
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Part four continued – The difference the project will make (Q18)				
The organisation is able to provide comprehensive details of the outcome, change or difference the proposed project will make to its intended beneficiaries.	The organisation is able to provide comprehensive details of the change or difference the proposed project will make to its intended beneficiaries.	The organisation is able to provide partial details of the change or difference the proposed project will make to its intended beneficiaries.	The organisation did not provide sufficient information of the change or difference the proposed project will make to its intended beneficiaries.	The organisation provided no details of how the proposed activities will actively seek to involve as wide a range of people as possible?
Officer's scores				
Maximum score	Max Score 10	Max Score 10	Max Score 5	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
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Part four continued – Community Plan (Q19)				
The organisation is provided details of how the proposed activity/project will contribute to the aims and aspirations of Tower Hamlets Community Plan themes and the principles of One Tower Hamlets.	The organisation provided is full details of how the proposed activity/project will contribute to the aims and aspirations of Tower Hamlets Community Plan themes and the principles of One Tower Hamlets.	The organisation is provided limited information of how the proposed activity/project will contribute to the aims and aspirations of Tower Hamlets Community Plan themes and the principles of One Tower Hamlets.	The organisation did not provide sufficient level of information of how the proposed project/activity will contribute to the Tower Hamlets Community Plan and the principals of One Tower Hamlets.	The organisation did not provide any information of how the proposed project/activity will contribute to the Tower Hamlets Community Plan and the principals of One Tower Hamlets.
Officer's scores				
Moderator's scores				
Maximum score	Max Score 10	Max Score 7	Max Score 5	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
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Part four continued - Project publicity and promotion / involving all sections of the community (Q20)				
<p>The organisation is able to clearly demonstrate what they will do to promote the activity in order to ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it.</p> <p>The organisation clearly states how all publicity materials promoting the project/activity acknowledge the Council.</p>	<p>The organisation is able to clearly demonstrate what they will do to promote the activity in order and ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it.</p> <p>The organisation clearly states how all publicity materials promoting the project/activity acknowledge the Council.</p>	<p>The organisation is able to clearly demonstrate what they will do to promote the activity in order and ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it.</p> <p>The organisation clearly states how all publicity materials promoting the project/activity acknowledge the Council</p>	<p>The organisation provided very limited evidence demonstrating what they will do to promote the activity and ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it.</p> <p>The organisation failed to clearly states how all publicity materials promoting the project/activity acknowledge the Council.</p>	<p>The organisation failed to provide any information and is unable to demonstrate what they will do to promote the activity and ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it.</p> <p>The organisation failed to clearly states how all publicity materials promoting the project/activity acknowledge the Council.</p>
Officers scores				
Moderator's scores				
Maximum score	Max Score 5	Max Score 3	Max Score 1	Max Score 0
Total score				

Assessment criteria	High	Moderate	Poor	No Score
Part four continued – Project publicity and promotion / involving all sections of the community (Q20)				
The organisation is able to provide details of how the proposed activities will actively seek to involve as wide a range of people as possible?	The organisation provided full details of how the proposed activities will actively seek to involve as wide a range of people as possible?	The organisation provided partial information of how the proposed activities will actively seek to involve as wide a range of people as possible?	The organisation provided very limited information of how the proposed activities will actively seek to involve as wide a range of people as possible?	The organisation failed to provide details of how the proposed activities will actively seek to involve as wide a range of people as possible?
Officers scores				
Moderator's scores				
Maximum score	Max Score 5	Max Score 3	Max Score 1	Max Score 0
Total Score				

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Tower Hamlets Community Fund

For the 2015/16 Tower Hamlets Community Fund, the Council offers a small grants scheme with funding available up to £10,000

The programme is designed to provide a responsive service to meet the needs of a diverse third sector within the Borough

<p>1. Purpose of the fund</p>	<p>The Tower Hamlets Community Fund is designed specifically to support organisations based and working in Tower Hamlets.</p> <p>These grants are available to provide support for local events and assist with the development and sustainability of local groups: helping them to become more efficient and effective in providing services for residents. These services should help the delivery of the priorities and outcomes outlined within Tower Hamlets Community Plan.</p> <p>Organisations are able to apply for/receive up to £10,000 within a rolling 12 month period (see details in section 5 below).</p>
<p>2. Are you eligible?</p>	<p>To be eligible for this grant your organisation must:</p> <ul style="list-style-type: none"> • Be a not-for-profit group based-in Tower Hamlets • Be a properly constituted organisation with a governing document such as a constitution • Have a track record of delivery in Tower Hamlets • Have a Management Committee or Board of Trustees with at least 4 of its members living in the borough • 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, who are not related • Have current and appropriate insurance that covers its activities, premises & equipment, staff and volunteers as well as service users where relevant
<p>3. Things that are likely to be supported</p>	<p>The programme is able to support a wide range of activities, services and functions including the following:</p> <p>1. Things designed to improve an organisation's infrastructure; including but not restricted to:</p> <ul style="list-style-type: none"> • Staff training – accredited training directly relating to the work done by the staff member • Quality Assurance Accreditation - including initiatives such as PQASSO, MATRIX and Advice Quality Standard (AQS) • Improvement to an organisation's management/office systems and which are essential to the work of the organisation – this will need

to be supported by properly costed and detailed breakdown of the work/activities to be undertaken

- **Training for Board Members/Trustees** – the need must be clearly demonstrated and the required training set out in detail within the application
- **Non-accredited staff/volunteer training** - this must be related to essential organisational governance requirements including strategic or day-today operational matters that are essential to the effective running of the organisation

2. Capital works or purchase of equipment - grants may be used to fully fund a small initiative or as a contribution toward a larger proposal including:

- Building improvements to meet DDA requirements
- Refurbishment work 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:

- Items essential for the effective delivery of activities/services for which the organisation is either contracted to deliver or which is clearly part of the organisation's stated objects/priorities
- 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 will need to be made explaining the relevance to the organisation's work.

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. Innovative projects or events involving the community – such projects/events 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 festival or celebratory event for the community
- An event or activity designed to raise awareness of, or tackle/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, exclusion or identified inequalities
- A fete or 'open-day' type event

	<p>6. Other initiatives:</p> <p>If the idea/proposal for which you want support is not covered by any of the above items, you may still be able to secure a grant if your idea or proposal is consistent with the purpose of the fund.</p> <p>All applications to the Tower Hamlets Community Fund grants initiative will need to clearly demonstrate the need/demand for the activity/service/venture for which funds are being sought</p> <p>Note: Events of a sporting, arts or cultural nature should apply for funding through the Communities, Localities and Culture (CLC) directorate, for example the Arts & Events fund.</p>
<p>4. Things that are unlikely to be supported</p>	<p>The Tower Hamlets Community Fund initiative will not normally fund the activities, services and functions outlined below – this list is not exhaustive:</p> <ul style="list-style-type: none"> • Events or activities which promote a political party or is of a religious nature • A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work • Events or activities which duplicates those generally funded through other Council grant programmes such as MSG, Arts & Events • The purchase of general ICT equipment such as computers, laptops or printers • For the delivery of events, activities or services for which the organisation is already in receipt of grant funding either from LBTH or other funder(s) • The staging of events or activities where entry fees will be charged • Any costs incurred in putting together an application for this Fund • Day-to-day running costs of your organisation (for example, utility bills, rent or insurance) • Contingency funds to cover unforeseen or upcoming general organisational running costs • Work associated with land or building projects where the ownership or lease is not yet in place • The cost of fundraising activities for your organisation or others • Items that are purchased on behalf of another organisation • Costs for the repayment of loans/interest or for the payment of fines • A project or activity that cannot be completed within 12 months of receiving the grant • The purchase of alcohol
<p>5. Funding and payment</p>	<p>The maximum amount that can be awarded is £10,000 within any 12 month rolling period</p> <p>1. For one-off community events, awards are available up to a maximum of</p>

	<p>£5,000</p> <ol style="list-style-type: none"> 2. For other activities or projects, awards of up to £10,000 are available. 3. However, you should not merely apply for the maximum available grant (or close to it) just because it's the stated maximum. Your application must clearly demonstrate: <ul style="list-style-type: none"> ○ a defined need for the item/activity/service being requested ○ costs that would reasonably be expected and justified ○ demonstration of sound budgeting and financial management ○ good value for money 4. All costs associated with the venture must be justified, fully broken down explained and in satisfactory detail for applications to be properly evaluated 5. Where an application includes the hire or purchase of equipment, items must be properly costed on the basis of quotations from recognised suppliers – the source and details of quotations must also be clearly set out within the application. <p>Grant award payments for this programme will be made in 2 instalments.</p> <p>Once the Grant Agreement has been finalised we will release the first instalment which will be 50% of the agreed amount. The grant recipient is required to use their own funds to finance the remaining 50% prior to completing a Final Payment Claim form requesting the outstanding grant amount.</p>
<p>6. Application process</p>	<p>Application Forms can be accessed from the Tower Hamlets website: http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants.aspx</p> <ul style="list-style-type: none"> • The time from submission of your application to the payment of the initial 50% of the awarded grant can take up to 4 months • Applicants must therefore bear this in mind when planning events for which funding is being sought • On the plus side, there are no deadlines for this fund – applications can be submitted at any time • When we receive your completed application we will confirm receipt, let you know if you need to provide further information, and give an indication of the estimated timeframe for a decision • Once the final decision has been made regarding your application we will contact you to confirm whether or not you have been successful.
<p>7. Assessing Your Application</p>	<p>The assessment of applications will, amongst other things, consider the following:</p> <ul style="list-style-type: none"> • Ensuring the applicant organisation meets the Eligibility Criteria • Establishing if the activities/services for which funding is sought are suitable to be funded under this programme and are consistent with the expressed purpose of the fund • Considering if the application is clear as to what is being asked for and testing that costings are accurate, appropriate and represent good value

	<p>for money</p> <ul style="list-style-type: none"> • Determining if there the need/demand for the activity or service has been adequately and accurately demonstrated • Establishing the extent to which the proposed activity/service will contribute to the aims and aspirations of the Tower Hamlets Community Plan • Considering the outcome/difference the project/event/activity will make within the context of the targeted beneficiaries / the local community as a whole
<p>Payment Arrangements</p>	<p>Organisations that are successful will enter into a Grant Agreement with the Council. A Grant Officer will be assigned to your organisation; they will contact you to discuss and process your Agreement.</p> <ul style="list-style-type: none"> • Once the Grant Agreement is signed; the first payment instalment of 50% of the agreed grant will be paid • On completion of the project activity, the grant recipient is required to submit a Final Payment Claim Form, together with a brief report. • At this stage you will also need to provide copies of all related invoices together with copies of bank statements to demonstrate that payments have been made • Following receipt of all the required information, we will pay the outstanding balance of properly demonstrated expenditure up to a maximum of the agreed award.
<p>Monitoring Requirements</p>	<p>You will be required to provide appropriate evidence to demonstrate the successful delivery/completion of your funded activity.</p> <ul style="list-style-type: none"> • The required evidence will be clearly set out within your Grant Offer Letter • Depending on the nature of the activity being supported, monitoring visits may be necessary: this will also be made clear within the Grant Offer Letter.
<p>Further Information or Clarification</p>	<p>If you require any further information or clarification with regard to any of the items contained within this Factsheet, please contact: thirdsector@towerhamlets.gov.uk</p> <p>You may also write to us at the address below.</p> <p>Third Sector Team Tower Hamlets Council Mulberry Place 5 Clove Crescent London E14 2BG</p>

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<p>Commissioner Decision Report 27 May 2015</p>	 TOWER HAMLETS
<p>Report of: Louise Russell, Service Head Corporate Strategy & Equality</p>	<p>Classification: Unrestricted</p>
<p>One Tower Hamlets Fund</p>	

Originating Officer(s)	Tahir Alam
Wards affected	All wards
Key Decision	The report is a Non-Executive decision
Community Plan Theme	A Prosperous Community/ A Safe and Cohesive Community/A Healthy and Supportive Community

Executive Summary

The One Tower Hamlets Fund was introduced in 2011 and is running in its fourth year. The fund was developed to meet our ‘One Tower Hamlets’ aspiration which runs through the Community Plan. This is about reducing inequality and poverty, strengthening cohesion and making sure our communities live well together.

Grants of up to £7000 are available to community and local resident led organisations, and resident groups. The fund is intended to support projects which bring together residents to either, address specific local issues which undermine cohesion; and /or bring communities together through exhibitions, cultural activities and celebrations that help to break down the barriers to understanding.

The Council received 16 applications from which 2 did not meet the One Tower Hamlets Fund eligibility criteria. This report contains an evaluation of the applications for Commissioners to review, and agree the proposed awards to organisations based on officer assessments and recommendations.

Recommendations:

The Commissioners are recommended to –

1. Agree the proposed awards for One Tower Hamlets Fund totalling £44,638 to the organisations listed in table 1 of Appendix 1 and in the amounts listed there.
2. Agree entry into Grant Agreements in support of each grant.
3. Authorise the Service Head to agree the terms and conditions of the grant agreement, after consultation with the Head of Legal Services.

1. REASONS FOR THE DECISIONS

- 1.1 Commissioners agreed at their meeting on 25 February 2015 to open the One Tower Hamlets Fund to local groups. This report presents the assessments of the applications received and asks the Commissioners to agree to fund the projects proposed in table 1 of Appendix 1.

2. ALTERNATIVE OPTIONS

- 2.1 An alternative option would be to decide not to fund any of the organisations who have applied for grants and to use the funds for other purposes, for example the larger types of project typically associated with Main Stream Grants.
- 2.2 This is the last round of the One Tower Hamlets Fund, and has now been incorporated into the Mainstream Grants process as part of the Theme on community engagement, cohesion and resilience.

