

COMMISSIONERS' DECISION MAKING MEETING

Wednesday, 21 October 2015 at 6.30 p.m.
Council Chamber, 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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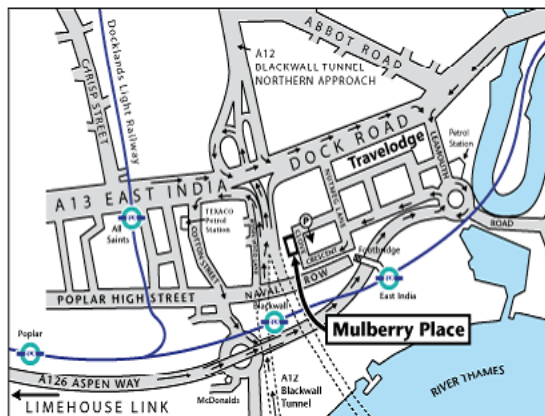
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A Guide to Commissioner Decision Making

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: **Monday, 26 October 2015**

LONDON BOROUGH OF TOWER HAMLETS
COMMISSIONERS' DECISION MAKING MEETING

WEDNESDAY, 21 OCTOBER 2015
6.30 p.m.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST (Pages 1 - 4)

3. DECISIONS OF THE PREVIOUS MEETING (Pages 5 - 8)

To note the decisions of the meeting held on 30 September 2015.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

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

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

5. EXERCISE OF COMMISSIONERS' DISCRETIONS

6. REPORTS FOR CONSIDERATION

6 .1	Water Based Sports - Shadwell Basin Outdoor Activity Centre	9 - 30	All Wards
6 .2	Positive Activities for Young People (PAYP) - October/Dec & Feb half-term	31 - 96	All Wards
6 .3	Youth Volunteering - Volunteer Centre Tower Hamlets (VCTH)	97 - 124	All Wards
6 .4	Adult Services Small Grants for Pensioners' Groups 2015/16	125 - 140	All Wards
6 .5	Release of funding to East End Community Foundation (formerly Isle of Dogs Community Foundation) Report to follow.		Blackwall & Cubitt Town; Canary Wharf

7. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

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:-

- Melanie Clay, Director of Law Probity and Governance, 020 7364 4800

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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LONDON BOROUGH OF TOWER HAMLETS

**RECORD OF THE DECISIONS OF THE COMMISSIONERS' DECISION MAKING
MEETING**

HELD AT 6.30 P.M. ON WEDNESDAY, 30 SEPTEMBER 2015

**C1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT,
LONDON, E14 2BG**

Members Present:

Max Caller (In the Chair) (Commissioner)

Chris Allison (Commissioner)

Councillors Present:

Councillor Peter Golds (Leader of the Conservative Group)
Councillor Rachael Saunders (Deputy Mayor and Cabinet Member for
Education & Children's Services)

Officers Present:

Stephen Murray (Head of Arts and Events, Communities Localities
& Culture)

Jackie Odunoye (Service Head, Strategy, Regeneration &
Sustainability, Development and Renewal)

Alison Thomas (Head of Housing Strategy, Partnerships and
Affordable Housing, Development and Renewal)

APPOINTMENT OF THE CHAIR FOR THE MEETING

It was noted that Chair, Sir Ken Knight had tendered apologies for the meeting. Commissioner Chris Allison nominated Max Caller and, there being no other nominations, it was

RESOLVED

That Commissioner Max Caller be appointed Chair for the duration of the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sir Ken Knight and Alan Wood.

2. DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

3. DECISIONS OF THE PREVIOUS MEETING

The published decisions of the meeting held on 9 September 2015 were noted.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

There were no public submission requests relating to any printed agenda items.

5. EXERCISE OF COMMISSIONERS' DISCRETIONS

The Chair advised that no urgent Individual Commissioner decisions had been taken since the previous Commissioners Decision Making Meeting on 9 September 2015.

6. REPORTS FOR CONSIDERATION

The Commissioners noted that items 6.1 and 6.2 concerned grant requests of a similar nature and agreed to consider the applications jointly.

6.1 The Greenwich and Docklands Festival

Steve Murray, Head of Arts & Events, introduced the report which asked Commissioners to approve event grant applications for two festivals set out at agenda items 6.1 and 6.2, for the sums of £25,000 and £5000 respectively. He informed Commissioners that following discussion on the nature of these payments with Legal Services, it had been determined that they should be regarded as grant payments since the Council had a discretion and therefore the applications had been brought to the meeting for determination.

The Chair asked attending Members to respond to the information presented and they indicated that they had no observations that they wished to make.

The Chair supported the grant requests made and asked also that a report be made to a future Cabinet meeting on an appropriate strategy for all events that will be supported by the Council. The strategy will include the intended aims and outcomes of these events.

RESOLVED

1. That a payment of £25,000 be made to the Greenwich and Docklands International Festival event organisers for this year's event.
2. That it be noted that a report setting out the proposed arrangements for future events will be produced for consideration by the end of December 2015.

3. That a report be made to a future Cabinet meeting on an appropriate strategy for all events that will receive support from the Council and which will include the intended aims and outcomes of these events.

6.2 The East End Film Festival 2015

Commissioners considered this application in conjunction with item 6.1 and the rationale is recorded above.

RESOLVED

1. That a payment of £5,000 be made to the East End Film Festival event organisers for this year's event.
2. That it be noted that a report setting out the proposed arrangements for future events will be produced for consideration by the end of December 2015.

6.3 Emergency Funding Application Account 3 - Additional Information

Zena Cooke, Corporate Director for Resources introduced the report which requested emergency funding for Account3 on the basis of additional information provided in the report.

Councillor Saunders spoke in support of the request and Councillor Golds commented that he supported the request also.

The Chair noted that a previous application for emergency funding from this organisation had been considered and refused. However on the submission of fuller information which disclosed that the Council had failed to issue capital funding that had been previously awarded, Commissioners were satisfied that purpose of the request was solely to mitigate a failure to process the original bid.

Commissioners asked officers:

- to ensure that the Council's processes should not cause such a situation to recur in future.
- to ensure that future reports fully detail all pertinent information and circumstances relating to grant applications.

RESOLVED

1. That the award of £19,400 for Emergency Funding for Account3 be approved on the basis of the additional information provided regarding the delay in the funding allocation for capital funding.
2. That Council officer's work with Account3 to ensure the organisation has a sustainable business plan in place by the end of March 2016.

6.4 Provision of Home Repairs Grants under the Council's Private Sector Housing Renewal Policy 2013-15, to four individual owner occupiers

The Chair thanked the presenting officers for the revised and anonymised report which enabled the applications and the good work delivered by the Council to be placed in the public realm.

Jackie Odunoye Service Head, Strategy, Regeneration & Sustainability and Alison Thomas, Head of Housing Strategy, Partnerships and Affordable Housing, presented the report which concerned four applications for home repairs grants under the Council's Private Sector Housing Renewal Policy 2013-15. Approval of the grants would enable these vulnerable residents to retain their independence and spare the Council additional costs for provision of alternative forms of support which it would otherwise be required to provide.

The Chair asked attending Members to respond to the information presented. Councillor Golds commented that he supported the publication of this of report. Councillor Saunders indicated that she had no observations that she wished to make.

The Commissioners enquired about implementation and monitoring of the contracted works and were satisfied that the Council's surveyors had been appropriately involved in scheduling the repairs.

RESOLVED

That the Home Repairs Grants totalling £12,534.58, be approved to the four qualifying individual home owners for the following amounts.


1. Grant to Ms A, in the sum of £4,152.10 to fund urgent repairs to her kitchen and replacement of the central heating combination boiler.
2. Grant to Ms B in the sum of £2,570.04 to fund two extended warranties for an internal curved track stair-lift and an external wheelchair step-lift.
3. Grant to Mr C, in the sum of £1,012.44 to fund urgent minor adaptations to his home to ensure his safety and independence.
4. Grant to Mr D in the sum of £4,800.00 to fund urgent repair works to the leaking main roof of the property.

7. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

Nil items.

The meeting ended at 6.49 p.m.

In the Chair: Max Caller
COMMISSIONER

Commissioner Decision Report Date TBC	 TOWER HAMLETS
Report of: Andy Bamber – Service Head of Safer Communities	Classification: Unrestricted
Water Based Sports – Shadwell Basin Outdoor Activity Centre	

Originating Officer(s)	Hasan Faruq
Wards affected	All wards
Key Decision	Yes
Community Plan Theme	All

1. Executive Summary

- 1.1 Shadwell Basin Outdoor Activity Centre has been delivering adventure and water based sports activities for the Integrated Youth & Community Services (IYCS) since 1977. It is a unique provider in the borough which attracts young people from all backgrounds with 50% of the users being White British young people, which is one of the target groups of the service and 50% of the users being from Black and Minority Ethnic (BAME) backgrounds.
- 1.2 Shadwell Basin also provides centre based activities that include skills development to make young people more competitive and challenge their ability and aim for higher goals. The sessions and programmes are not just about outdoor activity and accreditation but are also about developing trust, perseverance, respect, care, and teamwork and leadership skills all to assist young people in collecting life skills for the future.
- 1.3 LBTH IYCS would like to retain the unique borough premises of Shadwell Basin for the betterment of development of young people which is unique and offers a wide range of skill enhancement.
- 1.4 The centre has traditionally been funded through a series of grants provided by the council to ensure that young people have unrestricted access at affordable prices to the facilities provided at the centre.
- 1.5 The total funding of £41,150 came from three main funding streams previously provided by the council:
 1. An SLA with the Youth Service for £25,000.
 2. A mainstream grant for 2012/15 for £13,750.
 3. An annual payment from PAYP of £2,400.
- 1.6 At the beginning of this financial year there was a decision taken to better understand a number of organisations that were funded through a facility of

SLAs and grants. As part of this process the SLA with Shadwell Basin was delayed pending the conclusion of the current round of MSG and PAYP funding considerations. The outcome of this process is that Shadwell Basin are about to receive £5,000 as part of a £15,000 consortium bid from MSG which represents a reduction of £8,750 compared to the previous MSG allocation. If the £25,000 provided to Shadwell Basin through the Youth Service SLA is not approved then the overall reduction in funding will be £33,750.

- 1.7 The centre has continued to support the youth service during the current financial year while the grant process has been managed but the income streams now available to it without the youth service SLA means that the centre will radically alter the provision for young people in the borough and they will ultimately lose a valuable affordable youth facility.
- 1.8 The Youth Service is seeking approval from the commissioners to approve a 12 month SLA (April 2015 to March 2016) to deliver activities as outlined in the SLA in Appendix 1.

2. Recommendations

The Commissioners are recommended to:

- Authorise a 12 month Service Level Agreement (SLA) with Shadwell Basin Outdoor Activity Centre for the whole year starting from 1st April 2015 to 31st March 2016 to deliver the activities outlined in the SLA in Appendix 1 and for the sum of £25,000 to be paid from the Youth Service Core budget for the provision of those activities.

3. REASONS FOR THE DECISIONS

- 3.1 The decision is required in order that the Council is able to deliver a successful water based sports service to young LBTH residents and ensure that in a climate of austerity & challenge there are alternative options for gaining such experience and developing personal portfolios leading to possible employment or further education.

4. ALTERNATIVE OPTIONS

- 4.1 The commissioners may choose not to approve this SLA funding which will lead to a significant reduction in facilities for young people and an increase of charges to access the facilities.

5. DETAILS OF REPORT

- 5.1 The commissioners are being requested to authorise a 12 month SLA with Shadwell Basin starting from 1st April 2015 until 31st March 2016. The

organisation is currently under immense financial strain due to the delayed SLA funding, the reduced MSG and PAYP allocations. MSG allocation last round (2012-15) was £13,750 however this year £15,000 was allocated to a consortia of 3 organisations (£5,000each). The PAYP allocation last year was £2,400, this year the amount went down to £1,800.

- 5.2 The Shadwell Basin programme has a historical arrangement via an SLA and has delivered a successful adventure and water based activity programme for many years with residents of Tower Hamlets. The programme includes water sports such as kayaking, canoeing and sailing to develop care, trust, perseverance, respect and to build teamwork and leadership. London Youth Games (Gold Medal holders for 2015) and Essex Winter Series of kayak races helps develop further skills and expertise. The young leaders and volunteers take part in the Instructor Training Scheme that qualifies them as Level One Coaches in Paddlesport and Assistant Dinghy Instructors in sailing thus offering pathways to employment.
- 5.3 Since April 2015, despite the financial uncertainty, Shadwell Basin have continued to support the Youth Service while the SLA and grant process are reviewed. The youth programme has already delivered; 33 sessions, 66 days of activities and 10 residential days. The Centre's activity programme was to get young people to take part in activities in the outdoor environment to challenge their learnt skills and abilities through adventure against the elements.
- 5.4 There was also a self-sufficient canoeing expedition down the River Medway during the April to August 2015 delivery, which demanded physical effort, teamwork and leadership, and was based around camping in tents.
- 5.5 Shadwell Basin also acted as a pathway to training and employment for four young people, one coach qualifying with autism and the adult based clubs on site acted as an exit route for older young people as well as assisting with trips on the River Thames and training.
- 5.6 In October 2015 the plan is to go to Coniston to test learnt outdoor skills in a truly wild environment. It will give young people a chance to take part in qualifications as well as foster teamwork on social tasks.
- 5.7 A reduction in income or the discontinuation of this SLA will undoubtedly have significant implications for the centre and young people. The organisation has continued to support the Youth Service from the 1st of April 2015 even without a current SLA in place recognising the need for the authority to coordinate the SLA and grants to third sector organisations.
- 5.8 This SLA arrangement will conclude on 31st March 2016. The service is currently in negotiation with the procurement service to develop a specification to tender this contract in order to find the best suitable provider in the borough to deliver this type of provision from the 1st April 2016. (we need to state when this work will be concluded and when the new contract will be operational from)

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The report seeks the Commissioners' agreement to approve a 12 month Service Level Agreement with Shadwell Basin for the contract value of £25k of which five months has already been delivered and a further seven months of activities programmed to be delivered. The cost will be funded from the budget allocated within the Youth Service core budget, (Vote E87).
- 6.2 Shadwell Basin has received a total of £41,150 of funding in 2014/15. If this SLA is approved the total funding allocated will be £31,800 representing a decrease in annual funding of £9,350.

7. LEGAL COMMENTS

- 7.1 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).
- 7.2 To the extent that the Commissioners are exercising powers which would otherwise have been the Council's, there is a need to ensure the Council has power to make the grants in question.
- 7.3 Section 507B of the Education Act 1996 places a duty on local authorities to promote the well-being of young people aged 13-19 (and persons up to 25 years with learning difficulties or disabilities) by securing access for them to sufficient educational and recreational leisure time activities and facilities, so far as reasonably practicable. The Council can fulfil the duty by providing activities and facilities, assisting others to do so, or by making other arrangements to facilitate access, which can include the provision of transport, financial assistance or information.
- 7.4 Before taking any action in relation to activities and facilities for young people aged 13 – 19 (and up to 25 for young people with learning difficulties), the Council must consider whether it is expedient for the action to be taken by another person. The Council must consult for the purposes of determining this question. If it is so expedient, then the Council must take all reasonable

steps to enter into an agreement or make arrangements with such a person for that purpose. The conduct of a grants scheme in relation to relevant activities, supported by grant agreements, may be consistent with these obligations.

- 7.5 When exercising its functions under section 507B of the Education Act 1996, the Council must take steps to ascertain the views of qualifying young persons in Tower Hamlets (i.e. young people aged 13 – 19 or up to 25 in the case of young people with learning difficulties). The Council must have regard to statutory guidance issued under the section and the current version is the Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well-being. The guidance confirms that Local authorities should use planning and commissioning processes to identify the most appropriate providers and utilise the strengths of organisations within the voluntary and private sectors.
- 7.6 The proposed scheme 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 community strategy which is contained within the Tower Hamlets Community Plan.
- 7.7 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. For the short term pending new arrangements for the provision of services it is considered that the continuation of the present arrangements provides value for money for the reasons specified in the report. Best Value considerations have also been addressed in paragraph 9 of the report.
- 7.8 There should be a grant agreement (in this case a Service Level Agreement) and provision made to ensure delivery of the project in line with that agreement and in the event of non-delivery to protect the Council's position. Robust monitoring requirements need to be in place and appropriate performance related payment mechanisms introduced into the terms of any grant award.
- 7.9 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases.

7.10 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.

7.11 When making grants decisions, 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 discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report

8. ONE TOWER HAMLETS CONSIDERATIONS

8.1 The purpose of this Service Level Agreement is to ensure that all of our resident's especially young people between the ages of 13 to 19 are able to benefit from water based sports opportunities.

8.2 The SLA offer contributes to the broad aims of One Tower Hamlets, i.e. tackle inequality, strengthen cohesion and build community cohesion.

9. BEST VALUE (BV) IMPLICATIONS

9.1 The Shadwell Basin offer enables residents to engage with a service which is local, provides personalised services and helps to build a more resilient community one that enjoys active lifestyle and is not rudimentary.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 Provision of local activities for residents within walking distance of their homes can contribute to fewer car journeys.

11. RISK MANAGEMENT IMPLICATIONS

11.1 A number of different risks arise from 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 organisation may not in the event have the capacity to achieve the contracted outputs/outcomes.

11.2 To ensure that the risks are minimised, the organisation will be required to comply with standard grant agreement terms. There will also be appropriate performance targets to be met and evidence required.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 Water based sports helps residents to engage in positive activities and develops personal skills without which young people may get involved in anti-social behaviour and petty crimes.

13. SAFEGUARDING IMPLICATIONS

- 13.1 All staff and volunteers working with Children and Young People require DBS checks and the Council has appropriate safeguarding structures in place to report any incidents.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1:12 Month SLA starting from 1st April until 31st March 2016
- Appendix 2: Equalities data 2014/15

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

- None.