3. DETAILS OF REPORT

- 3.1 The One Tower Hamlets Fund is available to local resident led organisations and resident groups to help us realise our One Tower Hamlets aspiration, which runs through the Community Plan. This is about reducing inequality and poverty, strengthening cohesion and making sure our communities live well together.
- 3.2 The One Tower Hamlets Fund awards small grants, up to £7000, to community and local resident led organisations, and resident groups. The fund is intended to support projects which bring together residents to either address specific local issues which undermine cohesion; and /or bring communities together through exhibitions, cultural activities and celebrations that help to break down the barriers to understanding.
- 3.3 The Council received 16 applications with total funding requested of £93,873. The applications were assessed against the One Tower Hamlets Fund eligibility criteria¹. Two applications did not meet the eligibility criteria and were not carried forward to the scoring stage. Details of these organisations are listed in Table 3 of Appendix 2.
- 3.4 To ensure robustness, fairness and transparency the final scoring was divided into two parts. The initial assessment was carried out by two officers who scored the applications individually against the weighted scoring criteria, which also involved an appraisal for value for money.
- 3.5 The weighted criteria for the scoring process are outlined as below:
- How will your project/proposal address local cohesion based issues? (Weighting: 40%)
 - Which equality groups will you be targeting for the project? (Weighting: 25%)
 - How do you know there is a need for this project in your neighbourhood? (Weighting: 15%)
 - How will you know if the project has been successful and how will you ensure it will be sustainable? (Weighting: 20%)

¹http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants/one_tower_hamlets_fund.aspx

- 3.6 A final moderation meeting was then conducted, and the final assessment of scores was made by a presiding third officer, after hearing the case from both officers. The final moderated scores for each organisation based on the above criteria are detailed in Appendix 1 of the report. The final scores were marked in line with our 46% average quality threshold criteria. Any applications not achieving the threshold are not recommended for award. Assessors looked into the value for money of each application based on their budget breakdown proposed activities, outcomes and outputs to be delivered by the project and recommended awarding a reduced amount than requested, where expenditure focused on core staffing costs or day to day running of the organisation which is outside the One Tower Fund criteria as outlined in the guidance issued with the application. As part of the grant award process discussions will be held with successful organisations on how they can deliver the outputs and outcomes based on reduced funding and address areas of weakness identified in the assessment of their application
- 3.7 The final moderation of the applications has led to officers recommending grant to be awarded to eight organisations detailed in table of Appendix 2. These organisations represent a good geographical coverage of the borough (map in Appendix 3), and cover work with a range of equalities protected characteristics. Six organisations did not meet the minimum quality threshold score of 46% and are not recommended for award. Details of these organisations are listed in table 2 of Appendix 2.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. The budget allocated for the One Tower Hamlets Fund is £50k per annum. This report seeks commissioner approval to make grant awards from this fund to local organisations following the bidding process that is detailed within the report. The recommended awards total £44,638 and the names of the organisation and amounts to be awarded to each bidder are detailed in Appendix 1 below.

5. LEGAL COMMENTS

- 5.1. The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.2. The making of any grant should be supported by the Council's statutory powers. In this instance, the report states that all of the grants are targeted at achieving the Council's One Tower Hamlets objective. Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. This general power of competence may support the giving of grants to community groups, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy under section 4 of the Local Government Act 2000, which is contained within the One Tower Hamlets Community Plan. The One Tower Hamlets objective is a cross-cutting theme identified in the Community Plan.

- 5.3. The Council is obliged, as a best value authority under section 3 of the Local Government Act 1999, to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. In this instance the scheme has been opened up to competition and submissions have been evaluated against pre-determined criteria. The criteria appeared to include assessments of value for money, as reference is made to this in Table 1 in Appendix 1. The authority should consider the outcome of those evaluations and the associated recommendations of officers. The Council should enter into grant agreements with the award recipients. A robust review and contract monitoring process should be included in each agreement to ensure that the funds are protected and that the Council can demonstrate the genuine benefit received from the money spent.
- 5.4. In carrying out its functions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to support the Council’s consideration.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. 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.
- 6.2. The opportunities offered through the One Tower Hamlets Fund play a key role in strengthening community cohesion at a local level and therefore delivering the aims of One Tower Hamlets. An equality analysis of the projects recommended to be funded is attached in Appendix 4. This highlights that the One Tower Hamlets fund as a programme will have positive impact on all the protected characteristics as there are a range of projects that will benefit different groups and also bring a diverse range of community together to address local issues including those that are seldom heard such as Chinese, disabled and LGBT residents.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 Aspects of the recommended projects for funding support the spirit of SAGE. The Council as a funder of third sector proposals that meet these priorities assists in the implementation of the strategic aims of SAGE along with its community and voluntary sector partners.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. A number of different risks arise from any funding of external organisations and include the following:
- The funding may not be fully utilised i.e. allocations remain unspent or outcomes are not maximised;

- The funding may be used for purposes that have not been agreed e.g. in the case of fraud;
- The organisations may not be able to secure additional funding necessary to deliver the agreed activities;
- The organisation may not have the capacity to achieve the outputs and outcomes required.

8.2 These risks will be minimised through robust grant agreements, two action learning events to help develop the projects and learn and support each other and monitoring which will be linked to payment to ensure organisations' are delivering against their targets.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

9.1 The services that will be provided through these funding streams cover a broad spectrum of activities, some of which are key drivers in contributing to the reduction in crime and disorder, in particular, improving community cohesion.

10. BEST VALUE IMPLICATIONS

10.1 The One Tower Fund supports the Council's aim of reducing inequality, strengthening cohesion and supporting community leadership. All applications were assessed for value for money based on their proposed activities at the moderation meeting by officers. This included a review of budget breakdown for each project and whether the proposed outcomes and outputs were providing value for money in regards to the funding requested. Further discussions will be held with successful organisations as part of the grants award process to agree outcomes and how the budget can be used to effectively their targets.

10.2 The guidelines issued with the application also provided guidance for organisations about what the One Tower Hamlets funds can be used for. Most of the reductions on budget requested relates to core staffing costs and organisation running costs which are outside the remit of the One Tower Hamlets Fund.

11. SAFEGUARDING IMPLICATIONS

11.1 There are no direct safeguarding implications arising from this report. Organisations funded who are working with vulnerable adults or young people will be expected to have safeguarding policies and procedures, and staff DBS checked. These will be discussed as part of the grant awards process with the relevant organisations.

Linked Reports, Appendices and Background Document

Linked Report

- None

Appendices

- Appendix 1 – One Tower Hamlets Application Assessment Scores
- Appendix 2 – Analysis of application assessments
- Appendix 3 – Geographical locations of organisations recommended for grant award
- Appendix 4 – One Tower Hamlets Fund Equality Analysis

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

None

Officer contact details for documents:

Tahir Alam, Strategy, Policy & Performance Officer – 020 7364 5064

One Tower Hamlets Fund Application Assessment Scores

Organisation	Project Name	Q1	Q2	Q3	Q4	Total Score
Progressive Youth Organisation	PYO's Open Platform	16	10	3	4	33
Brick Lane Women and Girls Project	Senior Leader	16	10	6	8	40
Community Solutions	The Wapping Workshop	24	15	6	12	57
Ensign Youth Club	Safe Environment	16	10	6	12	44
Mile End Community Project	Re-defining Community and Leadership	24	10	6	6	46
Tower Hamlets Somali Organisations Network	THSON: Bringing Us Together for Football and Mutual Respect	24	10	9	12	55
St. Hilda's Community Centre	Established Wisdom: Celebrating Diversity in Tower Hamlets	32	20	12	16	80
SPLASH	4Cs: Bringing our community together	24	5	3	4	36
Ocean Youth Connexions	Participate Activate Communicate Empower	16	10	3	8	37
Milestone	E14 Leadership Development Programme	36	20	12	16	84
Tower Hamlets Friends and Neighbours	Well-being Activities for the Vulnerable and Elderly (WAVE)	12	10	6	12	40
SocietyLinks Tower Hamlets	SocietyLinks Reach Out	28	20	6	16	70
Rainbow Hamlets	Rainbow Hamlets LGBT + Empowerment	24	20	9	8	61
East London Chinese Community Centre	Serving the community, bringing cultures together	28	15	9	8	60

Appendix 2 One Tower Hamlets Fund

One Tower Hamlets Fund Table 1 Successful Organisations					
Organisation Name	Outline of Proposed Project	Grant Request Amount £	Value for money and Officer Proposed Amount £	Moderate d Score	Rationale: Strength and Weaknesses
Community Solutions	Develop a social cohesion project incubator in Wapping that will include the creation of a Core Group of local grassroots representatives of the community, who have relevant project ideas and will be supported develop at least 5 cohesion projects based in the needs of the local community and implement these.	7,000	7,000 The budget covers running of the program, it was felt that it was value for money therefore the full asking amount has been recommended	57	<p>Strengths:</p> <ul style="list-style-type: none"> Will generate new ideas for local community based projects around cohesion Involves local people to think about solution to local issues Empowers local people to take responsibility over their community Organisation has a wealth of experience and is linked to other services locally as well as community champions <p>Weaknesses:</p> <ul style="list-style-type: none"> No specific objectives have been set around cohesion initially
Mile End Community Project	To look at ongoing tension in the local community between young people of different ethnicities. It proposes to work with local young and older people from a mediation point of view and within this look at aspects of leadership and social responsibility.	£7,000	£4,500 The project costs are largely salary rather than cost for engagement initiatives and activities which does not reflect value for money, a revised amount has been recommended	46	<p>Strengths:</p> <ul style="list-style-type: none"> Identification of local cohesion issues and methods of addressing these Developing Leadership skills for young people Creating community champions Working with local services to achieve aims of project Organisation has experience of delivering cohesion projects <p>Weaknesses:</p> <ul style="list-style-type: none"> Not enough information around sustainability or projects and measurement of outcomes Need to include a broader range of equality groups
Tower Hamlets Somali Organisation Network	Intergenerational project engaging young and older people through sports and training related workshops, developing volunteering opportunities and promoting leadership. Addressing issues around unemployment, mental health, anti-social behaviour and local cohesion issues.	£5,930	£5,230 The cost for referees was not clearly reflected in the project proposal and this was reduced from the total	55	<p>Strengths:</p> <ul style="list-style-type: none"> Developing volunteering opportunities Intergeneration project addressing a range of issues Identification of local cohesion issues and methods of addressing these Developing local leadership <p>Weaknesses:</p> <ul style="list-style-type: none"> Not enough information around

One Tower Hamlets Fund
Table 1 Successful Organisations

Organisation Name	Outline of Proposed Project	Grant Request Amount £	Value for money and Officer Proposed Amount £	Moderated Score	Rationale: Strength and Weaknesses
			requested amount.		sustainability or projects and measurement of outcomes <ul style="list-style-type: none"> • Need more detail on how football projects correlate directly with other project initiatives
St. Hildas Community Centre	Engage local disabled young people and older people of different faiths to address local cohesion issues through activities such as discussion workshops, cultural events, health workshop and arts and crafts.	£6,958	£6,958 The project covers cost on running the program, it was felt that it was value for money therefore the full asking amount has been recommended	80	Strengths: <ul style="list-style-type: none"> • Working with people with disabilities • Addressing a cohesion issues through a range of projects • Targeting people of different and backgrounds • Developing young people as community leaders • Strong sustainability and success measurement plan in place • Experience of delivering a range of projects locally • Weaknesses: <ul style="list-style-type: none"> • Could have defined how it was going to engage a broader range of equality groups
Milestone	To run training workshops and one-to-one mentoring to facilitate local social action campaigns, address issues around unemployment, negative impacts of drug and gang culture on young people; growing tensions between communities based on cultural and poor quality housing conditions.	£6,500	£4,400 The project is largely based on salaries, and did not reflect value for money, revised amount recommended	84	Strengths: <ul style="list-style-type: none"> • Projects address a wide range of cohesion issues around drugs, race and ethnicity, gang culture, effects of unemployment • Targets a good range equality characteristics • Has a strong set of cohesion objectives that have been identified from previous research • Strong sustainability and success measurement plan in place
SocietyLinks Tower Hamlets	Work with young and older people to address issues around radicalization and safety. Hold events and workshops looking at local concerns and explore as a community how to tackle these issues and break down barriers to negative attitudes towards others and build community resilience. Run a number of activities to bring local residents together in	£7,000	£7,000 The project covers cost on running the program, it was felt that it was value for money therefore the full asking amount has	70	Strengths: <ul style="list-style-type: none"> • Working broadly with the community and to address issues and build community resilience • Addressing a cohesion issues through a range of projects • Addressing issues around radicalisation • Developing young people as community leaders • Strong sustainability and success measurement plan in place Weaknesses:

One Tower Hamlets Fund
Table 1 Successful Organisations

Organisation Name	Outline of Proposed Project	Grant Request Amount £	Value for money and Officer Proposed Amount £	Moderated Score	Rationale: Strength and Weaknesses
	fun and positive activities and develop meaningful relationships.		been recommended		<ul style="list-style-type: none"> • Could have had better evidence on need for project • Could have had more information on how local people were going to be engaged
Rainbow Hamlets	Develop and deliver a leadership programme for local LGBT population which enables them to a leadership role in the community. Also develop a Rainbow Hamlets Community Network which brings together a range of local LGBT organisations to increase wider community interactions and address cohesion issues.	£7,000	£3,500 The project is largely based on salaries, and did not reflect value for money, revised amount recommended	61	<p>Strengths:</p> <ul style="list-style-type: none"> • Has a good focus in the LGBT community as well as addresses multi dimension protected groups • Has a good objective in developing a borough wide representative voice in a wanting area on LGBT issues • Good range of activities and engagement with other local services • Building leadership <p>Weaknesses:</p> <ul style="list-style-type: none"> • Budget does not reflect activities appropriately the large majority is salaries • Could have had more information on the need for project
East London Chinese Community Centre	Engage with underrepresented Chinese and Vietnamese community. facilitating dialogue and engagement opportunities through activities kinked to history, culture, food, culminating in an overall exhibition about culture and diversity	£7,000	£6,050 Building insurance and phone bills are not in the remit of the OTH fund, after deduction the above amount has been recommended	60	<p>Strengths:</p> <ul style="list-style-type: none"> • Engages a hard to reach group • Addresses issues around community cohesion, citizenship and integration • Has a good set of cohesion related activities • Builds community leadership and gives marginalised communities a voice <p>Weaknesses:</p> <ul style="list-style-type: none"> • Could have had engaged more equality groups in the project • Could have thought more about future sustainability
Total Funding Requested: 54,388			Total Funding Proposed: £44,638		