Officer contact details for documents:

Hasan Faruq

Interim Head of Service

Integrated Youth & Community Services,

5th Floor, Mulberry Place, 5 Clove Crescent E14 2BG

hasan.faruq@towerhamlets.gov.uk

0207 364 0892

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**Communities, Localities and Culture
LBTH Integrated Youth and Community Services
Service Level Agreement (SLA) 2015-16**

Organisation / Agency Name	Shadwell Basin
Address	
Project Co-ordinator / Link worker	Mike Wardle
Contact Email address	Mike.wardle@shadwell-basin.org.uk
Contact Telephone/ Mobile	

Project Name: Shadwell Basin Outdoor Activity										
Project Theme: <i>(please refer to the 5 ECM Outcomes)</i> This project fits 2 ECM outcomes; Positive Contribution and Enjoy & Achieve										
Aims and Objectives of the project: To raise awareness of volunteering among young people. To develop and maintain availability of suitable volunteering opportunities for young people. To engage young volunteers in meaningful volunteering placements in Tower Hamlets. To enable young volunteers to gain recognised accreditation for their volunteering.										
Summary of the Proposed Project: <i>(please also indicate how you intend to deliver)</i> <u>Easter and Half Term Projects</u> Aim: to encourage newcomers and current school users to try sessions in canoeing, sailing and climbing and to provide offsite trips to more challenging venues to enable the more experienced to expand skills. Group size: Target 10: 13 – 19yrs Dates and times: <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Monday 7 - Friday 11th April</td> <td style="text-align: right;">10.30 - 4.30</td> </tr> <tr> <td>Tuesday 27th – Friday 30th May</td> <td style="text-align: right;">10.30 - 4.30</td> </tr> <tr> <td>Monday 27th – Friday 31st Oct</td> <td style="text-align: right;">10.30 - 4.30</td> </tr> <tr> <td>Monday 16th – Friday 20th Feb 2016</td> <td style="text-align: right;">10.30 – 4.30</td> </tr> <tr> <td>4 weeks</td> <td></td> </tr> </table> <u>Multi Activities - Wednesday evenings</u> Aim: the evenings activities will have these targets: i. to introduce new members to activities, ii. to improve the skills of existing members. Group size: Target 10: 13 – 19yrs Dates and 2 nd April – 23 rd July 5.30 - 8.30pm	Monday 7 - Friday 11 th April	10.30 - 4.30	Tuesday 27 th – Friday 30 th May	10.30 - 4.30	Monday 27 th – Friday 31 st Oct	10.30 - 4.30	Monday 16 th – Friday 20 th Feb 2016	10.30 – 4.30	4 weeks	
Monday 7 - Friday 11 th April	10.30 - 4.30									
Tuesday 27 th – Friday 30 th May	10.30 - 4.30									
Monday 27 th – Friday 31 st Oct	10.30 - 4.30									
Monday 16 th – Friday 20 th Feb 2016	10.30 – 4.30									
4 weeks										

times: 3rd September – 22nd October 5.30 - 8.30pm
22 weeks

Sailing - Thursday evenings

Aim: to offer sessions to individual users to improve sailing with target of building skills to sail on the river.

Group size: Target 6: 13 – 19yrs

Dates and times: 3rd April – 24th July 5.30 - 8.30pm
4th September – 25th October 5.30 - 8.30pm
22 weeks

Multi Activities - Sundays

Aim: there are three aims to these sessions: i. to provide Come & Try it taster sessions for newcomers. ii. to offer skills based sessions to increase the skills and techniques of the members. iii. to put these skills into use in a variety of locations through day trips.

Group size: Target 10: 13 – 19yrs

Dates and times: 27th April – 20th July 10.30 - 4.30
7th September – 19th October 10.30 - 4.30
9th November – 14th December 10.30 - 4.30
24 weeks

Summer Project

Aim: to provide a four week programme of canoeing, kayaking, sailing, climbing and high ropes, with structured and informal sessions and including offsite trips. To give young people the opportunity to enjoy a fun, safe summer and to gain awards in their chosen sport.

Group size: 10 per day: 13 – 19yrs

Dates and times: 28th July – 22nd August 10.30 - 4.30
4 weeks

Courses

Aim: to introduce young people to kayaking / canoeing and sailing through four day courses.

Numbers: each course will take 8 people: 13 – 19yrs

Dates: Kayak course 29th July – 1st August Tuesday - Friday
Kayak course 4th – 7th August Monday - Thursday
Sailing course 11th - 14th August Monday – Thursday

Times: 10.00am to 5.00pm each day.

Events & Competitions

Aim: to broaden experiences of outdoor activities and introduce young people to competition in a fun & supportive environment.

Group size: 8 per day: 13 – 19yrs

Dates and times:

31 May	London Youth Games Regatta	8.00 - 6.00
22 June	BCU Slalom Event – Shepperton	8.00 – 6.00
21 Sept	BCU Slalom Event – Shepperton	8.00 – 6.00
5 October	London Regatta	8.00 – 6.00
12 October	Shadwell Youth Challenge	10.00 – 5.00
14 December	Essex Winter Series	8.00 – 6.00
11 Jan 2015	Essex Winter Series	8.00 – 6.00
9 Feb 2015	Essex Winter Series	8.00 – 6.00
8 days		

Residential

Aim: to give young people the opportunity to experience outdoor activities in a natural environment, improve their skills & live & work together as a team.

Numbers: 10 places: 13 – 19yrs

Dates:

Summer	26 th – 30 th August	Lake District	Tues – Sat
October	27 th – 31 st Oct	South Wales	Mon - Fri

Delivery Period: April 2015 – March 2016

Total number of Young People	Age Group (13 – 19)	Target groups you will work with <i>(Please list these groups)</i>
Contact	64	Female, BAME and white young people (male)
Participant	38	
Certified Outcome	10	
Accredited Outcome	10	

Please describe monitoring framework for the project you intend to deliver?

Monitoring will be undertaken on a monthly basis and changes implemented if and when necessary

How do you evidence the impact as described in the project proposal?

Reports from Head Coach and teaching staff. Progress recorded and submitted to various organisations for future accreditation.

How your project intends to recruit young people and indicate the risk categories *(please provide us with a copy of the risk assessment)*:

Via Schools Links, GLL Partnership, LBTH and advertising

Please provide Name and CRB reference number for all paid/unpaid staff delivering this project:

Name	Verification Officer	Date	CRB Number
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Health & Safety Designated individual:

Costs breakdown: *(please provide an itemised breakdown for each holiday provision you are proposing to deliver)*

Total Costs	25,000.00
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Additional information:
Insurance Company Ltd:
No:
Expiry Date:

Lead Contact (Chair) Signature:

Name:

Lead Contact (Secretary/Treasurer) Signature:

Name:

LBTH Officer Signature:

Name: Hasan Faruq

SHADWELL BASIN OUTDOOR ACTIVITY CENTRE ETHNIC BREAKDOWN – 2014/2015

SHADWELL BASIN YOUTH GROUP ACTIVITIES 2014/2015

Asian or Asian British	
Indian	3
Bangladeshi	14
Pakistani	7
Other Asian	1

Black or Black British	
African	5
Caribbean	2
Somali	3
Other Black	5

Dual Ethnicity	
Asian and White	12
Black African and White	3
Black Caribbean and White	24
Other Dual Ethnicity	23

White	
British	147
Irish	3
Eastern European	4
Gypsies and Travellers	0
Other White	32

Chinese or Other Group	
Chinese	1
Other	3

TOTAL INDIVIDUALS - 292

VISITING YOUTH GROUPS

Asian or Asian British	
Indian	0
Bangladeshi	50
Pakistani	20
Other Asian	4

Black or Black British	
African	29
Caribbean	17
Somali	13
Other Black	17

Dual Ethnicity	
Asian and White	0
Black African and White	6
Black Caribbean and White	1
Other Dual Ethnicity	10

White	
British	62
Irish	0
Eastern European	0
Gypsies and Travellers	0
Other White	0

Chinese or Other Group	
Chinese	0
Other	11

TOTAL INDIVIDUALS - 240

SCHOOLS

Asian or Asian British	
Indian	9
Bangladeshi	796
Pakistani	6
Other Asian	3

Dual Ethnicity	
Asian and White	5
Black African and White	9
Black Caribbean and White	49
Other Dual Ethnicity	36

Chinese or Other Group	
Chinese	14
Other	15

Black or Black British	
African	207
Caribbean	68
Somali	18
Other Black	9

White	
British	598
Irish	9
Eastern European	45
Gypsies and Travellers	0
Other White	57

TOTAL INDIVIDUALS – 1,953

SHADWELL SAILING CLUB

Asian or Asian British	
Indian	0
Bangladeshi	0
Pakistani	0
Other Asian	0

Dual Ethnicity	
Asian and White	0
Black African and White	0
Black Caribbean and White	0
Other Dual Ethnicity	0

Black or Black British	
African	0
Caribbean	0
Somali	0
Other Black	0

White	
British	63
Irish	0
Eastern European	0
Gypsies and Travellers	0

Chinese or Other Group	
Chinese	1
Other	0

Other White	2
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TOTAL INDIVIDUALS – 66

TOWER HAMLETS CANOE CLUB

Asian or Asian British	
	1
Indian	
Bangladeshi	0
Pakistani	0
Other Asian	2

Black or Black British	
African	0
Caribbean	0
Somali	0
Other Black	0

Dual Ethnicity	
	0
Asian and White	
Black African and White	0
Black Caribbean and White	0
Other Dual Ethnicity	0

White	
British	91
Irish	0
Eastern European	4
Gypsies and Travellers	0
Other White	10

Chinese or Other Group	
Chinese	1
Other	0

TOTAL INDIVIDUALS - 109

ADULTS AND ADULT GROUPS

Asian or Asian British	
	8
Indian	
Bangladeshi	17
Pakistani	3
Other Asian	2

Black or Black British	
African	2
Caribbean	2
Somali	0
Other Black	1

Dual Ethnicity	
Asian and White	1

White	
British	378

Black African and White	1
Black Caribbean and White	2
Other Dual Ethnicity	1

Chinese or Other Group	
Chinese	6
Other	1

British	
Irish	2
Eastern European	17
Gypsies and Travellers	0
Other White	26

TOTAL INDIVIDUALS - 470

TOTAL CENTRE USERS 2014/15 - ETHNICITY

Asian or Asian British	
Indian	21
Bangladeshi	877
Pakistani	36
Other Asian	12

Black or Black British	
African	243
Caribbean	89
Somali	34
Other Black	32

Dual Ethnicity	
Asian and White	18
Black African and White	19
Black Caribbean and White	76
Other Dual Ethnicity	70

White	
British	1321
Irish	14
Eastern European	70
Gypsies and Travellers	0
Other White	127

Chinese or Other Group	
Chinese	23
Other	30

TOTAL INDIVIDUALS - 3130

TOTAL CENTRE USERS 2014/15 – ETHNICITY - PERCENTAGE

Asian or Asian British	
Indian	1%

Black or Black British	
African	8%

Bangladeshi	28%
Pakistani	1%
Other Asian	0.5%

frican	
Caribbean	3%
Somali	1%
Other Black	1%

Dual Ethnicity	
	0.5%
Asian and White	
Black African and White	0.5%
Black Caribbean and White	2.5%
	2%
Other Dual Ethnicity	

White	
British	42%
Irish	0.5%
Eastern European	2.5%
Gypsies and Travellers	0
Other White	4%

Chinese or Other Group	
Chinese	1%
Other	1%

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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)	Water Based Sports – Shadwell Basin Outdoor Activity Centre
Directorate / Service	CLC / Safer Communities
Lead Officer	Hasan Faruq
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="display: flex; align-items: center; gap: 10px;"> <div style="width: 20px; height: 20px; background-color: green; border-radius: 50%;"></div> <div> <p>Proceed with implementation</p> <p>As a result of performing the QA checklist, the 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> </div> </div>


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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 Commissioners are recommended to authorise a 12 month Service Level Agreement (SLA) with Shadwell Basin Outdoor Activity Centre for the whole year starting from 1st

			<p>April 2015 to 31st March 2016 to deliver the activities outlined in the SLA in Appendix 1 and for the sum of £25,000 to be paid from the Youth Service Core budget for the provision of those activities.</p> <p>Shadwell Basin Outdoor Activity Centre has been delivering adventure and water based sports activities for the Integrated Youth & Community Services (IYCS) since 1977. At the beginning of this financial year there was a decision taken to better understand a number of organisations that were funded through a facility of SLAs and grants. As part of this process the SLA with Shadwell Basin was delayed pending the conclusion of the current round of MSG and PAYP funding considerations.</p>
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	<p>The Centre attracts young people from all backgrounds with 50% of the users being White British young people, which is one of the target groups of the service and 50% of the users being from Black and Minority Ethnic (BAME) backgrounds.</p> <p>Appendix 2 shows different group service users' ethnicity breakdown in 2014-15. In total, 3130 people used the Centre, of which 42% were White British and 28% were Bangladeshi. Below were different user groups' ethnicity breakdown:</p> <ul style="list-style-type: none"> • Shadwell Basin Youth Group Activities: 292 users (of which White British 147 (50%)) • Visiting Youth Groups: 240 users (of which White British 62 (26%); Bangladeshi 50 (21%); Black African 29 (12%)) • Schools: 1,953 users (of which Bangladeshi 796 (41%); White British 598 (31%); Black African 207 (11%))
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	As above, the Centre collects service users' ethnicity data in different user categories.

	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	See above.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The Centre collects service users' ethnicity data in different user categories.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The service have consulted the Centre and the Service Level Agreement for 2015-16 (Appendix 1) has been developed.
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	The proposed SLA targets young people.
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	The Centre also acts as a pathway to training and employment for young people. A young people is a qualified coach to work with people with autism as a result of the training at the Centre.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The SLA is attached (Appendix 1).
b	Have alternative options been explored	Yes	No SLA with the Centre has been considered.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The implementation of the SLA by the Centre will be monitored and reviewed.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Monitoring will be undertaken on a monthly basis. The Centre will submit an end of year report to the service, which will include the users' equalities data.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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Commissioner Decision Report 21 st October 2015 – Public Meeting	 TOWER HAMLETS
Report of: Andy Bamber – Head of Safer Communities	Classification: Unrestricted
Positive Activities for Young People – Oct, Dec 2015 & Feb 2016 half terms	

Originating Officer(s)	Hasan Faruq
Wards affected	All wards
Key Decision	Yes
Community Plan Theme	All

1. Executive Summary

- 1.1 Positive Activities for Young People (PAYP) is a holiday programme which aims to engage and enhance the development of young people. It targets young people aged 8-19 (with priority given to 13-19 year olds) and to support activities for those up to 25 years old for those with Special Educational Needs (SEN) and Learning Difficulties and/or Disabilities (LDD).

- 1.2 The programme allows young people to take part in diversionary activities through a variety of projects delivered by key partners throughout the holiday periods. This supports families during holiday time where there may be issues with childcare costs, limited or no family resources to provide holiday activities, overcrowding at home or other engagement issues. It also helps to support work to reduce antisocial behaviour during the autumn, Christmas and winter school holiday period.

- 1.3 The Commissioners decided that this programme be advertised for October half term 2015, Christmas 2015 and February half term 2016 and overseen by the PAYP Grant Board made up of LBTH officers from different teams and CVS (Council Volunteer Services) representatives. This report sets out the recommendations for grant awards as determined by the Independent PAYP Grant Board.

2. Recommendations

The Commissioners are recommended to:

- Agree the recommendation of the PAYP Commissioning Board to allocate grants up to a maximum £2,000 for 15 organisations and up to £3,500 for 2 SEND projects (a total 17 organisations) as highlighted green in Appendix 1.
- Agree that new adverts be placed in East End Life for the remainder of the holiday periods (December 2015 and February 2016) for the North East of the borough.

3. REASONS FOR THE DECISIONS

- 3.1 The decisions are required to facilitate the Council's delivery of a holiday programme to keep young people engaged in positive activities during holiday periods until the end of financial year.

4. ALTERNATIVE OPTIONS

- 4.1 Not to run holiday programmes for October and December 2015 and February 2016. This would have adverse consequences for poorer families, those with young people with special needs, and potentially impact negatively on ASB over the holiday periods.
- 4.2 Approve a different profile of grant awards based on an alternative assessment. However as the holiday programme is time limited there would be insufficient time to explore alternative options.

5. DETAILS OF REPORT

- 5.1 The Commissioners approved the establishment of an independent PAYP Grant Board to oversee the PAYP and YOF grant. The PAYP summer grant and YOF grant was successfully developed and delivered following approval by the commissioners.
- 5.2 The current round of the PAYP programme was advertised on 10 August 2015 on the Tower Hamlets website. Applicants were required to submit an application in the form attached at appendix 2. All applications were assessed against the pre-defined criteria.
- 5.3 This involved an assessment of whether applications met an eligibility threshold and an assessment by an independent external assessor. Each assessment was then reviewed and moderated by an LBTH officer and a CVS representative. The results were then presented to the PAYP Board for confirmation and recommendation to the Commissioners for final approval.

5.4 31 applications in total were submitted. 24 applications of these scored above the 60% eligibility threshold agreed by the board. Of the 31 applications considered:

- 17 applications were rated GREEN and recommended for approval by the Board;
- 5 were rejected at the initial assessment stage because did need not meet the minimum screening threshold.
- 9 applications were rated RED and recommended for rejection.

The PAYP Assessment Sheet is in Appendix 1

5.5 Of the 17 applications approved, 30% included an LGBTQ (Lesbian, Gay, Bi-sexual and Transgender Questioning), Special Educational Needs (SEN) or Learning Difficulties or Disabilities (LDD) element. This is considered a good level of targeting given that there is limited capacity within the 3rd sector in this area.

5.6 Geographically response to the grant programme continues to reflect those parts of the Borough where 3rd sector organisations exist in higher densities. For example only 1 application was received from the North East of the Borough and therefore there is a recommendation to advertise again in the NE for December 2015 and February 2016 half term. In areas where applications and awards were low, the service will continue with a stepped up programme of direct provision during the October holiday period. This will take account of other provision in these areas provided by charities, schools and 3rd sector organisations who have not targeted this grant programme for funding but are providing diversionary activities for the target cohort. Areas where such a stepped up programme of direct delivery may be required comprise Bow East, Bromley North and Bromley South.

5.7 In the long term targeted marketing and a review of the weighting associated with these grants will be undertaken to encourage third sector applications under this scheme to align even more closely to the geographical disposition of the target cohort and need. The application form and evaluation criteria will be kept under review as part of the commitment to best value continuous improvement.

5.8 The grant is paid 40% in advance with a 60% retention based on evidenced review of delivery. Corporate arrangements for recovery of grant monies are used in the event of default or failure to evidence delivery. Each recipient organisation will be inspected during the period of delivery. End of delivery review requires the production of receipts and evidence of outputs achieved which is the subject of review and checks before the final payments are released.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The report sets out the decisions of the Independent PAYP Board for consideration by the Commissioners to approve the recommendations. This includes the advertising of the holiday programme in the NE cluster for the remainder of the financial year on the LBTH website.
- 6.2 The report seeks the Commissioners agreement to allocate grants of up to £2,000 or £3,500 for SEN projects per holiday period. A total of 31 applications were submitted requesting grants totalling £168,130. The Independent PAYP Board approved 17 organisations for grant awards that total £92,045 for the summer programme.
- 6.3 It is proposed that the payments will be made by instalment to each of the organisations awarded a grant. It is recommended that an advanced grant payment of 40% - £36,818 be made. The 60% - £55,227 retention will be released on evidence of delivery. There is budgetary provision within the Youth Service budget (Vote E87) to meet the costs of the Holiday programme.

7. LEGAL COMMENTS

- 7.1 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).
- 7.2 To the extent that the Commissioners are exercising powers which would otherwise have been the Council's, there is a need to ensure the Council has power to make the grants in question.
- 7.3 Section 507A of the Education Act 1996 provides that a local authority must secure adequate facilities for recreation and social and physical training for children under 13 years of age. The Council is empowered by section 507A to organise games, expeditions and other activities for children under 13. The Council may also defray, or contribute towards, the expenses of such games, expeditions and other activities. When making arrangements for the provision of facilities or the organisation of activities, the Council is required to have regard to the expediency of co-operating with any voluntary societies or bodies whose objects include the provision of facilities or the organisation of activities of a similar character.
- 7.4 Section 507B of the Education Act 1996 places a duty on local authorities to promote the well-being of young people aged 13-19 (and persons up to 25 years with learning difficulties or disabilities) by securing access for them to sufficient educational and recreational leisure time activities and facilities, so

far as reasonably practicable. The Council can fulfil the duty by providing activities and facilities, assisting others to do so, or by making other arrangements to facilitate access, which can include the provision of transport, financial assistance or information.