**One Tower Hamlets Fund
Table 2 Unsuccessful Organisations**

Organisation Name	Outline of Proposed Project	Grant Request Amount £	Moderated Score	Rationale
Progressive Youth Organisation	To develop coaching cultural and social community activities, to help elderly people to learn about computers and using technology, to encourage participation through activities including pool, table tennis, football, games console. Also encourage participation in outdoor activities such as playing football.	£7,000	33	<ul style="list-style-type: none"> • The application gave limited answers on how it was going to meet cohesion objectives, and how these correlated to the identified activities. • The project identified engagement with a limited equality group and only offered a very limited response to the weighted equality question. • The application was not able to demonstrate an adequate strategy for sustainability
Brick Lane Women and Girls Project	To deliver ESOL classes for women. To develop money management skills, how to use public transport, Hospital and GP appointment or telephone services, Local authority such as Housing, benefits, and school. Deliver coffee mornings and give women welfare advice on housing, child benefit, income support and other related issue as well as discuss health issues, deliver cooking session and have a food festival to promote food diversity.	£7,000	40	<ul style="list-style-type: none"> • The application gave limited answers on how it was going to meet cohesion objectives, and how these correlated to the identified activities. • The application provided a very limited response on how it would address equality groups • There is not enough evidence and justification that this project is needed as there is ample work already on ESOL delivered by the council as well as local organisations such as the Bromley by Bow Centre, City Gateway, Limehouse Project and so on.
Ensign Youth Club	to address issues around domestic Violence, deliver IT classes, Health Workshop running workshops and a seminar with representation from Social Service, PCT, GP, local community leaders, local councillor, faith leaders, local role model and community members to have open discussion on the smoking agenda about the issues affecting our communities.	£6,485	44	<ul style="list-style-type: none"> • The scope of this work, domestic violence, IT classes and health issues, does not fall under the spirit of the One Tower Hamlets Fund, and does not directly correlate to community cohesion issues and objectives • Equality groups mainly included women and limited ethnicity and were not broad encompassing of the other protected characteristics

SPLASH	To encourage opportunities for training and employment on Canary Wharf for young and old people from the community, to celebrate cultural diversity and creating opportunities for progression and development and work with the local college and primary schools to do this. To have painting panels activity on the canary wharf glass bridge through which different communities will be brought together.	£7,000	36	<ul style="list-style-type: none"> • Apart from employment related aspirations for local people, the application does not identify any other tangible objectives of meeting community cohesion issues or objectives • There is no detailed identification of equality targeted groups, information is very limited • The need for this project is not evidenced
Ocean Youth Connexions	To develop community leadership amongst young people. Develop relationships between residents and services. Have activities such as cooking and seas side funday	£7,000	37	<ul style="list-style-type: none"> • This project was funded last year based on a similar proposal • Weak and limited response on how they will tackle community cohesion related issues • Limited response in regards to including equality groups • Due to the similar proposal from last year, sustainability is a concern
Tower Hamlets Friends and Neighbours	To target isolated and vulnerable older people in the borough of Tower Hamlets, who may suffer from depression and loneliness and are inactive. Targeting isolated client group who have limited mobility and/or are housebound, and/or whose first language is not English. Accompanying people to local services and places, as well developing activities inside and outside the home.	£5,000	40	<ul style="list-style-type: none"> • The project does not adequately identify how it would address a range of cohesion based issues in the local community that affects a broad range of people and are crosscutting • Mainly concentrates on elderly care. Which is not directly in the scope of the OTHF, and fall within the remit of social services , CCG and Public Health

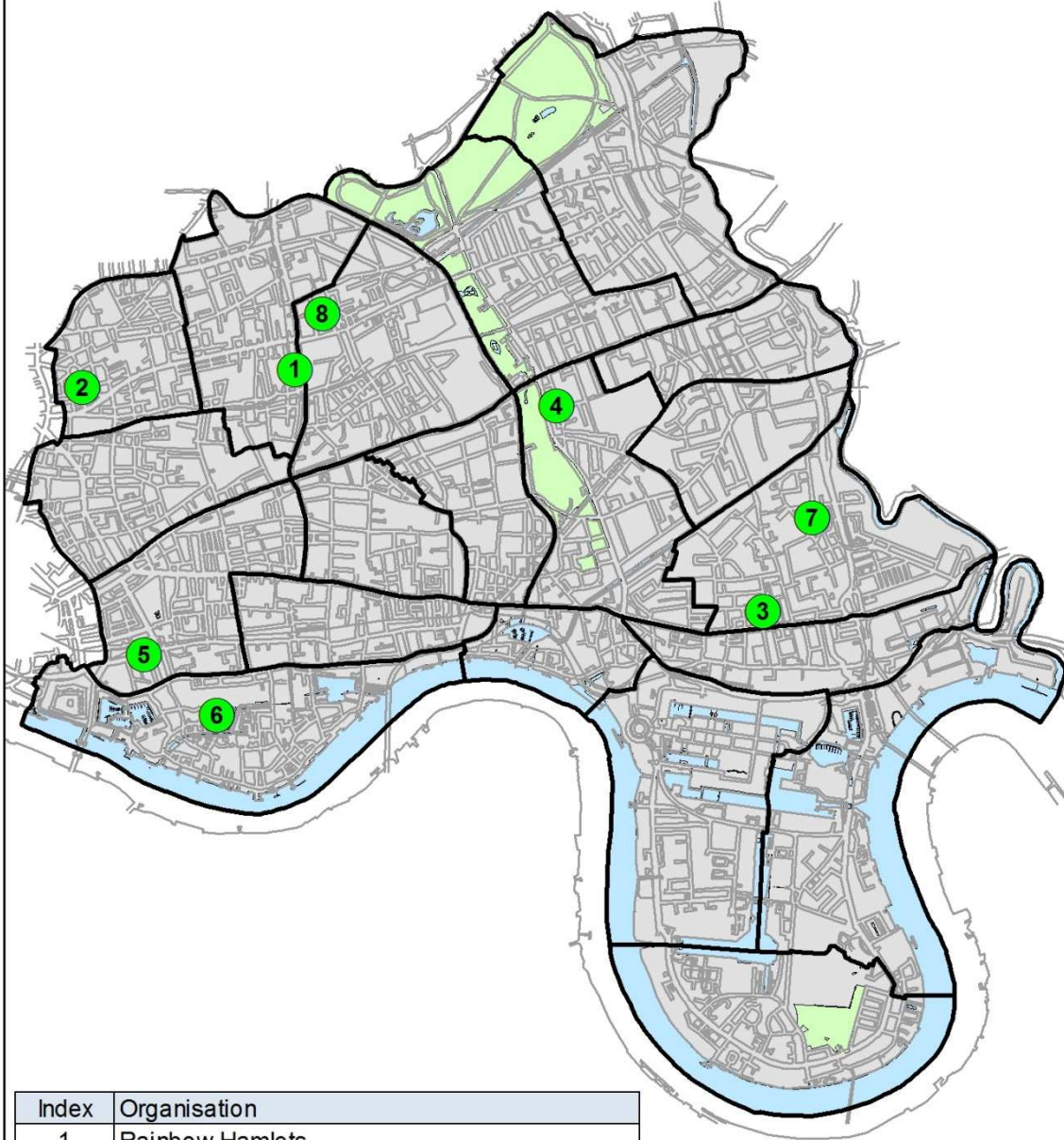
One Tower Hamlets Fund

Table 3 Organisations that did not meet the Eligibility Criteria

Organisation Name	Eligibility Criteria's not met
Soundtek Carron Club UK	<ul style="list-style-type: none"> • Organisation is not based in Tower Hamlets • Organisation does not have bank or building account details

1 Love Community C.I.C	<ul style="list-style-type: none">• Not a properly constituted organisation
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One Tower Hamlets Fund Organisations Recommended for Funding



Index	Organisation
1	Rainbow Hamlets
2	St. Hilda's Community Care
3	East London Chinese Community Centre
4	Mile End Community Project
5	Society Links
6	Community Solutions
7	Milestone
8	Tower Hamlets Somali Organisations Network

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Financial Year
2015/16

See
Appendix A

Current decision
rating



Amber

Equality Analysis (EA)

Section 1 – General Information (Aims and Objectives)

One Tower Hamlets Fund

The One Tower Hamlets fund supports the Community Plan vision of One Tower Hamlets which is to reduce inequality, strengthen cohesion and support community leadership and community engagement. The fund has a number of objectives which can be summarised as follows:

- Engage local community groups and residents in taking ownership of, and collective responsibility in responding to local issues;
- Bring people of different backgrounds together to develop strong and positive relationships through positive interactions;
- Identify and celebrate local identities and culture and engage wider communities as part of these projects
- Ensure the sustainability of projects through developing new and emerging community leaders who can speak for the interests of their community, and yet are able to understand and work towards the benefit of the multi faith, non-faith and different cultural background of the peoples of the borough, articulating shared values and concerns, and being able to calm any emerging tensions.
- Involvement in 2 council sponsored Action Learning workshops and a closing seminar towards the end of the programme to feedback on project outcomes, and lessons learned.

Conclusion - To be completed at the end of the Equality Analysis process

The One Tower Hamlets will support a range of activities which brings together a diverse range of people together to improve cohesion in the borough, increase community leadership and engagement for a range of groups, celebrate local identities and culture. The projects recommended for grant award will have a positive impact on the nine protected characteristics. As part of the grants awards process discussions will be held with successful organisations to develop a more detailed project plan which will help identify any adverse impact and address these before implementation. All projects will be monitored as part of the Council's monitoring process to ensure delivery against agreed outputs and outcomes.

Name: Shanara Matin
(signed off by)

Date signed off: 18th May 2015
(approved)

Service area:
Corporate Strategy & Equality

Team name:

One Tower Hamlets

Name and role of the officer completing the EA:

Afazul Hoque, Senior SPP Officer

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

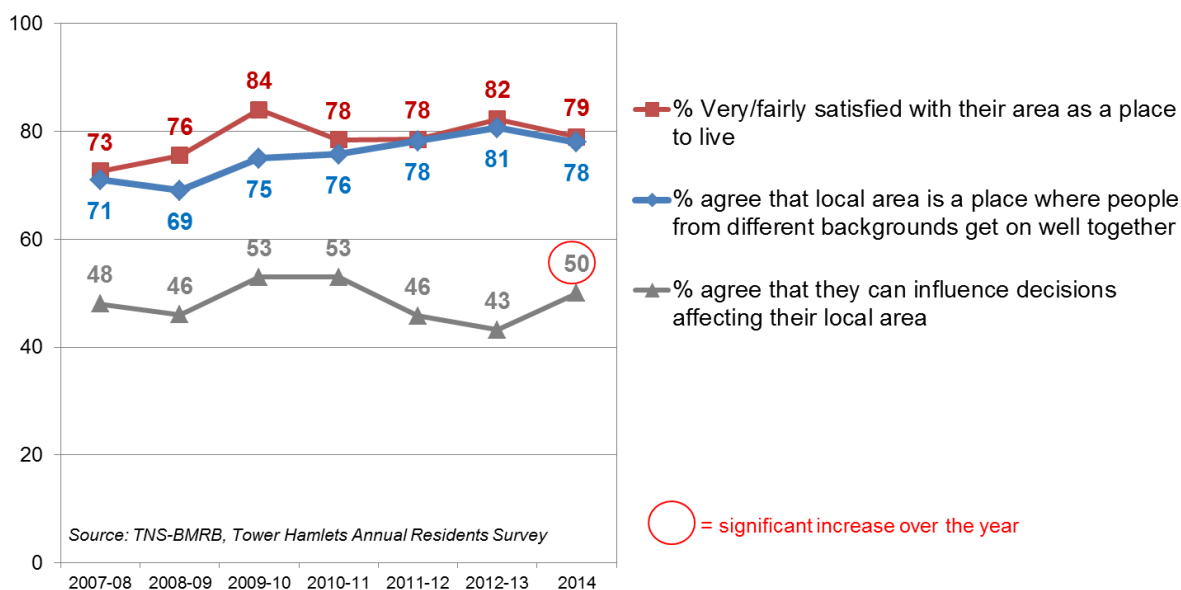
Review of projects funded last year

Community Plan which has been informed by Borough Equality Assessment which helps identify areas of inequality to be addressed.

The Single Equality Framework 2014/15 identifies a number of One Tower Hamlets priority areas which include:

- Strengthen inter-generational cohesion
- Give disabled people a voice in decision making
- Improve representation of women in public life
- Increase the number of people of different backgrounds who feel that ethnic differences are respected
- Increase the extent to which people of different faiths say they get on well together
- Reduce homophobia and promote understanding and respect for LGB people

The Annual Residents Survey 2013/14 show that views about the area and cohesion remain positive: 79 per cent say they are satisfied with the area as a place to live, and a similar proportion (78 per cent) agree that the local area is a place where people from different backgrounds get on well together. Ratings are similar to the last two years (ie not significantly different). Half of all respondents felt they could influence decisions affecting their area, a significant improvement on last year's figure, after a fall two years previously.



Details of proposed projects submitted by organisations including number of people that will be engaged in the projects, the equality groups that will be engaged, how the need for the project has been identified and how they will monitor these projects.

Section 3 – Assessing the Impacts on the 9 Groups

Target Groups	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Positive	<p>The One Tower Hamlets Fund will support activities that will bring together people of different ethnicity to build positive relationships, improve their area, develop community leadership and enable people who are seldom heard to take a more active role in their community. All projects recommended for funding propose to engage people from a range of ethnicity. For example the East London Chinese Community Centre proposes to engage Chinese, Vietnamese, Bangladeshi and British White communities in their activity.</p> <p>As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.</p>
Disability	Positive	<p>The One Tower Hamlets Fund will support activities that will empower disabled residents to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. For example the St. Hilda’s Community Centre project proposes to engage young and old disabled people from a range of backgrounds in their project to develop a shared understanding.</p> <p>As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.</p>
Gender	Positive	<p>The One Tower Hamlets Fund will support activities that will empower male and female residents to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. For example the SocietyLinks project proposes to engage male and female volunteers in their project to build resilience and address negative attitudes.</p> <p>As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.</p>
Gender Reassignment	Positive	<p>The One Tower Hamlets Fund will support activities that will empower transgender residents to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. For example the Rainbow Hamlets project proposes to develop leadership skills of LGBT people to play a more active role in the community.</p> <p>As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.</p>
Sexual Orientation	Positive	<p>The One Tower Hamlets Fund will support activities that will empower LGBT residents to build positive relationships between different groups, develop leadership, address local cohesion issues and work together to improve their local area. For example the Rainbow Hamlets project proposes to develop a Rainbow Hamlets Community Network which brings together a range of LGBT organisations and increase wider community interactions.</p> <p>As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any</p>

		activities which may have adverse impact on any particular group are addressed prior to implementation.
Religion or Belief	Positive	The One Tower Hamlets Fund will support activities that will empower residents of religion or belief or those of no faith to build positive relationships between different groups, address local cohesion issues and work together to improve their local area and develop their leadership skills. For example the Tower Hamlets Somali Organisations Network proposes to work men of different faith and bring them together through the medium of sports. As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.
Age	Positive	The One Tower Hamlets Fund will support activities that will empower residents of all age residents to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. For example the Milestone project proposes to develop the community leadership role of 40 residents ranging from age 16-69. As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.
Marriage and Civil Partnerships.	Positive	The One Tower Hamlets Fund will support activities that will empower residents who are married or in civil partnerships to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. All the projects will support residents who are married or in a civil partnerships and there will be no adverse impact on this group. As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.
Pregnancy and Maternity	Positive	The One Tower Hamlets Fund will support activities that will empower residents who are pregnant or on maternity to build positive relationships between different groups, address local cohesion issues and work together to improve their local area. All the projects that cater for women will support women who may be pregnant or on maternity and there will be no adverse impact on this group. As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.
Other Socio-economic Carers	Positive	The One Tower Hamlets Fund will support activities that will particularly target residents who may be unemployed, at risk of crime and anti-social behaviour, carers and other vulnerable and seldom heard residents to help develop their community leadership roles, support volunteering and bring together a diverse group of residents to improve cohesion in the area. As part of the grant agreement process discussions will be held with organisations recommended for funding to ensure any activities which may have adverse impact on any particular group are addressed prior to implementation.

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

Yes? No? ✓

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes? ✓ No?

How will the monitoring systems further assess the impact on the equality target groups?

Successful projects will invited to initial meeting to discuss and develop their proposal further and agree a timeline and identify any potential adverse impact of their proposal on any protected characteristic.

All funded projects will be expected to adhere to the Council's corporate grant monitoring process including gathering data against the 9 protected characteristics.

Does the policy/function comply with equalities legislation?
(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? ✓ No?

If there are gaps in information or areas for further improvement, please list them below:

A number of applications are recommended reduced funding then they requested and Officers will negotiate revised targets and outcomes as part of the grants award process.

How will the results of this Equality Analysis feed into the performance planning process?

The EA will feed into the grants award process and monitoring and implementation of successful projects.

Section 6 - Action Plan





*As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.*

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Grants award process considers equalities impact of implementation of projects	Discuss with organisations about impact of their project on different equalities group	1. Grant awards process completed by June 2015 2. Revised project plans developed by June 2015	AH & TA	
Monitoring of projects against protected characteristics and impact on any groups	Project monitoring including gathering equalities data End of project report on impact of different equality groups	1. Grant monitoring forms include equalities monitoring by July 2015 2. End of project report shows impact on different equality groups Feb 2016	AH & TA	


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Appendix A

Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 

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<p>Commissioner Decision Report 27th May 2015</p>	
<p>Report of: Robert McCulloch-Graham, Education Social Care and Wellbeing, Corporate Director</p>	<p>Classification: [Unrestricted or Exempt]</p>
<p>Independent Living Fund Transfer</p>	

Originating Officer(s)	Jack Kerr, Education Social Care and Wellbeing, Strategy and Policy Officer
Wards affected	All wards
Key Decision?	No
Community Plan Theme	A Healthy and Supportive Community

Executive Summary

The Independent Living Fund (ILF) was a discretionary trust operated by central government. The ILF provided funding to disabled people to purchase care and support services which help to enable them to live independently in the community rather than in a residential setting.

In 2010 the Government took the decision to close the ILF to new users and transfer responsibility to Local Authorities. Following a legal challenge, this process commenced in December 2014, and from 30 June 2015 funding will be devolved to local government. From this point local authorities in England, in line with their statutory responsibilities, will have sole responsibility for meeting the eligible care and support needs of current ILF users. There are currently twenty-eight ILF clients in Tower Hamlets.

Given the delay in transfer, it is recommended that the council continues the ILF payments to clients that were determined by DWP for the final three quarters of 2015/16. This will protect the care and support needs of existing ILF clients transferred to the Local Authority for one year until they are mainstreamed into LBTH Adult Social Care.

Recommendations:

The Commissioners are recommended to:

1. Determine whether the allocation of monies to ILF clients is considered to be a grant within the meaning of the Secretary of State's directions.
2. If these awards are considered to be grants, to delegate authority to the Corporate Director of Education, Social Care and Wellbeing to make the awards until the end of 2015-16 in accordance with the criteria outlined in this report.

1. REASONS FOR THE DECISIONS

- 1.1 The Department for Work and Pensions (DWP) objective is to ensure all funding available for social care is spent by local authorities in accordance with the national eligibility criteria applied to all individuals within that Local Authority. The DWP have concluded that delivering this funding through the mainstream care and support system, which is overseen by Local Authorities, is preferable because this model is a fairer way of distributing this funding and has embedded local democratic accountability. This change will ensure that all individuals are assessed and supported through a single, cohesive system with one assessment and administrative system for each individual.
- 1.2 The Independent Living Fund will be transferred to LBTH Adult Social Care on the 1st July 2015. It is recommended that LBTH continue to make payments to existing clients in accordance with the determinations previously made by DWP for the remainder of 2015/16 to enable a smooth transition for these highly vulnerable clients. During this period all clients will be assessed or reviewed against the authority's application of the national eligibility criteria for Adult Social Care and appropriate support put in place before current payments are stopped.

2. ALTERNATIVE OPTIONS

- 2.1 There is not a requirement on Local Authorities to provide additional support beyond the national eligibility criteria, and ILF payments could be stopped with immediate effect from 1 July 2015. However given the vulnerability of this client group, it is recommended that funding is continued for the remainder of 2015/16 in line with the ILF/LGA ADASS Code of Practice (November 2014).

3. DETAILS OF REPORT

3.1 Background

The Independent Living Fund (ILF) was originally established in 1988 when direct payments could not be made by local authorities to enable disabled people to purchase their own care and support. It is a Non-Departmental Public Body of the Department for Work and Pensions which was set up as a national resource dedicated to the financial support of disabled people enabling them to choose to live in the community as opposed to residential care. Operating as a discretionary trust it provides funding to disabled people and works alongside, but outside of, the mainstream care and support system. Almost all ILF users receive support from both systems, but under different eligibility and charging systems. The most common use of ILF money is to employ personal assistants.

- 3.2 In 2010 the Government took the decision to close the ILF to new users and transfer responsibility to local authorities. On 8 December 2014, the High Court announced its decision on the judicial review case between two ILF users and the Secretary of State for Work and Pensions. The court dismissed

the claimants' application for judicial review and upheld the government's decision to close the Independent Living Fund (ILF) on 30 June 2015. The Department for Work and Pensions (DWP) policy objective behind this is to ensure all funding available for social care is spent by local authorities in accordance with the national eligibility criteria applied to all individuals within that Local Authority. Currently some ILF users receive different levels of funding compared to people with similar needs. The Government believes that ILF users should have their care and support needs assessed and met in the same way as all other users of the social care system. The DWP have concluded that delivering this funding through the mainstream care and support system, which is overseen by local authorities, is preferable because this model is a fairer way of distributing this funding and has embedded local democratic accountability. This change will ensure that all individuals are assessed and supported through a single, cohesive system with one assessment and administrative system for each individual.

- 3.3 The Government has committed to protecting the care packages of existing users until the 30th June 2015 upon which time funding will be devolved to local government. From this point local authorities in England, in line with their statutory responsibilities, will have sole responsibility for meeting the eligible care and support needs of current ILF users.

3.4 Profile of ILF Clients in Tower Hamlet

There are twenty-eight ILF clients transferring across to Tower Hamlets Council. Currently 27 of the 28 ILF clients are known to LBTH Adult Social Care.

- 3.5 The type of need is varied but in almost all of the cases of the level of need is severe, whether this is for a learning disability or a physical disability. The types of need supported include:

- Mobility issues (20 of 28 ILF clients receive support for needs that include mobility related issues)
- Motor control (17 of the 28 ILF clients receive support for needs that include motor control issue)
- Sensory impairment and communication issues (14 of the 28 ILF clients receive support for needs that include sensory impairment and communication issues)
- Cognitive Function (11 of the 28 ILF clients receive support for needs that include limited cognitive function)
- Mental Health (9 of the 28 ILF clients receive support for needs that include mental health issues)
- Learning disability (22 of the 28 ILF clients receive support for needs that include a learning disability)

- 3.6 The Government has applied a five per cent attrition rate to ILF clients transferring across to the Local Authority. This means that as this group shrinks as the government expects, and is also mainstreamed into LBTH Adult Social Care, the financial implications should only be a short term pressure.

3.7 Financial Implications

Currently, the total annual gross offer awarded to all ILF clients in Tower Hamlets is £513,589. Following the closure of the ILF on 30th June 2015 the ILF will immediately transfer three-quarters of the annual cost of care (less 3.75% for the government's 5% annual attrition rate they have projected for this group) to Tower Hamlets Council for the twenty-eight ILF clients in Tower Hamlets. This equates to a total net commitment of £321,376 in 2015/16.

- 3.8 In the short term it is proposed to use this money to continue to maintain the current awards as determined by the ILF. However, all ILF clients transferring to LBTH Adult Social Care will receive a review within the next financial year (2015/16) to evaluate their funding and assess them in line with the 'Fair Access to Care' (FACs) criteria as defined in the Care Act. They will then be mainstreamed into Tower Hamlets Adult Social Care, with the cost of their care absorbed within the funds transferred by ILF. It is anticipated therefore that there will be no financial impact from this change.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. The expected transfer of funding as a result of the closure of the ILF is £321,376. It is expected that the money received will be used to maintain the current levels of award for the clients who will transfer to the authority's care.
- 4.2. During 2015/16 the clients will be assessed on the relevant criteria and mainstreamed into Adult Social care, it is anticipated that their care costs will be contained within the ILF and existing resources.

5. LEGALCOMMENTS

- 5.1. On 17 December 2014, the Secretary of State made directions pursuant to his powers under sections 15(5) and 15(6) of the Local Government Act 1999 (Directions). Paragraph 4.ii of the Directions stipulates that the Council's functions in relation to grants will be exercised by the Commissioners until 31 March 2017. This report is seeking the Commissioners' approval to formalise the grants to individual service users which may be deemed consistent with the Directions and the functions the Commissioners are required to exercise.
- 5.2. The Council has the power under section 1 of the Localism Act 2011 to "do anything that individuals generally may do" and that extends to doing things "for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area". This power is referred to as the general power of competence and includes the award of grants. The scheme as set down seems to be consistent with the Council's statutory powers.
- 5.3. The Council is obliged, to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness" as a best value authority under section 3 of the Local Government Act 1999. Therefore, the Council must also make provision within the grants to ensure delivery of the

projects in line with the application and approval and in the event of non-delivery to protect the Council's position. Therefore, robust monitoring requirements need to be in place to ensure that the money is spent only on the agreed care and that the level of care received is that which is appropriate

- 5.4. The Council must also be able to show the direct benefit accrued from the money spent under each grant.
- 5.5. However, it is clear that when the ILF fund joins the mainstream funding or the Service then the position must be reviewed to ensure that the Council applies the national eligibility criteria fairly across all service users. The Council should also (with the Best Value Duty in mind) consider how best to meet the needs of these service users which may not be in the fashion of this existing grant. However, understandably this would then be in the context of the funding of the whole of the ESCW directorate rather than in respect of the individuals in receipt of the ILF currently.
- 5.6. The Care Act 2014 (the 2014 Act) came mostly into effect from 1 April 2015. The previous power of Local Authorities to be able to set their own level of eligibility under the Fair Access to Care Services criteria was replaced with national eligibility criteria as set out in s.13 of the 2014 Act and the Care and Support (Eligibility Criteria) Regulations 2014.
- 5.7. Where the national eligibility criteria are met the Council is under a duty to meet those identified need for care and support. Where the eligibility criteria are not met the Council has discretion to meet those needs and must exercise that discretion lawfully, reasonably and proportionally. Failure to do so will risk a complaint and a claim of judicial review against the Council.
- 5.8. Local Authorities are under a duty to review all packages of social care provided to adults with a need for care and support by 31 March 2016 by virtue of the Care Act 2014 and Children and Families Act 2014 (Consequential Amendments) Order 2015. Consequently, the individuals identified as receiving ILF currently shall be expected to have their current support reviewed in light of the provisions of the 2014 Act within the timeframe identified in this report.
- 5.9. It may be that the Council would wish to consider prioritising the reviews of those individuals who are currently receiving ILF.
- 5.10. Sections 31 to 33 of the 2014 Act and the Care and Support (Direct Payment) Regulations 2014 set out the duty upon the Council to provide direct payments where certain conditions exist. Any arrangement of a direct payment to the individuals currently received ILF shall need to be agreed within this statutory framework.
- 5.11. In carrying out its functions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector

equality duty). This needs to be reflected in the process and fully considered prior to the approval of any grant and prior to any changes to the grant.