- 7.5 Before taking any action in relation to activities and facilities for young people aged 13 – 19 (and up to 25 for young people with learning difficulties), the Council must consider whether it is expedient for the action to be taken by another person. The Council must consult for the purposes of determining this question. If it is so expedient, then the Council must take all reasonable steps to enter into an agreement or make arrangements with such a person for that purpose. The conduct of a grants scheme in relation to relevant activities, supported by grant agreements, may be consistent with these obligations.
- 7.6 When exercising its functions under section 507B of the Education Act 1996, the Council must take steps to ascertain the views of qualifying young persons in Tower Hamlets (i.e. young people aged 13 – 19 or up to 25 in the case of young people with learning difficulties). The Council must have regard to statutory guidance issued under the section which, the current version is the Statutory Guidance for Local Authorities on Services and Activities to Improve Young People’s Well-being. The guidance confirms that Local authorities should use planning and commissioning processes to identify the most appropriate providers and utilise the strengths of organisations within the voluntary and private sectors.
- 7.7 The proposed scheme 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 community strategy, which is contained within the Tower Hamlets Community Plan.
- 7.8 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 and the following matters are relevant to discharge of the duty –
- The scheme is advertised and, to this extent, the grants are exposed to a degree of competition.
 - Applications are assessed against pre-defined criteria designed to ensure benefits are delivered in Tower Hamlets, including by reference to the Tower Hamlets Community Plan. Based on this, the Council should be able to demonstrate a direct benefit accrued from the money spent under each grant.

- 7.9 There should be a grant agreement for each grant and provision made 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. Robust monitoring requirements need to be in place and appropriate performance related payment mechanisms introduced into the terms of any grant award. Paragraph 5.8 of the report addresses this.
- 7.10 When implementing the schemes, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases.
- 7.11 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.
- 7.12 When making grants decisions, 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 discharge the duty and Appendices 4 and 5 contain the Equality Impact Assessment and the Equality Analysis Quality Assurance Checklist respectively.
- 7.13 With regard to equalities it is appreciated that the spread of grant awards is not even across the borough due to the geographical base of the applicants. This has the potential to lead to individuals who are not geographically able to access these schemes being disadvantaged. However, regard has been had to this and the proposal is to redress any imbalance by the Council offering additional services to ensure that similar schemes and projects are available borough wide.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1 The programme encourages applicants for grants to demonstrate that they contribute to the board aims of One Tower Hamlets i.e. tackle inequality, strengthen cohesion and build community cohesion.
- 8.2 The award recommendations have been subject to an equalities assessment accompanying this report. Those aspects of this programme for which there is a shortfall in applications or eligible applications capable of securing a recommendation for award will be the subject of compensatory provision delivered directly by the Council from its network of youth centres where there is limited alternative provision.

9. BEST VALUE (BV) IMPLICATIONS

- 9.1 An itemised costs breakdown of the programme is required to ensure the panel can assess value for money. The breakdown can cover costs such as tutors, premises, insurance, transport, offsite activities, residential and outdoor activities. Equipment is not eligible for funding and applicants are required to match fund by 30%.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 Provision of local activities for residents within walking distance of their homes can contribute to fewer car journeys.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 To ensure that the risks are minimised, each project/organisation allocated grant under the scheme has been required to meet an initial eligibility threshold. Recipient organisations will be required to comply with standard grant agreement terms established corporately. Appropriate performance targets will be set and an evidenced evaluation of delivery and compliance will be carried out at the end of the delivery period. 60% of the grant allocation is retained until delivery is successfully evidenced to the satisfaction of the Council to reduce exposure to any delivery failure or loss of funds.

13. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 13.1 PAYP holiday programme helps to engage a sizable youth population who otherwise may be involved in ASB and petty crimes.

14. SAFEGUARDING IMPLICATIONS

- 14.1 All successful organisations are required to submit DBS checks of all their staff working on the programmes and these are checked against the prevent data base to ensure that all safety precautions have been taken to avoid any safeguarding breaches.

Linked Reports, Appendices and Background Documents

Linked Report

- State NONE if none.

Appendices

- **Appendix 1 – PAYP Assessment sheet**
- **Appendix 2 – PAYP Application Form**
- **Appendix 3 – PAYP Guidance Notes**
- **Appendix 4 – Equality Impact Assessment**
- **Appendix 5 – Equality Analysis Quality Assurance Checklist**

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

- None.

Officer contact details for documents:

Hasan Faruq, Interim Head of Service, Integrated Youth & Community Services, 5th Floor, Mulberry Place, 5 Clove Crescent E14 2BG email: hasan.faruq@towerhamlets.gov.uk

PAYP 2015/16 Assessment Sheet Oct, Dec 15 & Feb 2016

No.	ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments
1	PAYP05	Cornucopia Theatre Company	North East	No	No	£2,000.00	£2,000.00	1	Yes	No	No	37	62%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 15 YP (5 male & 10 female) programme around Circus & Theatre Arts. Activities will include clowning, Acrobatics, miming, juggling etc.	Recommended for funding, only application from North East Cluster. Delivering during October holiday period only.
2	PAYP27	Max Music Studios	North East	No	No	£0.00												No Annual financial report and public liability insurance submitted No evidence of consultation with young people Application form is blank	Rejected at screening
3	PAYP29	Acorn FC	North East	No	No	£1,805.50												Only one policy was submitted out of for required Public liability insurance expired on 30/6/15 No timetable, evidence of consultation and DBS confirmation check forms	Rejected at screening
4	PAYP30	Mile End Community project	North East	No	No	£9,120.00												No Annual Financial Report submitted No evidence to suggest consultation with young people carried out, only a questionnaire submitted Did not meet PAYP criteria to deliver 15 hours between 9-5pm Mon-Fri. Delivery hours are mainly at late evenings and weekends	Rejected at screening
5	PAYP31	Sportslink	North East	No	No	£6,660.00												No policies or documents submitted. Only submitted an application form	Rejected at screening

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ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments	
6	PAYP16	Osmani Trust – Amaal girls project	North West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	103.5	94%	Taj Uddin Ahmed	East End Community Foundation	Alex Nelson	Yes	Girls project, will engage 15 YP per period. Activities will include First Aid, canvass design, designing mugs, Origami, food & hygiene and more.	Recommended for funding as girls only project
7	PAYP26	Weavers Community Forum (WCF)	North West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	100	91%	Martha Barden	East End Community Foundation	Alex Nelson	Yes	Will engage 16 YP per period (10 male 6 female) programme is around Skills for Life, Martial Arts. Activities will include Fuse ball competition, Shelter building, Graffiti, Interview Skills, Football coaching and more	Recommended for funding , mixed project with different activities
8	PAYP15	Osmani Trust – Aasha Project	North West	No	No	£6,000.00		3	Yes	Yes	Yes	91	83%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 30 boys per period, programmes around Staying Healthy & Recreational. Activities will include Level 2 CIEH in Conflict resolution, workshops on gangs, BMI, Healthy eating and more	Not recommended, boys only project
9	PAYP20	St. Hilda's East Community Centre	North West	No	No	£6,000.00		3	Yes	Yes	Yes	89	81%	Nojmul Hussain	East End Community Foundation	Alex Nelson	Yes	Will engage 25 YP (20 male & 5 female). Activities include dance workshop, horticulture, graffiti, pensioners project, community cohesion and more.	Not recommended
10	PAYP12	Newark Youth London	North West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	86.5	79%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Project will engage 30 YP per period (24 male & 6 female), programmes around Personal Wellbeing, Conflict Resolution & Health. Activities will include PSHE modules on Wellbeing, Employment & Education solutions, flight simulator and more	Recommended for funding , mixed project around healthy lifestyle and employment skills
11	PAYP04	Boundary Community School	North West	No	No	£6,000.00		3	Yes	Yes	Yes	84.5	77%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 15 YP per period (12 male & 3 female). Activities include IT training sessions, social media workshop, employment workshop and more.	Not recommended. Not VFM, Project very vague

12	PAYP17	Shadow Youth Alliance	North West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	77	70%	Nojmul Hussain	East End Community Foundation	Alex Nelson	Yes	Will engage 20 YP (13 male, 7 female) activities will include graffiti workshop, AQA in photography, feeding homeless, residential and more	Recommended for funding for only Christmas holiday period
13	PAYP24	Vallance Community Sports Association - Boys project	North West	No	No	£4,000.00		2	Yes	No	Yes	66	78%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	Boys project, will engage 25 yp per period, programme around Live Strong. Activities will include Multi sports activity, Sports Leadership workshop, Online IT workshop and more.	Not recommended, boys only project
14	PAYP07	Headliners	North West	No	No	£4,000.00	£4,000.00	2	Yes	No	Yes	65	76%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 10 YP (4 male & 6 female) programme around Community Reporters. Activities include Journalism, story screening, editing and more.	Recommended for funding, project is around journalism.
15	PAYP25	Vallance Community Sports Association - Girls project	North West	No	No	£4,000.00		2	Yes	No	Yes	57.5	68%	Martha Barden	East End Community Foundation	Alex Nelson	Yes	Girls project, will engage will engage 20 yp per period. Activities will include beauty & health workshop, dance sessions and more.	Not recommended because it scored low
16	PAYP28	Fame Academy of Performing Arts	North West	No	No	£7,500.00												NO public liability insurance No DBS confirmation check form submitted Risk assessment not completed fully	Rejected at screening

ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments	
17	PAYP08	Island House Community Centre	South East	No	No	£4,000.00	£4,000.00	2	Yes	No	Yes	81.5	96%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	Will engage 12-15 YP (8 male & 7 female) activities include street dance workshop, laughter therapy, juggling, choreography and more.	Recommended for funding
18	PAYP22	Streets of Growth	South East	No	No	£4,000.00	£4,000.00	2	Yes	No	Yes	78	92%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	Will engage 20 YP per period (10 Male & 10 Female) programmes around Change Leaders and Earn your Vision. Activities will include Team leadership, planning, community event, CV workshop, Enterprise challenge, selling products and more.	Recommended for funding
19	PAYP09	Island House Community Centre with 2nd East London Scout Group	South East	No	No	£4,000.00	£4,000.00	2	Yes	Yes	No	73.5	86%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 15 YP per period (8 male & 7 female) activities include Chef badge in healthy living, world faith workshop, film making and more.	Recommended for funding
20	PAYP11	Mudchute Association	South East	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	94	85%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	Will engage around 30 YP per period (14 male & 16 female) activities will include Equestrian activities, woodwork, driving lessons, pantomime and more.	Recommended for funding

ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments	
21	PAYP06	East Girls Project C/O The Rooted Forum	South West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	107	97%	Martha Barden	East End Community Foundation	Alex Nelson	Yes	Girls only programme, will engage 20 yp per period. Programmes around Rock Ya Body, Unity & I Heart U (SRE), activities will include Keep fit sessions, Fashion Show, SRE, Beauty Pamper session and	Recommended for funding
22	PAYP18	Shadwell Youth Club C/O The Rooted Forum	South West	No	No	£6,000.00		3	Yes	Yes	Yes	106.5	97%	Nojmul Hussain	East End Community Foundation	Alex Nelson	Yes	Boys project, will engage 25 yp per period. Programmes will be around ASB, Addictions & Enemies & Anger & Conflict Resolutions. Activities will include Boxing, workshops, community event, residential and more.	Not recommended because boys only project
23	PAYP03	Bangladesh Football Association	South West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	102.5	93%	Nojmul Hussain	East End Community Foundation	Alex Nelson	Yes	Will engage 42 YP per period (32 male & 12 female), programme around FA referees course, Leadership in Youth Work. Activities include FA referee course, Introduction to Youth Work course and more.	Recommended for funding
24	PAYP13	Ocean Youth Connexions (Open Access)	South West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	92	84%	Taj Uddin Ahmed	East End Community Foundation	Alex Nelson	Yes	Will engage 20 YP per period (13 male & 6 female) activities will include Health & Safety level 2, Food and Hygiene Level 2, BSM Signal Course, Conflict resolution and	Recommended for funding

25	PAYP19	Society Links	South West	No	No	£6,000.00	£6,000.00	3	Yes	Yes	Yes	85.5	78%	Shazia Ghani	East End Community Foundation	Alex Nelson	Yes	Will engage 25 YP (15 male & 10 female) activities include Jewellery making, computer coding, web design talk, healthy cooking and more.	Recommended for funding
26	PAYP23	The Arbour Youth Centre	South West	No	No	£4,000.00		2	Yes	No	Yes	54.5	64%	Taj Uddin Ahmed	East End Community Foundation	Alex Nelson	Yes	Will engage 30 y/p (10 male & 20 female) per holiday period. Programmes will be around Halloween and volunteer programme. Activities will include Halloween collage, mask making, Leadership/team building, drama activities	Not recommended score low
27	PAYP10	Junior Muslim Circle	South West	No	No	£6,000.00		3	Yes	Yes	Yes	34	31%	Martha Barden	East End Community Foundation	Alex Nelson	Yes	Project will engage around 35 yp per period (20 male, 15 female). Programme around GROW self awareness on various issues. Activities will include workshops on ASB, Self Esteem, Healthy lifestyle, drugs and alcohol and more.	Not recommended below threshold

ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments	
28	PAYP02	APASENTH	B/W	Yes	No	£7,000.00	£7,000.00	2	Yes	No	Yes	79	93%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	SEN project, will engage 10 yp per period (5 male & 5 female) activities will include Smoothie making, horse riding, Cardio combat sessions, Boxing and more.	Recommended for funding, SEN project
29	PAYP14	Ocean Youth Connexions (SEN)	B/W	Yes	No	£9,045.00	£9,045.00	3	Yes	Yes	Yes	97.5	89%	Taj Uddin Ahmed	East End Community Foundation	Alex Nelson	Yes	SEN programme, will engage 12 yp per holiday period (8 male & 4 Female). Programme will be around Sports & fitness, Road theory & managing conflicts and Access to Play & First Response. Activities will include BSM signal Theory, Health & Fitness, Day certificate in ports, First Aid, Young	Recommended for funding, SEN project
30	PAYP01	Al-Isharah	B/W	Yes	No	£9,000.00		3	Yes	Yes	Yes	44.5	40%	Abul Khayar Ali	East End Community Foundation	Alex Nelson	Yes	SEN project for DEAF yp. Will engage 20 yp per period (12 male 8 female) programme is around Leam London. Activities will include PEER mentoring, team building, CITIZENSHIP course and more.	Not recommended below threshold

ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Allocated	Number of holiday periods applied for	October delivery	December delivery	February delivery	Total Score	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments	PAYP Board recommendations & Comments	
31	PAYP21	Step Forward	B/W	No	Yes	£4,000.00	£4,000.00	2	Yes	No	Yes	73	86%	Martha Barden	East End Community Foundation	Alex Nelson	Yes	Project will engage 8-12 yp (5 male, 7 female) programme around stepping stones. Activities will include LGBTQ step out session, SRE workshop and more.	Recommended for funding, targets LGBTQ cohort

£168,130.50	£92,045.00
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INTEGRATED YOUTH & COMMUNITY SERVICES

POSITIVE ACTIVITIES FOR YOUNG PEOPLE (PAYP) 2015/16 APPLICATION FORM

October half-term: 26th October – 30th October 2015

Christmas holiday: 21st December – 1st January 2016

February half-term: 15th February – 19th February 2016

Please refer to the PAYP guidance notes when completing the application form

Application Checklist

All the necessary documents **must be submitted** or the application will be **rejected**.

Policy documents (1 – 5) should have been reviewed or updated in the last **two years**.

	Attached with application (delete as appropriate)
1. Health & Safety Policy	YES / NO
2. Equality of Opportunities Policy	YES / NO
3. Safeguarding/Child Protection Policy	YES / NO
4. Annual Financial Report	YES / NO
5. Public Liability Insurance Document	YES / NO

For **each delivery period** ensure the following documents are attached:

	Attached with application (delete as appropriate)
6. Risk Assessments	YES / NO
7. Activity timetable	YES / NO
8. Evidence of consultation with young people	YES / NO

For **each staff member** ensure the following documents are attached:

	Attached with application (delete as appropriate)
9. DBS Confirmation Check	YES / NO

Section 1: General information

Name of formally constituted organisation

Name of formally constituted organisation	
<input type="text"/>	
Address	<input type="text"/>
Postcode	<input type="text"/>
Ward	<input type="text"/>

Contact details: Please provide the contact details of two members of staff

Contact A

Name	<input type="text"/>	
Job Title	<input type="text"/>	
Work Address (if different from above)	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone (Work)	Telephone (Mobile)	<input type="text"/>
Email	<input type="text"/>	

Tick as appropriate:

Employee

Volunteer

Committee Member

Contact B

Name	<input type="text"/>	
Job Title	<input type="text"/>	
Work Address (if different from above)	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone (Work)	Telephone (Mobile)	<input type="text"/>
Email	<input type="text"/>	

Tick as appropriate:

Employee

Volunteer

Committee Member

Legal Status: please state the legal status of your organisation

Registered charity	<input type="text" value="YES / NO"/>	Charity number	<input type="text"/>
Company limited by guarantee	<input type="text" value="YES / NO"/>	Company registration number	<input type="text"/>
Other	<input type="text" value="YES / NO"/>	Please specify	<input type="text"/>
Does your organisation have public liability insurance?			<input type="text" value="YES / NO"/>
Please provide the insurance certificate number			<input type="text"/>

Integrated Youth & Community Services Registration Scheme

Is your organisation registered with Youth & Community Services?	<input type="text" value="YES / NO"/>
Date of registration	<input type="text"/>
Level of registration	<input type="text"/>

LBTH Funding

Please provide details of any other grants or funding currently in receipt by your organisation

Section 2: Organisational & administrative details

Organisational Structure, Project management & Control

Describe the trustee, management and staffing structure of the organisation together with the key strengths which enable it to effectively deliver its agreed aims and objectives (max 200 words - see guidance notes for further information)

Equalities and Diversity

Describe how the organisation (or partnership/consortium) will ensure that equalities and diversity issues are taken into account in the planning and delivery of the proposed project (max 200 words - see guidance notes for further information)

Quality Assurance Standards

Please set out details of the Quality Assurance standards that the organisation has in place that will support the effective delivery of the proposed project (max 300 words - see guidance notes for further information)

Project Staff and Volunteers

Provide details of the staff and volunteers who will be involved in delivering the proposed project/services (max 400 words - see guidance notes for further information)

DBS Details

Give the names of all staff due to work on the programme, this should include volunteers and management/committee members who will have access to young people on the PAYP programme. (Important: we should be notified of any staff changes as soon as possible, and provide the appropriate DBS Confirmation Check form).