- 5.12. The Council must ensure that any grants are given out on a non-profit basis. Where a grant includes a profit element it no longer remains a grant and would be considered to be procurement activity. In such circumstances this means that the Council would have failed in its duties to properly procure the subject matter of the grant in accordance with the Council's constitution and the prevailing law.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. This change in service will impact disabled people living in Tower Hamlets. Currently some individuals receive funding solely through local authorities whereas others receive funding from the ILF in conjunction with, or independently of, local authorities. This means that people with similar needs are being served differently by the social care system depending on whether they applied to the ILF during the time it was open for applications.

- 6.2 Some individuals, particularly those with lower levels of need, may have their care package changed or reduced as LAs prioritise spending based on their assessment criteria in line with local priorities. If there are reductions in care packages for some individuals it could have a knock-on impact on their families, carers and/or personal assistants. These impacts may include further investment of family time in caring responsibilities and some users needing to change who their personal assistants are or reduce their wages. However, these impacts are very difficult to quantify and depend significantly on individual circumstances. ILF users would be entitled to the same care and support that all others who use the mainstream care and support system are entitled to.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 NA

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. NA

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 NA

10. EFFICIENCY STATEMENT

- 10.1 NA

11. Safeguarding Implications

- 11.1 NA

Linked Reports, Appendices and Background Documents

Linked Report

- List any linked reports [if Exempt, Forward Plan entry MUST warn of that]
- State NONE if none.

Appendices

- List any appendices [if Exempt, Forward Plan entry MUST warn of that]
- State NONE if none.


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

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

Officer contact details for documents:

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Commissioner Decision Report 27 th May 2015	 TOWER HAMLETS
Report of: Robert McCulloch-Graham	Classification: Unrestricted
Review of the Discretionary Awards schemes for the 2015/16 academic year	

Originating Officer(s)	Kate Bingham
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A Prosperous Community

Executive Summary

This report seeks the level of Discretionary Award Determination Commissioners wish to take up and reviews the Council's discretionary awards policies, i.e. the Mayor's Education Award, the Mayor's Higher Education Award, the 16-19 Further Education Transport Policy, School Clothing Grant Policy and Budget Holders Lead Professional Scheme.

Commissioners are asked to note the spread of awards across the Borough based on the Protected Characteristics of Equal Opportunities statute shown in Appendix 6.

Recommendations:

The Commissioners are recommended to:

- 2.1 Agree to the Council making discretionary awards in respect of specified groups of students over compulsory school age in 2015/16 in the areas in respect of which policies are set out in appendices 1 to 5.
- 2.2 Approve the policy in Appendix 1 for the provision by the Council of school clothing grants in 2015/2016 within the budget specified in paragraph 5.2 of this report.
- 2.3 Approve the policy in Appendix 2 for the provision of the Budget Holding Lead Professional Scheme for Attendance Support in 2015/2016 within the budget specified in paragraph 5.2 of this report.
- 2.4 Approve the policy in Appendix 3 for the provision by the Council of discretionary awards in support of education travel in 2015/2016 within the budget specified in paragraph 5.2 of this report.
- 2.5 Approve the policy in Appendix 4 for the provision by the Council of the Mayor's Education Award (MEA) in 2015/2016 if Commissioners wish the scheme to continue and has funds to support it.
- 2.6 Approve the policy in Appendix 5 for the provision of the Mayor's Higher Education Award Scheme in 2015/2016 if Commissioners wish the scheme to continue and has funds to support it.

1. REASONS FOR THE DECISIONS

- 1.1 The Council has power by virtue of section 518 of the Education Act 1996 and in circumstances specified in regulations to grant scholarships, exhibitions, bursaries and other allowances in respect of persons over compulsory school age. The Local Education Authority (Post-Compulsory Education Awards) Regulations 1999 require the Council as local education authority to consider in each financial year whether it will grant scholarships, exhibitions, bursaries and other allowances to persons over compulsory school age and, if so, whether to exercise the power generally or only in respect of persons who satisfy determined criteria. The Council should make its determination annually by the 31st March.
- 1.2 Since 2000/01 the Council has determined to exercise the power only in respect of certain groups of students. This allows the Directorate to direct funds towards areas of identified need, and is the recommended option.
- 1.3 Commissioners are asked to review the discretionary award schemes shown below, and to note the minor change requested in the Mayor's Education Award Policy.

2. ALTERNATIVE OPTIONS

- 2.1 Commissioners have the option not to take up discretionary award powers in which case they might choose to make discretionary awards generally. This means that they would have to accept and consider applications for support for a wide spectrum of courses from diverse residents aged over 16. It is considered that such an approach would not provide an appropriately robust foundation on which to grant or refuse requests. The policies appended to the report are considered to offer the fairest means of disbursing limited funds.

3 BACKGROUND

- 3.1 Commissioners are asked to undertake the review of the discretionary awards schemes taking into account the budget available and any policy changes requested.
- 3.2 The expected budget provision for the 2015/16 financial year is set out below.

Table 1: Funding for each grant scheme 2014/15 and 2015/16

Grant scheme	Budget 2014/15 £'000	Required Budget 2015/16 £'000
School clothing grants	201	201
Budget holding lead professionals scheme	21	21
16-19 further education transport support	5	5
Mayor's Education Award	272	272
Mayor's Higher Education Award	630	630
Total	1,129	1,129

4. THE DIRECTORATE'S PROPOSED DISCRETIONARY AWARDS SCHEMES FOR THE 2015/16 ACADEMIC YEAR

4.1 School Clothing Grant Policy

4.2 The Council has power under section 518 of the Education Act 1996 and the Local Education Authority (Payment of School Expenses) Regulations 1999 to pay expenses to enable a child attending a maintained school to take part in any school activity. The Council may make such a payment where satisfied that it should be made to relieve financial hardship, but the payment must be related to the means of the child's parents. 2,012 awards were made under this scheme in the 2014/15 academic year.

4.3 A revision has been made to paragraph 2.4.1 of the policy to take account of Universal Credit which will begin to be introduced to Tower Hamlets in the 2015/16 financial year.

4.4 A copy of the draft policy appears at Appendix 1.

5 Budget Holding Lead Professional Scheme for Attendance Support

5.1 This scheme is regarded as being an extremely effective form of targeted intervention that has had a positive effect on the lives of the children supported. No changes are proposed to this scheme which is set out in Appendix 2.

6 16-19 Further Education Travel Policy

6.1 The Council has power under section 508C of the Education Act 1996 to make such school travel arrangements as it considers necessary for the purpose of facilitating a child's attendance at any relevant educational establishment in relation to the child. This power relates to children who are not eligible children within the meaning of Schedule 35B to the Education Act 1996 (and in respect of whom the Council has a duty). The arrangements that may be made include payment of the whole or any part, as the Council thinks fit, of a person's reasonable travelling expenses.

6.2 No change is proposed in the Further Education Travel Policy. The proposed policy is shown at Appendix 3.

7 The Mayor's Education Award

- 7.1 The Mayor's Education Award commenced in the 2011/12 academic year. Eligible students receive grants of £400 per year paid in two tranches of £200. Approximately 2,300 applications were received and 1,400 students were supported by the Scheme in the 2013/14 academic year.
- 7.2 The MEA scheme was designed to assist student taking courses of full-time education of at least one year's duration. The scheme contributes to the Prosperous Community theme by delivering financial support to families in need, increasing the ability of their young people to take part fully in further education
- 7.3 An updated draft policy for the 2015/16 academic year is shown at Appendix

8. The Mayor's Higher Education Award

- 8.1 The MHEA scheme is designed to give awards of £1,500 to 400 students in the first year of a higher education undergraduate course. The purpose of the scheme is to mitigate the high cost associated with higher education.
- 8.2 The scheme is aimed at young people up to the age of 24, with an exception for students having had an SEN statement up to the age of 16 or 19 as necessary and for students receiving Disability Living Allowance. These two groups of students can apply up to the age of 25.
- 8.3 Over 800 applications were made for the scheme and 400 awards were offered. The first tranche of payments to eligible MHEA students was made in February 2014. The second tranche of their support will be paid in February 2015.
- 8.4 There has been no commitment to the scheme being available to new students in the 2015/16 academic year. However, an updated draft policy for the 2015/16 academic year is shown at Appendix 5 in the event that Cabinet wishes the scheme to continue and has funds to allow it to do so. Paragraphs 4.to 4.4 have been amended to ensure that the scheme has a three month application period from whenever the application period commences.

9. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 9.1 The funding for these discretionary awards is available at the level indicated in the report in the 2014/15 budget however are not budgeted beyond this, funding will need to be identified for 2015/16.
- 9.2 The Mayor's Education Award scheme has continued in to 2014/15, table 2 summarises the activity and costs of the scheme.
- 9.3 The Mayor's Higher Education Award operates for two academic year from autumn 2013, with the first payment in February 2014. The funding is sufficient to pay for 400 awards per year plus £30k administration costs. The illustration of the activity and costs are in Table 3.

Table 2: Activity and costs on Mayor's Education Award since its introduction.

Financial year	2011/12	2012/13		2013/14		2014/15		Total
Year	Jan-12 Actual 11/12 ay	Apr-12 Actual 11/12 ay	Jan-13 Actual 12/13 ay	Apr-13 Estimate 12/13 ay	Jan-14 Estimate 13/14 ay	Apr-14 Actual 13/14 ay	Jan-14 Actual	
Total eligible	650	889	1,135	1,050	1,400	1,100	1,500	
Admin cost	£0.020m	£0.020m	£0.020m	£0.020m	£0.020m	£0.020m	£0.020m	
Total cost (ie eligible x £200 per instalment)	£0.150m	£0.198m	£0.247m	£0.230m	£0.280m	£0.220m	£0.300m	
Revised Financial Year cost	£0.150m	£0.445m		£0.550m		£0.520m		£1.445m
Budget	£0.150m	£0.445m		£0.410m		£0.410m		£1.415m
Variance	0	0		+£0.110m		+£0.018m		+£0.250m

Table 3: Activity and costs on Mayor's Higher Education Award scheme

Financial year	2013/14		2014/15		2015/16	
Year	Estimated 13/14 ay	Estimated 13/14 ay	Estimated 14/15 ay	Estimated 14/15 ay	Estimated 14/15 ay	
Total eligible	400	400	400	400	400	
Admin cost	£0.015m	£0.015m	£0.015m	£0.015m	£0.015m	
Total cost (ie eligible x £750 per instalment, or £1,500 per academic year)	£0.300m	£0.300m	£0.300m	£0.300m	£0.300m	
Original Budget allocation	£0.630m	£0.630m		Nil		
Revised Financial Year cost	£0.315m	£0.630m		£0.315m		

10. Legal Comments

- 10.1 The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).

- 10.2 This report outlines the Council's powers to make discretionary awards, for the purpose of education, in respect of specified groups of students covering schemes applicable to school age and over compulsory school age students. The schemes recommended for approval are set out in the attached appendices.
- 10.3 The Council is empowered by section 518 of the Education Act 1996 to make payments, in circumstances prescribed by regulations, to enable a person to take advantage of educational facilities that are available to them. Such payments may consist of –
- A post-compulsory education award, which may be a scholarship, an exhibition, a bursary or any other allowance.
 - Payment of such expenses of attending a community, foundation, voluntary or special school as may be necessary to enable them to take part in school activities.
- 10.4 The Local Education Authority (Post-Compulsory Education Awards) Regulations 1999 require the local authority to make an annual determination in respect of their powers to make awards to students. The Council must decide whether it wishes to operate an awards scheme and, if so, whether it will do so generally or only in respect of eligible people who satisfy criteria specified by the Council. The proposal is to recommend the Council takes up the power to make discretionary awards in respect of a number of targeted awards schemes, as set out in the Appendices 2, 4 and 5, each specifying the applicable criteria.
- 10.5 The determination referred to in paragraph 10.4 has to be made before the start of the financial year for which the scheme is intended to operate. This means that the Council is late in making its 2015/2016 determination and in breach of the regulatory requirement. The Regulations do not specify a consequence of late determination. In the absence of a statement to the effect that a late determination may not be made, it seems preferable for the required decision to now be taken, in order to regularise the position.
- 10.6 The Local Education Authority (Payment of School Expenses) Regulations 1999 specify that the Council may pay expenses where it is satisfied that such a payment should be made in order to prevent or relieve financial hardship. The proposed school clothing grant policy in Appendix 1 is for the payment of school clothing grants and this contains a relevant eligibility criterion concerning income.
- 10.7 The Council has a separate discretion under section 508C of the Education Act 1996 to make travel arrangements for children other than eligible children. The Council may make such arrangements in relation to a child where it considers them necessary to facilitate the child's attendance at any relevant educational establishment in relation to the child. The travel policy in Appendix 3 outlines the Council's approach to the exercise of its discretion.
- 10.8 The proposed awards may additionally be supported by others of the Council's statutory powers, such as its general power of competence. Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. This general power of competence may support the giving of grants to

community groups, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy under section 4 of the Local Government Act 2000, which is contained within the Tower Hamlets Community Plan.