Name of staff member / volunteer	DBS Check Form Attached
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO

Section 3: Project Delivery Details (October Half-term)

Delivery dates	26 th October – 30 th October 2015
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Did you undertake consultation with young people for this programme?	YES / NO
Evidence of Research and Consultation attached?	YES / NO

Which Ward will the project be delivered in?	
Project Title	

Total number of hours for PAYP activities	Week 1	Week 2	Total Hours

Project Description

Learning Outcome Details	
Number of young people to achieve recorded outcomes	
Number of young people to achieve learning outcomes	

Project time table attached?	YES / NO	Risk assessment(s) attached?	YES / NO
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Please provide the risk assessor's details:			
Name		Job Title	
Qualifications			

Young People Targeted – please tick the groups you plan to work with

Black & Minority Ethnic YP	<input type="checkbox"/>	Young Women	<input type="checkbox"/>
Care Leavers (16-25)	<input type="checkbox"/>	YP at risk of Anti-Social Behaviour	<input type="checkbox"/>
Excluded	<input type="checkbox"/>	YP at Risk of Offending	<input type="checkbox"/>
FTE in Youth Justice System	<input type="checkbox"/>	YP from Low Income	<input type="checkbox"/>
In care/ Care Leaver	<input type="checkbox"/>	YP Gifted and Talented	<input type="checkbox"/>
LGBTQ YP	<input type="checkbox"/>	YP Homeless	<input type="checkbox"/>
Looked after children (0-16)	<input type="checkbox"/>	YP involved in Anti-Social Behaviour	<input type="checkbox"/>
On Child Protection Register	<input type="checkbox"/>	YP Involved in Offending	<input type="checkbox"/>
Statemented - Behaviour	<input type="checkbox"/>	YP Rough Sleepers	<input type="checkbox"/>
Supervised by YOT /Probation	<input type="checkbox"/>	YP with Disabilities	<input type="checkbox"/>
Young Carers	<input type="checkbox"/>	YP with Mental Health Issues	<input type="checkbox"/>
Young Men	<input type="checkbox"/>	YP with SEN / Learning difficulties	<input type="checkbox"/>
Young Travellers	<input type="checkbox"/>	YP not in Education/Employment/Training (NEET)	<input type="checkbox"/>

Overall total number of young people to be engaged?

Gender		Male	Female
	Number of Young People	<input type="text"/>	<input type="text"/>
Age Group	8-12	13-19	YP with SEND (up to 25)
	Number of Young People	<input type="text"/>	<input type="text"/>

Please provide a detailed budget breakdown for your project during the above holiday period

Activity/item	Quantity (per item / per hour / per session)	Cost (£)	Amount requested from PAYP	Match funding (if any)	SEN/LDD costs
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Overall total predicted cost of project £

Section 3: Project Delivery Details (Christmas Holiday)

Delivery dates

Did you undertake consultation with young people for this programme?	YES / NO
Evidence of Research and Consultation attached?	YES / NO

Which Ward will the project be delivered in?	
Project Title	

Total number of hours for PAYP activities	Week 1	Week 2	Total Hours

Project Description

Learning Outcome Details

Number of young people to achieve recorded outcomes	
Number of young people to achieve learning outcomes	

Project time table attached?	YES / NO	Risk assessment(s) attached?	YES / NO
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Please provide the risk assessor's details:

Name		Job Title	
Qualifications			

Young People Targeted – please tick the groups you plan to work with

Black & Minority Ethnic YP	<input type="checkbox"/>	Young Women	<input type="checkbox"/>
Care Leavers (16-25)	<input type="checkbox"/>	YP at risk of Anti-Social Behaviour	<input type="checkbox"/>
Excluded	<input type="checkbox"/>	YP at Risk of Offending	<input type="checkbox"/>
FTE in Youth Justice System	<input type="checkbox"/>	YP from Low Income	<input type="checkbox"/>
In care/ Care Leaver	<input type="checkbox"/>	YP Gifted and Talented	<input type="checkbox"/>
LGBTQ YP	<input type="checkbox"/>	YP Homeless	<input type="checkbox"/>
Looked after children (0-16)	<input type="checkbox"/>	YP involved in Anti-Social Behaviour	<input type="checkbox"/>
On Child Protection Register	<input type="checkbox"/>	YP Involved in Offending	<input type="checkbox"/>
Statemented - Behaviour	<input type="checkbox"/>	YP Rough Sleepers	<input type="checkbox"/>
Supervised by YOT /Probation	<input type="checkbox"/>	YP with Disabilities	<input type="checkbox"/>
Young Carers	<input type="checkbox"/>	YP with Mental Health Issues	<input type="checkbox"/>
Young Men	<input type="checkbox"/>	YP with SEN / Learning difficulties	<input type="checkbox"/>
Young Travellers	<input type="checkbox"/>	YP not in Education/Employment/Training (NEET)	<input type="checkbox"/>

Overall total number of young people to be engaged?		<input type="text"/>	
Gender		Male	Female
	Number of Young People	<input type="text"/>	<input type="text"/>
Age Group		13-19	YP with SEND (up to 25)
	Number of Young People	<input type="text"/>	<input type="text"/>

Please provide a detailed budget breakdown for your project during the above holiday period

Activity/item	Quantity (per item / per hour / per session)	Cost (£)	Amount requested from PAYP	Match funding (if any)	SEN/LDD costs
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Overall total predicted cost of project £

Section 3: Project Delivery Details (February Half-term)

Delivery dates

Did you undertake consultation with young people for this programme?	YES / NO
Evidence of Research and Consultation attached?	YES / NO

Which Ward will the project be delivered in?	
Project Title	

Total number of hours for PAYP activities	Week 1	Week 2	Total Hours

Project Description

Learning Outcome Details

Number of young people to achieve recorded outcomes	
Number of young people to achieve learning outcomes	

Project time table attached?	YES / NO	Risk assessment(s) attached?	YES / NO
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Please provide the risk assessor's details:

Name		Job Title	
Qualifications			

Young People Targeted – please tick the groups you plan to work with

Black & Minority Ethnic YP	<input type="checkbox"/>	Young Women	<input type="checkbox"/>
Care Leavers (16-25)	<input type="checkbox"/>	YP at risk of Anti-Social Behaviour	<input type="checkbox"/>
Excluded	<input type="checkbox"/>	YP at Risk of Offending	<input type="checkbox"/>
FTE in Youth Justice System	<input type="checkbox"/>	YP from Low Income	<input type="checkbox"/>
In care/ Care Leaver	<input type="checkbox"/>	YP Gifted and Talented	<input type="checkbox"/>
LGBTQ YP	<input type="checkbox"/>	YP Homeless	<input type="checkbox"/>
Looked after children (0-16)	<input type="checkbox"/>	YP involved in Anti-Social Behaviour	<input type="checkbox"/>
On Child Protection Register	<input type="checkbox"/>	YP Involved in Offending	<input type="checkbox"/>
Statemented - Behaviour	<input type="checkbox"/>	YP Rough Sleepers	<input type="checkbox"/>
Supervised by YOT /Probation	<input type="checkbox"/>	YP with Disabilities	<input type="checkbox"/>
Young Carers	<input type="checkbox"/>	YP with Mental Health Issues	<input type="checkbox"/>
Young Men	<input type="checkbox"/>	YP with SEN / Learning difficulties	<input type="checkbox"/>
Young Travellers	<input type="checkbox"/>	YP not in Education/Employment/Training (NEET)	<input type="checkbox"/>

Overall total number of young people to be engaged?

Gender		Male	Female
	Number of Young People	<input type="text"/>	<input type="text"/>
Age Group	8-12	13-19	YP with SEND (up to 25)
	Number of Young People	<input type="text"/>	<input type="text"/>

Please provide a detailed budget breakdown for your project during the above holiday period

Activity/item	Quantity (per item / per hour / per session)	Cost (£)	Amount requested from PAYP	Match funding (if any)	SEN/LDD costs
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Overall total predicted cost of project £

Data Protection Act

LBTH will store information you provide within its databases in accordance with the principles of Data Protection Act. LBTH may share information with individuals and/or organisations we consult when assessing applications, monitoring grants and evaluating funding.

LBTH may also share information with accountants, external consultants, organisations who are also providing funding to your organisation and others with a legitimate interest in Council applications or grants and for the prevention/detection and prosecution of fraud.

Freedom of Information Act

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

Deadline

Please submit your completed application, together with all supporting documents to Delwar Hussain at delwarx.hussain@towerhamlets.gov.uk or by post to Delwar Hussain, Tower Hamlets Council, Integrated Youth and Community Services, Mulberry Place, 5th Floor, 5 Clove Crescent, London, E14 2BG

Applications must arrive by **17:00pm on Friday 28th August 2015**

Declaration

By submitting this application form, you confirm and agree that the information on this application is true and accurate to the best of your knowledge. All members of your organisation who have access to the IYSS database will adhere to all policies that govern it.

Authorised
Signature*

Date

Print Name

Position

* An authorised signatory of your organisation must sign this form



INTEGRATED YOUTH & COMMUNITY SERVICES

POSITIVE ACTIVITIES FOR YOUNG PEOPLE (PAYP) 2015/16

Guidance Notes

October half-term: 26th October – 30th October 2015

Christmas holiday: 21st December – 1st January 2016

February half-term: 15th February – 19th February 2016

INTRODUCTION

The application form is for organisations wishing to apply for PAYP funding in order to provide activities/programmes during the School holiday periods for young people aged 8 – 19 years and up to age 25 with Special Educational Needs/Learning Difficulties and Disabilities in the London Borough of Tower Hamlets.