- 10.9 The Council is obliged, as a best value authority under section 3 of the Local Government Act 1999, to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". This is not a case where competition is appropriate and the authority must take advice from officers to ensure the duty is met. The proposed policies in appendices 1 to 5 identify the bases for the awards and the report outlines the number of awards which may be made within the budget for each award.
- 10.10 Most of the proposed awards policies contain a requirement for residence in Tower Hamlets as part of the eligibility criteria. This will apply equally to UK and other nationals and there is a good argument that it does not give rise to any indirect form of discrimination contrary to Article 49 of the Treaty Establishing the European Economic Community.
- 10.11 Under section 149 of the Equality Act 2010, before making a decision to opt in or out of discretionary awards and before determining the policies on which it will make discretionary payments, the Council must have due regard to: the need to eliminate unlawful conduct under the Equality Act 2010; the need to advance equality of opportunity; and the need to foster good relations between persons who share a protected characteristic and those who do not. Information is provided in section 11 of the report relevant to these considerations. Age is a protected characteristic within the meaning of the Equality Act 2010, but the grant of education awards is not considered to be the subject of an anti-discrimination obligation under the Act.

11. ONE TOWER HAMLETS CONSIDERATIONS

- 11.1 Education is crucial in allowing people to compete successfully in society. The adoption of the power to make discretionary awards will help to ensure equality of opportunity by mitigating financial barriers to education and thereby assisting equality of access to all residents regardless of race, gender, disability, sexual orientation, and religion/beliefs. This will assist the work of building aspiration among Tower Hamlets students at a time when the lack of economic opportunity means that competition for jobs is ever greater.
- 11.2 Equalities Analyses were carried out on the Discretionary Awards Schemes shown in this report for the 2012/13 and 2013/14 academic years and the scheme were found to have an overall positive effect on breaking down barriers to participation and on the protected groups concerned. There is no significant change proposed to the scheme and information gathered during 2014/2015 has not suggested any adverse equalities impact. In the circumstances the last equalities analysis is still considered to be relevant and is appended for consideration.

12. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 12.1 There are no SAGE issues arising from this report.

13. RISK MANAGEMENT IMPLICATIONS

13.1 The discretionary award policies are cash limited wherever possible and an overspend in one can be compensated by an underspend in another. Reputational risk is guarded against by the annual review of the policies which seeks to ensure that they respond to need.

14. CRIME AND DISORDER REDUCTION IMPLICATIONS

14.1 Cutting crime and anti-social behaviour is about improving quality of life. The discretionary award policies do this by obviating financial need where possible, by allowing young people to fulfil their potential by channelling their energies in a positive way and in some cases by focussing on early intervention.

15. BEST VALUE

15.1 The Directorate is concentrating its financial resources on the poorest and most vulnerable members of its community, and tailoring its scheme to ensure that disadvantaged young people are taken into consideration. The assistance given at further education level will increase students' ability to take part in higher education and that given at higher education level will assist young residents to find employment.

15. APPENDICES

- Appendix 1 – proposed School Clothing Grant Policy 2015/16
- Appendix 2 – proposed Budget Holding Lead Professional Scheme for Attendance Support 2015/16
- Appendix 3 – proposed 16 to 19 Further Education Transport Policy 2015/16
- Appendix 4 – proposed Mayor's Education Award 2015/16
- Appendix 5 – proposed Mayor's Higher Education Award 2015/16
- Appendix 6 - Data on the spread of discretionary awards across the Borough in the 2014/15 academic year
- Appendix 7 – Equality analysis

**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.
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None	N/A
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1 School Clothing Grant

- 1.1 The School Clothing Grant is a single payment of £110 made on one occasion where a pupil transfers from primary to secondary school for pupils from low income families. The grant is made for the academic year in which the pupil reaches the age of 12.
- 1.2 Grants will be made wherever possible in advance of the start of the Autumn term so that parents have access to the money when most needed.

2. Conditions of eligibility

2.1 Applicants **must** satisfy the following requirements of the policy to be eligible for a School Clothing Grant:

- age;
- residence;
- school;
- income.

2.1 Age limits

- 2.1.1 Pupils can be considered for a School Clothing Grant for the academic year in which they become 12 years old. Overage and underage pupils may also qualify where their secondary transfer has been approved by the Educational Psychologist and School Development Adviser.
- 2.1.2 The start of the academic year is defined as 1st September.

2.2 Residence requirements

- 2.2.1 The Authority will consider applications from parents and carers living within its area.

2.3 Approved institutions

- 2.3.1 School Clothing Grants will be made to pupils attending courses of secondary education at maintained and private sector secondary schools.

2.4 Benefit requirement

- 2.4.1 To be eligible for a School Clothing Grant the parents or carer must receive one of the following:
- income based Job Seekers Allowance;
 - Income Support;
 - Income related Employment Support Allowance
 - Guaranteed Pension Credit
 - Universal Credit with assessable earnings of less than £16,190 per annum
 - or
 - Have a total income of less than £16,190 (excluding child tax credit and child benefit, but including any Working Tax Credit you may receive).

2.4.2 Pupils whose parents or carers are asylum seekers will be eligible to be considered for a School Clothing Grant where their parents or carers receive NASS (National Asylum Support Service) support under part IV of the Immigration and Asylum Act 1999.

2.4.3 The applicant, their parents or guardians must receive a qualifying benefit at the time of applying.

3. Administration of the payment

3.1 The School Clothing Grant is paid as a single cheque of £110 to the parent or carer of the pupil.

4. Closing dates

4.1 The School Clothing Grant application forms for the 2015/16 academic year must be received by the Housing Benefits Team by **5pm on Wednesday 30th September 2015.**

5 Exceptional circumstances

5.1 Applications for School Clothing Grants received after the closing date will only be accepted in exceptional circumstances where the pupil and family meet all the criteria of this policy other than having made an application on time.

5.2 Parents applying on exceptional grounds will be asked to provide supporting evidence from a relevant professional, for example an Attendance and Welfare Adviser or Lead Professional.

6 Appeals

6.1 Appeals must be made in writing and will be considered by a panel comprised of at least two senior officers from Pupil and Student Services. Appeals must be accompanied by evidence that the parent or guardian was in receipt of an appropriate benefit as described on paragraph 2.4.1 and 2.4.2 at the time of applying.

Budget Holding Lead Professional Scheme for Attendance Support (BHSAS)

1 Purpose of the scheme

- 1.1 The aim of this scheme is to assist front line staff in identifying concerns about children and young people at an early stage. It provides access to funding for resources for early intervention to meet the identified needs and thereby avoiding the concerns escalating and becoming entrenched.
- 1.2 Non-attendance and poor punctuality are recognised as being early indicators of difficulties affecting the lives of children and young people. It is also recognised that the Attendance and Welfare Service (AWS) is one of the key front line services working with schools and children and young people of statutory school age and that it has a very important role in working with schools, families and the children and young people to overcome these difficulties.

2 How the BHLPSAS will function

- 2.1 Following receipt of a referral for non-attendance and/or poor punctuality, an AWA and/or school may have conducted or be in the process of conducting an assessment of the factors affecting the education of the pupil using the Tower Hamlets Common Assessment Framework Form (CAF);
- 2.2 This assessment may identify difficulties which could be resolved quickly and effectively through the immediate funding of resources to meet the identified needs;
- 2.3 An application can be submitted to the Principal Attendance and Welfare Advisor briefly detailing the situation and identified needs and the resources required to meet them;
- 2.4 The Principal Attendance and Welfare Advisor as the Budget Manager for the AWS will authorise the funding subject to:
- 2.5
 - The request being linked to completion of a CAF on the pupil in question;
- 2.6
 - There being evidence of the pupil and his/her carers having participated in the assessment of identified needs;
- 2.7
 - Measurable outcomes being specified linked to the provision of the funding for the resources – improved attendance/punctuality;
- 2.8
 - Funding for resources will not normally be in cash but in the form of payment of invoices for services/goods received.

3 Eligibility

- 3.1 The pupil's non-attendance or poor punctuality has reached the trigger point for serving a court warning notice;
- 3.2 An assessment utilising the CAF is in process or has been completed. Where

the pupil has been the subject of a recent assessment by Children's Social Care then this can be used to avoid duplication but must be accompanied by a completed scored CAF Review Form to detail the current need and to give initial baseline scores;

3.3 An urgent need has arisen that requires early provision of resources but will be followed by completion of a CAF such as when parents/carers cannot accompany a child to/from school due to a short term exceptional situation.

3.4 This source cannot be used to fund statutory entitlements, the funding can only be used for resources that are additional to statutory entitlements.

4 Funding

4.1 For 2015/16 the AWS has a BHSAS allocation of £21,000.

5 The Social Inclusion Panel (SIP)

5.1 It is intended that the BHSAS will serve to assist AWAs in meeting pupils' identified needs at an early stage thereby preventing deterioration to the stage of them meeting the criteria at which they must be referred to SIP.

5.2 Where a pupil's attendance and/or punctuality does meet the criteria for referral to SIP then they must still be referred even if they are part of the BHLPSAS.

5.3 SIP itself also has an allocation of funding under the BHSAS and can offer funding in targeted cases to fund resources to help overcome the difficulties affecting them/meet their needs.

6 Examples of Resources that can be Funded

6.1 A Reward Scheme
An Evening Activity
Family Group Conference
Teaching Assistant Hours
Counselling Support
Escort Provision
School Uniform
Pieces of Equipment – such as a musical instrument
After hours One-to-One Support from a Significant Other/Tutor

6.2 This list is not exhaustive and AWAs are encouraged to be creative and innovative but any application for resources to be funded must be justified in the CAF and must be outcome related to the pupil's attendance/punctuality.

7 Applying for Funding through the BHSAS

7.1 Application for funding is through completion and submission of a short form.

7.2 It is required that following the intervention funded by the BHSAS a completed and scored CAF Review Form be submitted to assist in the evaluation of the intervention.

TOWER HAMLETS FURTHER EDUCATION TRAVEL POLICY 2015/16

1 Amount of support

- 1.1 Eligible applicants will receive a travel pass or a travel grant, whichever is the more cost effective.
- 1.2 The travel grant is a flat rate grant of £300.00 to be paid in three termly instalments. Applications received by the Directorate after the start of the academic year will be funded on a pro-rata basis from the half term in which they are received.
- 1.3 Where an eligible student is taking a specialist vocational course and receiving a Further Education grant, or bursary, but his or her fares are more than £10 per week taking into account fare concessions, they can receive the grant of £300 as detailed in paragraph 1.2.
- 1.4 A specialist vocational course is one that leads to a single national qualification in a specified area, e.g. a national diploma in model making. This does not include a variety of A, A/S or A2 levels, one or more of which cannot be taken locally.
- 1.4 The provision of free bus transport by Transport for London will be taken into account when considering the value of any award made.

2 Responsibility

- 2.1 Applicants must be the ordinarily resident in Tower Hamlets to be the responsibility of Tower Hamlets Children's Services.
 - 2.1.1 'Ordinary residence' refers to a person ordinarily residing in the Borough of Tower Hamlets (apart from temporary or occasional absences) whose residence in the Borough has been adopted voluntarily for settled purposes.
 - 2.1.2 Applicants who are living in Tower Hamlets solely for reasons of taking full-time education are not eligible for support from this policy and should apply to their home authorities for support.

3 Other sources of income

- 3.1 Applicants must first have their entitlement to discretionary bursary support determined, to allow proper consideration of their transport support.
- 3.2 Students should not receive more than one form of travel support. This acknowledges the fact that they may receive EFA funds towards travel costs. The Directorate will not normally fund a student's travel support where he or she has an entitlement to central government funds.
- 3.3 To be considered for a travel grant, the applicant must be ineligible for any form of government training allowance except in situations where they are taking a specialist course as stated in paragraphs 1.3 to 1.4.

3.4 Exceptionally, students with special educational needs may be considered by the Directorate to need both travel support and other forms of funding.

5 **Age**

5.1 Applicants can apply for support for the 2015/16 academic year where it follows the academic year in which they became 16, 17 or 18 years old. The academic year is deemed as starting on 1st September 2015.

5.2 Applicants with Special Educational Needs can be funded for the 2015/16 academic year where it follows the academic year in which they became, 16, 17, 18, 19 or 20 years old.

6 **Parental Income**

6.1 Parental income in the 2015/16 financial year must be no more than £30,810.

6.2 Where the income of an applicant's parents in the 2015/16 financial year can be shown to be 15% less than their income in the 2014/15 financial year, the parents' current estimated income can be used for the purposes of this policy.

7 **Recognised schools and colleges**

7.1 Travel support can be paid for full-time attendance on any further education course at any public sector school or college or any other school or college that receives funding from the Education Funding Agency. Advice will be sought from the School Development Advisers where applicants wish to go to other educational institutions.

8 **Minimum home to school/college distance**

8.1 The applicant must be attending a school or college at least one and a half miles radius from the applicant's home.

9 **Students with special educational needs**

9.1 Applicants with Special Educational Needs can receive a travel grant or travel pass whichever is deemed by the Education Directorate to be most appropriate. These applications will be considered taking into account the other criteria of this policy.

9.2 Where students with Special Educational Needs are concerned, consideration may be given to reducing the minimum home to school/college distance, taking into account the individual circumstances of the student relevant to the distance involved.

9.3 Students without a statement of Special Educational Needs but who have special needs can be considered exceptionally for a travel pass or travel grant under the same conditions that apply to students with Special Educational Needs.

10 **Appeals procedure**

10.1 Any applicant refused support can appeal in writing to the Awards Review Officer for further consideration. The appeal letter must be received by the Student Finance Section within 21 days of the date on which the refusal letter was sent.

10.2 The Awards Review Officer will determine whether or not the decision to refuse support has been properly made within the confines of the 16-19 Further Education Travel Policy.

11 **Exceptional circumstances**

11.1 Where an application has been properly refused but is felt to merit exceptional consideration by the Awards Review Officer, support can be offered on the agreement of the Head of the Access and Inclusion Service. The decision of this officer will be final.

12 **Cash limitations**

12.1 The budget to support the 16-19 Further Education Travel Policy is cash limited. Tower Hamlets Children, Schools and Families Directorate therefore reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.

1. THE TOWER HAMLETS MAYOR'S EDUCATION AWARD POLICY 20015/2016

- 1.1 The Children Schools and Learning Directorate will consider making Mayor's Education Awards under the Discretionary Awards Policy to students who are its responsibility.
- 1.2 Any award made will be for the student's maintenance only. Awards will not be made for course fees.
- 1.3 Any award offered will be for a specific course at an education provider recognised for the Discretionary Awards Policy and will be for a specific period. It will not be transferable to any other course or provider without the specific consent of the Directorate.
- 1.4 Further education students must make a written application on the form provided to allow their case to be considered. No student will have an automatic entitlement to a Mayor's Education Award.

2 Definitions

- 2.1 Definitions used will follow those appearing in the EFA Funding Guidance Regulations 2014/15.

3. 16-19 FE Awards - conditions of eligibility

- 3.1 Applicants must satisfy the following criteria of the policy to be eligible for a 16-19 FE Award:
- age;
 - residence;
 - course;
 - recognised college.

3.1 Responsibility for applications

- 3.1.1 To be eligible for consideration for a 16-19 FE Award, an applicant must be the responsibility of the London Borough of Tower Hamlets in accordance with the Areas to which Pupils Belong Regulations 1996.

3.2 Age limits

- 3.2.1 16-19 FE Awards are considered for applicants aged 16 to 18 years old before the start of the academic year in which the course starts. Students becoming 19 within an academic year will be funded to the end of that academic year.
- 3.2.2 Awards will only be considered for courses that would normally be completed by the end of the academic year in which the student becomes 19.
- 3.2.3 Exceptionally students who had an SEN statement and/or those who are recognised by the Directorate's panel of experts as disabled may be funded up to

the academic year in which they become 21 years old.

3.3 Residence requirements

- 3.3.1 Applicants must have been ordinarily resident in the London Borough of Tower Hamlets for 3 years preceding the start of the course which is defined as:-
- 1st September for courses commencing in the Autumn term
 - 1st January for courses commencing in the Spring term
 - 1st April for courses commencing in the Summer term.
- 3.3.2 Applicants who have been resident in Tower Hamlets wholly or mainly to undertake a full-time course of education during any part of the 3 years preceding the start of the course will not be accepted as meeting the Tower Hamlets residence requirement.
- 3.3.3 The following are exempted from the Tower Hamlets 3 years residence requirement:-
- applicants who live in the borough and hold full refugee status,
 - applicants returning to the borough who have been in care or looked after by Tower Hamlets Council
 - applicants who have been away during this period and whose parents have maintained a home in the borough throughout the 3 years (e.g. students, returnees from extended visits abroad)
- 3.3.4 Applicants must be 'settled' in the EU/EEA (including the UK) and have been ordinarily resident in the EU/EEA for the three years preceding the start of the academic year as defined in para 3.4.1 above and whose main purpose for such residence was not to receive full-time education during any part of the three-year period.
- 3.3.5 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK.
- 3.3.6 Applicants who meet the EU/EEA rules of the EFA Funding Guidance Regulations 2014 will be accepted as meeting the EU/EEA rule of this policy.
- 3.3.7 An exception will be made for those YPLA groups only eligible up to the age of 18. Their age of eligibility is extended to 19 or 21 where SEN and/or disability rules apply (see para 3.2.3 above).

3.4 Approved courses

- 3.4.1 Awards will be considered for courses of FE leading to nationally recognised qualifications offered by regulated awarding bodies.
- 3.4.2 Mayor's Education Awards are normally only offered to students on a programme containing at least 450 guided learning hours in any 12-month period i.e. any academic year.

3.5 Recognised colleges

- 3.5.1 The Authority recognises all further education public sector provision in the UK.
- 3.5.2 Awards will be considered for private sector further education provision where

students are predominately enrolled in learning which leads to an external certificate offered by a regulated awarding organisation and where the provider is subject to inspection by OFSTED or a similar organisation with a remit set by central government.

- 3.5.3 Furthermore, private training providers will be recognised where they are providing courses to disadvantaged young person referred to them the City Gateway charity.

3.6 Household income

- 3.6.1 Awards will only be considered for students with a household income of up to £20,817 in the 2015/16 tax year.

- 3.6.2 Household income is defined as the total amount a family receives each year before tax and National Insurance. Taxable income from all sources, taxable benefits and Working Tax Credit will be taken into account.

- 3.6.3 Non-taxable benefits such as Income Support and Child Benefit will be disregarded.

- 3.6.4 The income taken into account is that of the student and parents. The term 'parents' includes stepparents and a parent's partner.

- 3.6.5 The income of absent parents will not be taken into consideration where it can be demonstrated that the absent parent is no longer part of the household, such as in cases of divorce.

4 Deadline for the receipt of forms

- 4.1 An application must be received within three months from the date of enrolment and must be made before the end of the course year.

- 4.2 Applications will not be considered for retrospective academic years.

5 Value of the award

- 5.1 The Mayor's Education Award will be £400 p.a. per individual to be delivered in two instalments, one in the Spring Term and one in the Summer Term, both instalments consisting of £200.

- 5.2 In situations where a student enrolls on a course after the mid-point of the academic year the award will be limited to a single instalment of £200.

- 5.3 The Award will normally be a cash award, paid to the student, but with the agreement of the student and the education provider concerned, may be paid to a third party to purchase a defined educational benefit such as a school trip.

6 The need for attendance, effort and good behaviour

- 6.1 Awards will only be released to students with the agreement of the education provider. Providers will be able to suspend the payment of an award instalment or cancel it where the student does not meet accepted levels of attendance, effort or behaviour.

6.2 Providers must have an internal appeals process to allow students to contest the suspension or cancellation of an award.

7 Exceptional cases

7.1 Applications that are ineligible for a Mayor's Education Award will be considered to see whether they merit support exceptionally. In these cases the following factors will be taken into account:

- 7.2
- medical and social factors;
 - family circumstances;
 - qualifications gained;
 - funding available from other sources, both public and private;
 - commitment to the chosen career;
 - any other information put forward.

8 Appeals

8.1 Applicants refused support can make a written appeal. Appeals must be received by the Section administering the scheme within 21 days of the date on the letter refusing support, or they will be ruled as out of time.

8.2 Appeals will be decided by an Appeals Panel chaired by the Head of Secondary Learning and Achievement. Decisions to make awards exceptionally will be made by the Service Head – Learning and Achievement who will consider cases passed up by the Chair of the Appeals Panel.

9 Verification of information

9.1 Documentary evidence may be sought as necessary to prove any aspect of the information supplied on an application form for a Mayor's Education Award.

10 Cash Limits

10.1 The budget for 16-19 FE awards is cash limited. Therefore, the Directorate reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.

1. THE TOWER HAMLETS MAYOR'S HIGHER EDUCATION AWARD POLICY 2015/16

- 1.1 The Mayor's Higher Education Award scheme will make awards in the 2015/16 academic year only, with the awards lasting into the 2016/17 academic year.
- 1.2 The Education, Social Work and Wellbeing Directorate will consider making Mayor's Higher Education Award under the Discretionary Awards Policy to students who are its responsibility.
- 1.3 Any award made will be for the student's maintenance only. Awards will not be made for course fees.
- 1.4 Any award offered will be for a specific course at an education provider recognised for the Discretionary Awards Policy and will be for a specific period. It will not be transferable to any other course or provider without the specific consent of the Directorate.
- 1.5 Higher education students must make a written application on the form provided to allow their case to be considered. No student will have an automatic entitlement to a Mayor's Higher Education Award.

2 Definitions

- 2.1 Definitions used will follow those appearing in the Education (Student Support) Regulations 2011 allowing for any changes arising from The Education (Student Support) (Amendment) Regulations 2014.

3. Mayor's Higher Education Award - conditions of eligibility

- 3.1 Applicants must satisfy the following criteria of the policy to be eligible for an MHEA:
 - age;
 - residence;
 - course;
 - receipt of statutory student finance.

3.1 Responsibility for applications

- 3.1.1 To be eligible for consideration for a Mayor's Higher Education Award, an applicant must be the responsibility of the London Borough of Tower Hamlets as defined by the Areas to which Pupils Belong Regulations 1996.

3.2 Age limits

- 3.2.1 Mayor's Higher Education Awards are considered for applicants aged up to 24 years old before the start of the academic year in which the course commences.

An exception is made for any student who has or has had a Special

Educational Needs statement up to the age of 16, or who receives Disability Living Allowance. These students can apply up to the age of 25 years old before the start of the academic year in which the course commences

Having regard to their circumstances, students becoming 24 or 25 within an academic year will be funded for the duration of any award offered.

3.5 Residence requirements

3.5.1 Applicants must have been ordinarily resident in the London Borough of Tower Hamlets for 3 years preceding the start of the course which is defined as the:-

- 1st September
- 1st January
- 1st April
- 1st July

preceding the start of the course.

3.5.2 Applicants who have been resident in Tower Hamlets wholly or mainly to undertake a full-time course of education during any part of the three years preceding the start of the course will not be accepted as meeting the Tower Hamlets residence requirement.

3.5.3 The following are exempted from the Tower Hamlets three years residence requirement:-

- applicants who live in the Borough and hold full refugee status,
- applicants living in the Borough who had previously lived outside Tower Hamlets through being in the public care of Tower Hamlets Council,
- applicants who have been away during this period and whose parents have maintained a home in the Borough throughout the three years (e.g. students, returnees from extended visits abroad).

3.5.4 Despite living outside the Borough of Tower Hamlets, a young person can apply for a Mayor's Higher Education Award for a first designated course where they commence the course by the age of 21 where Tower Hamlets Council, through Leaving Care remains the corporate parent to the young person, who is designated as a 'former relevant child'.

3.6 Approved courses

3.6.1 Awards will be considered for the first year of a first full-time undergraduate course of higher education designated under the Education Student Finance Regulations as attracting student finance.

3.6.3 Exceptionally, an award will be considered for the first year of a first designated part-time course where a student cannot study a designated full-time course because of the effects of a disability.

3.6.4 A first undergraduate course will include any designated two year undergraduate course such as an HND or Foundation Degree, any degree course and any other undergraduate course designated under the Education Student Finance Regulations.

3.6.5 Post Graduate Course of Education are excluded from consideration.

3.6.6 A student will be eligible for consideration where:

3.6.7 • having taken the first year of a designated course, they have abandoned the first course and are starting a new designated course in the first year for which they will receive a fee loan from Student Finance England, or

3.6.8 • having taken a two year course such as a Foundation Degree, they have gained entry to a degree course for which they will receive a fee loan from Student Finance England.

3.7 Receipt of support from the Education (Student Support) Regulations

3.7.1 To be eligible to be considered for a Mayor's Higher Education Award, an applicant must be found by Student Finance England to be eligible to the following support under the Student Finance Regulations:

- a fees loan and
- a full maintenance grant or special support grant that has not been reduced by means testing.

3.7.2 In the event that a young person who is designated as a 'former relevant child' of Tower Hamlets Council has to apply for student finance in Scotland, Wales or Northern Ireland, they will be required to receive the full fees support and full maintenance grant applicable to the part of the British Islands in which they live. Applications for an Mayor's Higher Education Awards of this nature will be considered individually.

4 Deadline for the receipt of forms

4.1 The scheme has a three month application period. Where the application period commences on 1st July 2015, applications must be received by 5pm on Wednesday 30th September 2015 for a course starting at any point in the period 1st September 2015 to 31st August 2016.

4.2 Where the application period commences later than 1st July 2015, it will commence on the first weekday of the appropriate month. Applications must be received by 5pm on the corresponding last weekday of the third month after the application period commences,

4.3 Late applications will only be considered where fewer than 400 eligible applications have been received. Where a late application is allowed it will be placed at the end of the group of students to be considered

4.4 Applications will not be considered for retrospective academic years.

5 Number and value of the award

5.1 400 Mayor's Higher Education Awards will be made.

5.2 The Mayor's Higher Education Award will be £1,500 per individual taking a full-time course to be delivered in two instalments of £750, one in the second term of the first year of the course and the other in the second term of the second year of the course.

5.3 Where the designated course supported is only one year long the award will consist of a single payment of £750.

5.4 Where an award is made for a part-time course, the award will consist of £750 paid in two instalments of £375 one in the second term of the first year of the course and the other in the second term of the second year of the course.

6 Consideration of applications

6.1 Where there are more applications received than awards available, applications will be ranked in the following order of precedent.

i Young people who were in public care where Tower Hamlets Council is the corporate parent through its responsibility to a 'former relevant child'.

ii Young people having had a statement of Special Educational Needs up to the ages of 16 and leaving school, or 19 and leaving sixth form..

iii Single parents who have a child living with them.

iv Teenage parents who have a child living with them.

v Disable young people in receipt of Disability Living Allowance.

vi Young people living alone and in receipt of income support in their own right.

vii Young people living with their partner or in a family where the sole income is from benefits, ranked in descending age order, i.e. with preference given to the youngest.

viii Young people living with their partner or in a family where the income is partly made up of benefits (other than universal benefits such as Child Benefit or Child Tax Credit), ranked in descending age order, i.e. with preference given to the youngest.

ix Family income includes that of the applicant's partner, their parents, their parents' partners or their carers in the event that they do not live with their parents or partner.

x In the event that a tie-breaker must be implemented, consideration will be given to all the circumstances of the families involved.

xi Where the ranked list of eligible students is more than 400 long, awards will be offered to the first 400 and where those awards cannot be taken up, will be offered to the next applicant on the list until the number of awards is exhausted.

xii Any late applications allowed will be set in chronological order and will be the last priority.

7 Withdrawal from a course

7.1 An offer of an award will be cancelled where the applicant withdraws from a course before the payment of the award has been made or where the applicant is obliged by the authorities of the higher education institution concerned to leave the course for any reason.

8 Transferring or starting a new course before the end of the award

8.1 The second instalment of the award will be made where the student has

transferred to, or started a new course of an equivalent or higher level than the course for which the award was originally given, e.g. HND to degree or degree to degree.

9 Repayment of overpayments

- 9.1 Where a student receives funds from the Mayor's Higher Education Award and is overpaid for any reason, the LA will seek reimbursement of the overpayment.

10 Appeals

- 10.1 Applicants refused support can make a written appeal. Appeals must be received by the Section administering the scheme within 21 days of the date on the letter refusing support, or they will be ruled as out of time.
- 10.2 Applicants that are ineligible for a Mayor's Education Award and appeal against that decision will be considered to see whether they merit support exceptionally. In these cases the following factors will be taken into account
- medical and social factors;
 - family circumstances;
 - qualifications gained;
 - funding available from other sources, both public and private;
 - commitment to a chosen career;
 - any other information put forward.
- 10.3 Appeals will be decided by an Appeals Panel chaired by the Head of Secondary Learning and Achievement. The Appeals Panel will make any recommendation to allow an appeal to the Lead Member who will make a final decision on the case.

11 Verification of information

- 11.1 Documentary evidence will be sought as necessary to prove any aspect of the information supplied on an application form for a Mayor's Higher Education Award. This will include a document from confirming the applicant's entitlement to a fee loan and full living cost grant

12 Cash Limits

Data on the spread of discretionary awards across the Borough in the 2014/15 academic year

1. Data has been provided in this paper based on the Protected Characteristics of Equal Opportunities statute.

The data provided relates to policies agreed by Cabinet for the 2014/15 Changes suggested to the various policies for the 2015/16 academic year are detailed under the policy headings shown below.

2. School Clothing Grant Policy 2014/15 academic year

2.1 A revision has been suggested to the policy to take account of Universal Credit which will be introduced to Tower Hamlets in the 2015/16 financial year.

2.2 Data on the School Clothing Grant scheme does not include protected characteristics, but the spread of awards across the Borough can be seen from the post code details of the young people concerned which are given below.

2.3 Post code distribution of School Clothing Grants

E1	E14	E1W	E2	E3	Out Borough
540	670	50	284	455	44

3. Budget Holding Lead Professional Scheme for Attendance Support (BHSAS)

3.1 No changes to this policy have been suggested for the 2015/16 academic year.

3.2 Details of the 119 children assisted under the BHSAS scheme

Gender	Ethnicity		Disability	Religion
Male 63	African	1	Disabled 10	Not obtained 107
Female 56	Other Asian Background	4	Non-disabled 109	Muslim 10
	Other Black Background	4		Sikh 2
	Other Ethnic Group	3		
	Black Caribbean	2		
	Other Mixed Background	1		
	Bangladeshi	37		
	Black Caribbean	2		
	Indian	3		
	Irish	9		
	Not Obtained	9		
	Pakistani	3		
	Turkish/Turkish Cypriot	13		
	Vietnamese	1		
	White & Black African	1		
White & Black Caribbean	4			
White British	25			
White European	2			

Post code distribution of children assisted under the BHSAS scheme

E1	E14	E1W	E2	E3	Out Borough
29	43	1	11	17	16

4. Tower Hamlets Further Education Travel Policy 2014/15

4.1 No changes have been suggested to this policy

4.2 No applications have been made so far for transport support for the 2014/15 academic year. This is thought to be due to the availability of free travel on Transport for London buses.

5 The Tower Hamlets Mayor's Education Award (MEA) Policy 2014/15

5.1 No changes have been proposed to this policy.

5.2 Details of the students assisted under the MEA scheme

Gender	Ethnicity	Disability	Religion
Male 937	Not collected	Not collected	Not collected
Female 1108			

Post code distribution of students assisted under the MEA scheme

E1	E14	E1W	E2	E3	Out Borough
618	610	18	299	424	40

6 The Tower Hamlets Mayor's Higher Education Award Policy 2014/15

6.1 A change was proposed to this policy to limit the period during which applications could be made to three months from the date the scheme was open to applications. This was always the intent of the policy and the change was proposed to clarify this issue.

6.2 Details of the students assisted under the MHEA scheme

Gender	Ethnicity	Disability	Religion
Male 182	African	3 Disabled	8 Buddhist
Female 218	Other Black Background	2 Non-disabled	382 Christian
	Bangladeshi	267	1 Hindu
	Chinese	3	279 Muslim
	Indian	2	113 Not obtained
	Not Obtained	91	
	Pakistani	1	
	Somali	16	
	Vietnamese	1	
	White & Black African	1	
	White & Black Caribbean	1	
	White British	11	
	White European	1	

Post code distribution of students assisted under the MHEA scheme

E1	E14	E1W	E2	E3	Out Borough
129	102	10	57	98	4

Equality Analysis (EA)

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose:

(Please note – for the purpose of this doc, ‘proposal’ refers to a policy, function, strategy or project)

Proposal: Mayor’s Higher Education Award (MHEA) Policy.

Objective: The MHEA aims to give £1,500 each to 400 students undertaking a designated course of higher education, e.g. a degree, HND or Foundation Degree.

Purpose: To give financial assistance to vulnerable and financially disadvantaged young people living in Tower Hamlets, who are taking courses of higher education for which the current state support is mainly in the form of loans and where course fees can now cost up to £9,000 per year.

Who is expected to benefit from the proposal?

The scheme will assist vulnerable and low income young students. The age limits set are up to 25 years old for young people having had a statement of Special Educational Needs up to the age of 16, and up to 24 years old for all other applicants. The priority order for assistance is:

- Young people who were in public care where Tower Hamlets Council is the corporate parent through its responsibility to a ‘former relevant child’
- Young people having had a statement of Special Educational Needs up to the age of 16.
- Single parents who have a child living with them.
- Teenage parents who have a child living with them.
- Disable young people in receipt of Disability Living Allowance.
- Young people living alone and in receipt of income support in their own right.
- Young people living in families whose sole income is benefits, ranked in descending age order, i.e. with preference given to the youngest.
- Young people living in families whose income is partly made up of benefits, ranked in descending age order, i.e. with preference given to the youngest.
- Any late applications allowed will be set in chronological order and will be the final priority.

Service area:

Education, Social Work and Wellbeing Directorate, Learning and Development

Team name:

Secondary Development

Service manager:

Diana Warne

Name and role of the officer completing the EA:

David Stone, business and management consultant

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

The Education Funding Agency bursary scheme requires schools and colleges to give bursaries of £1,200 to vulnerable student. This is a clear indication on the part of central government that some students should receive a financial advantage.

The cost of higher education has risen sharply and this has reduced the number of applications for HE places. University applications remain down on the number made before the introduction of £9,000 fees, even though they have risen slightly for 2013 over 2012. This appears to be evidence that the rise in fee costs is conflicting with efforts to widen access.

As vulnerable students and students from low income families are known to be less likely to enter higher education, it is reasonable to assume that the introduction of higher cost fees is deterring them yet further.

This is likely to impact on their future earning prospects. As the economy expands, there will be a need for 'knowledge workers' most of whom will be graduates. Without access to graduate qualifications residents of Tower Hamlets will be less likely to gain the more lucrative employment and better work conditions that go with such jobs.

Tower Hamlets is an area of deprivation and education is a factor in breaking the cycle of poverty.

Section 3 – Assessing the Impacts on the 9 Groups

How will what you're proposal impact upon the nine Protected Characteristics?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

-Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

-List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)

-Data trends – how does current practice ensure equality

- **Equalities profile of staff?**

-Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

-What are the potential or known barriers to participation for the different equality target groups?
Eg, communication, access, locality etc

- **Recent consultation exercises carried out?**

-Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

-Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

-In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making <p>Please also how the proposal will promote the three One Tower Hamlets objectives?</p> <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Positive	<p>The Bangladeshi community forms approximately one third of the Borough's population, but is over-represented in the take up of free school meals pointing to its relative disadvantage.</p> <p>The policy will have a positive impact on race by being spread across a wide group of ethnicities, but particularly by supporting people from ethnic groups in Tower Hamlets suffering significant economic disadvantage. It will help to reduce inequality.</p>
Disability	Positive	<p>Disability carries with it the barriers of impairment and the fact that this group come disproportionately from low-income families. According to research for the Joseph Rowntree Foundation, disabled teenagers have the same aspirations to stay in education and find fulfilling careers as their non-disabled peers. But while encouraged to aim high, many have had their ambitions frustrated by their mid-twenties and are left intensely disappointed in their inability to shape their own future.</p> <p>Additional financial support should benefit this group as people with a disability/learning difficulty come disproportionately from low-income families. Even though financial support is available to disabled students from the Education (Student Support) Regulations, disabled people have day to day higher living costs, such as heating bills and dietary needs, which are not accommodated by student finance. The Policy will help to reduce inequality.</p>
Gender	Positive	<p>Gender can prove to be a barrier where cultural attitudes are less sympathetic to female participation. However, the provision of extra funding for students starting courses of higher education may mitigate against any gender prejudice and is therefore seen as reducing inequalities between genders.</p>

Gender Reassignment	Positive	<p>There is no evidence to draw on about gender reassignment among young people in Tower Hamlets entering higher education. However, Guidance on trans equality in post-school education produced by UNISON makes the point that trans-gender individuals in education should find a non-intimidating, respectful environment.</p> <p>Insofar as the protected group of gender reassignment will exist within the age group it will benefit from the same financial measures, with no sense of exclusion. This will help ensure community cohesion.</p>
Sexual Orientation	Positive	<p>It is commonly accepted that 6 per cent of the population is lesbian, gay or bisexual (LGB). Although the proposed HE bursary is not placed to directly advance the equality of LGB people, it does give them the same access to finance with which to advance their education as their heterosexual peers, with no sense of exclusion. This will help to ensure community cohesion.</p>
Religion or Belief	Positive	<p>There seems little evidence that religion or belief has an adverse effect on participation in higher education. However, for minority ethnic participants, religion and ethnicity are much more important than for their white peers.</p> <p>Amongst the disadvantaged groups that the HE bursary seeks to assist there are a large number of Muslims as most Bangladeshi students are instructed in Islam. Therefore, the policy will positively affect those groups with a strong religious sense without discriminating against their more secular peers. This will assist community cohesion.</p>
Age		<p>The Policy is aimed at the age range 18 to 24 with an exception for SEN and disabled student up to the age of 25.</p>
Marriage and Civil Partnerships.	Positive	<p>Marriage and civil partnerships can be affected by one partner entering higher education where that would decrease the household income. The Policy will help to mitigate financial loss to this group and will assist community cohesion.</p>
Pregnancy and Maternity	Positive	<p>The document Teenage Parents, Next Steps, a guide for local authorities and Primary Care Trusts, published by the Department for Health gives the following information.</p> <p>Teenage mothers need additional support – from family, partners and services – if they and their children are to avoid the poor outcomes that many of them currently experience. Teenage mother's often do not achieve the qualifications they need to progress into further and thus into education and, in some cases, have difficulties finding childcare and other support they need to participate in education, employment or training. Consequently, they struggle to compete in an increasingly high-skill labour market.</p> <p>Teenage mothers disproportionately come from disadvantaged backgrounds and are therefore more likely to need additional support when entering higher education to pay for childcare. Even though childcare support is</p>

		<p>available through the Education (Student Support) Regulations, it only pays for 85% of the cost involved. The Policy will reduce inequality among this group.</p>
<p>Other Socio-economic Carers</p>		<p>The Joseph Rowntree programme paper: Poverty, ethnicity and education, published in May 2011 makes the following points.</p> <p>Poverty can be transmitted across generations via educational disadvantage; childhood poverty is associated with lower educational attainment which, in turn, is associated with low income in adulthood.</p> <p>Research has highlighted the high rates of poverty among some ethnic groups, and lower employment rates for Pakistani, Bangladeshi and black African people of working age.</p> <p>Increased education reduces out-of-work poverty by increasing the likelihood of being in paid work, and reduces in-work poverty by increasing earnings.</p> <p>The proposed policy will assist vulnerable students and students from low income families. Therefore it will support</p>

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence of or view that suggests that different equality or other protected groups (inc' staff) could have a disproportionately high/low take up of the new proposal?

Yes? No? ✓

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposla were added/removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. AN EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes? ✓ No?

How will the monitoring systems further assess the impact on the equality target groups?

A request for monitoring information will form part of the application process. The information gathered will be used as part of an annual review of the scheme. This will allow alterations to the policy to be made based on equalities data should it be necessary.

Decisions will be made by a panel of officers on applications using the priorities in the policy to ensure that a variety of opinions are heard.

Does the policy/function comply with equalities legislation?
(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The result of the EA will be attached to the Discretionary Awards Report to be available to both DMT who will review the report and to Councillors who will take decisions required by the report.

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1. Collection of equalities data.	1. Ensure equalities data is sought by the application process.	1. Form readiness by September 2013.	1. Linda Clarke	
2. Collection of feedback data.	2. Design a form to allow students to feed back on the application process at the end of the first cycle of payments.	2. Prepare labels for posting in March 2014.	2. Linda Clarke	

Section 7 – Sign Off and Publication

Name: (signed off by)	
Position:	
Date signed off: (approved)	

Section 8 Appendix – FOR OFFICE USE ONLY

This section to be completed by the One Tower Hamlets team

Policy Hyperlink :

Equality Strand	Evidence
Race	
Disability	
Gender	
Gender Reassignment	
Sexual Orientation	
Religion or Belief	
Age	
Marriage and Civil Partnerships.	
Pregnancy and Maternity	
Other Socio-economic Carers	

Link to original EQIA	Link to original EQIA
EQAID (Team/Service/Year)	