Please read the Guidance notes before completing the attached application form. The information provided on the form will help us to assess your application accurately and promptly. Please complete this form in **BLACK TYPEFACE** and ticking (✓) the boxes that apply.

You must complete all sections of the application form. Incomplete applications will not be considered, neither will applications received after the **deadline of 5pm on Friday 28th August 2015**.

If you need advice or help completing your application form, we will be holding a PAYP application surgery at Mulberry Place, 5 Clove Crescent, London E14 2BG on Tuesday 17th August 2015 from 2-4pm and Wednesday 18th August 2015 from 2pm–4pm. For any enquiries please contact Delwar Hussain on telephone 0207 364 3164

THE AIM OF PAYP PROGRAM – WHAT PAYP INTEND TO ACHIEVE

PAYP requires service providers to work towards creating a targeted programme for those in need of help, support and challenge. Programme delivery must be tailored to the needs of young people and aim to achieve positive outcomes. Focus should be aimed at offering milestones for targeted young people for the duration of the programme, by engaging with them and encouraging their aspirations with the support of key workers, referral agencies and other professional bodies.

Key Worker Involvement

Key Workers will promote your project to targeted groups of young people. Referral agencies and Key workers will also identify and refer young people to your project for engagement.

The role of a Key worker is extensive and multi-faceted, offering continuous support to young people who are at risk of social exclusion, truancy, and anti-social behaviour, involvement in crime or within a NEET group.

PAYP programme require organisations to work closely with key workers to support young people before, during and after delivery of your project. Referrals must be accepted up to a week prior to the start of each delivery period. Afterwards the providers can recruit their young people directly if there is no referral form received from referral agencies / Key workers.

Checklist

Please go through the checklist and check to see if you have filled in all the relevant sections and attached necessary documents with the application form.

Policy Documents to be submitted

PAYP has an obligation to ensure that the providers delivering PAYP programmes have relevant policies and procedures in place to safeguard young people. Please attach the most current documents that you have. Please submit the policies that have been updated since your last submission.

Essential Criteria

- Consultation with young people for each delivery period
- Your project should be set up to deliver a minimum of 25 hours of activities per week during the delivery period
- 15 hours MUST be delivered during the hours of 9am – 5pm on weekdays. The remaining 10 hours can be delivered during evenings or weekends.
- Please note that PAYP expects any given activity to support between 12-19 young people unless it's a specific targeted activity.
- The programme requires a minimum of 30% match funding / in kind from the total cost of your programme.
- Maximum of 25% of the requested grant can be allocated to administration, management and/or staffing costs.
- Accept a minimum of 40% of referrals of young people from the referral agencies/ key workers.
- Programmes must not be gender or ethnicity specific unless you are working to engage with the target group listed in appendix 1.

Funding allocation and priorities

This year funding will be allocated by Ward Cluster, reflecting where the projects are delivered. A map of the Ward Clusters can be found in Appendix 1 and funding will be allocated as follows.

Ward Cluster	Number of Projects
North West	4
North East	6
South West	4
South East	6

We are also encouraging applications from organisations that can deliver services to certain target groups. These priorities are referenced in the relevant sections of the guidance notes.

Please note that funding has been specifically set aside to fund projects targeting the following groups:

Target Group	Number of Projects
LGBTQ Young People	2
Young People with SEND	2

Additionally, projects working with young people with SEND (special educational needs or disabilities) can claim a maximum of £3,500 per holiday period to include travel cost.

SECTION ONE: GENERAL INFORMATION - PLEASE TELL US ABOUT YOUR ORGANISATION

Organisation details & Contact

Please provide full contact details of your organisation.

Ward

PAYP aims to ensure every Cluster Ward in the borough has PAYP activities being delivered throughout the holiday periods. You can find out which Ward you are in by visiting the following web link:

http://www.towerhamlets.gov.uk/content_pages/online_services/find_your_local_services.aspx

Please ensure you indicate your Ward on your application as failure to do so may result in your application not being considered for funding.

Contact details

PAYP requires contact details of a minimum of two members from your organisation who will be the key link persons throughout the year and during each delivery period of the project. It is essential that the Link/ contact persons are familiar with the delivery of the programme and are available to attend meetings, networking events and deal with any queries the Community Engagement Officer may have.

Legal Status

Please state whether your organisation is a registered charity (together with charity number) or a company by limited guarantee (together with the company registration number as at Companies House). Please specify the nature of your organisation if it is neither of the above.

Youth & Community Services Registration Scheme

It is a requirement for all Organisations applying for grants from Youth & Community Services to register with the scheme. If you are not registered yet, please visit

http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants.aspx and register your organisation.

If you have any queries please contact Akhlaqul Ambia on 0207 364 0929 or Akhlaqul.Ambia@towerhamlets.gov.uk.

Please provide the date you registered your organisation and the level of registration. This determines the amount you can apply for.

LBTH Funding

Please provide details of any other grants or funding your organisation is in receipt of from London Borough of Tower Hamlets even if it is not related to youth projects.

SECTION TWO: - ORGANISATIONAL STRUCTURE & ADMINISTRATIVE DETAILS

Organisational Structure, project management & control

[This is a scoring section – the maximum possible score is 5]

PAYP emphasises that the organisation must have the necessary skills and experience to effectively manage and deliver the programme.

Some of these skills could include **planning, organisational, meeting deadlines, communication & leadership, monitoring and evaluation** skills to name a few. It is essential that you demonstrate the ability to deliver and manage the project, highlighting how you may solve problems, delays or barriers to delivery. Also mention the structure of your organisation.

Within this section you should:

- Please highlight the aims and objectives of your organisation. Also highlight how your organisation's aims and objectives intend to support and engage young people in their individual learning development.
- outline the structure of the organisation and tell us about the decision making processes in relation to strategic organisational issues and the day-to-day operational management of the organisation and its activities, services and projects
- tell us about the experience and areas of expertise of key members of your Board of Trustees or Management Committee which enables the organisation to effectively deliver its aims, objectives and priorities

Also include how you will:

- maximise the take up of services – ensuring targets are met
- manage and control project expenditure
- manage and control project staff and volunteers
- monitor and record project activities, outcomes
- manage and control other matters as appropriate

Please limit your wording to 300 words.

Equality and Diversity

[This is a scoring section – the maximum possible score is 10]

Within this section you should provide:

- information to demonstrate your awareness of the diverse needs of the community/area targeted by your project
- details of what actions you have/will take to ensure that equalities and diversity issues are addressed in the planning and delivery of project activities/services
- How you will overcome barriers to ensure diversity and equality issues are addressed
- How you will promote to engage under represented groups in the borough, eg. Females, LGBTQ, SEND and young people from White British, African and Caribbean and Somalian background
- a profile of the anticipated beneficiaries of your project – if there are any specific group(s) you will be seeking to target, please explain why

Quality Assurance standards

[This is a scoring section – the maximum possible score is 10]

Quality assurance is a way for your organisation to ensure it is always striving to do the best it can for service users. This entails continuous monitoring, reviewing and evaluating of your service delivery, management, leadership and performance. Please indicate in your application the quality assurance process your organisation has in place to deliver programmes for young people.

Within this section you should provide details of any Quality Assurance accreditation that the organisation has that are relevant to the activities for which funding is being sought. You should also tell us:

- when the accreditation was awarded
- about any inspection/review requirements and renewal arrangements
- what on-going action/training is undertaken to ensure the accreditation is maintained
- how the organisation ensures that the day to day work of the organisation is compliant with the quality standard
- how the learning and achievement of young people is measured
- lessons learned from previous project delivery and how it has been implemented to improve service delivery

Project Staff and Volunteers

[This is a scoring section – the maximum possible score is 10]

Within this section you should:

- provide details of the staff and volunteers that will be involved in delivering or supporting the project, outlining their positions and responsibilities (within the project) and clarifying the approximate number of hours they will work on the project each week
- summarise the qualifications, skills and experience that you will expect staff or volunteers to have
- clarify the training, support and supervision that will be available to staff/volunteers throughout the delivery of the project
- If you currently run an existing or similar project, please clarify what training staff or volunteers have received over the last 12 months that will help to ensure the quality and effectiveness of the delivery of this proposal

DBS – Disclosure and Barring Service (Formerly CRB) Enhanced Police Check for all staff and volunteers

A DBS Confirmation Check Form (Appendix 5) must be completed for all paid and non-paid staff involved in the programme. Please note, for each delivery period; DBS verification would be required for trainers, volunteers and any new staff employed on the project.

Please note that any DBS details provided of staff/volunteers cannot be older than 3 years from the validation date. Indicate in your application that all employees are security checked. All staff and volunteers will be checked with the Home Office vetting system under the new PREVENT strategy.

SECTION THREE: - PROJECT DELIVERY DETAILS

Delivery Period

PAYP is looking for organisations that can provide provisions/activities throughout the following periods;

Autumn (October Holiday)

Christmas (December Holiday)

Winter (February Holiday)

Please indicate in your application which of the holiday provisions your organisation is interested in delivering.

Consultation

Please confirm whether you carried out consultation with young people for your programme. Please attach to your application; evidence of any research or consultation carried out by your organisation.

Ward

Please identify the ward that you will be delivering in. This may not be the same as the ward in which your organisation is based.

Project Title

Your Project title will be used in publicity materials promoting PAYP during delivery periods. Give your project a title that is reflective of the activities you will be delivering. Give your project a title that is reflective of the activities you will be delivering.

Total Number of Hours for PAYP Activities

Your project should be set up to deliver a minimum of 25 hours of activities per week during the delivery period, of which 15 hours MUST be delivered during the hours of 9am – 5pm on weekdays. The remaining 10 hours can be delivered during evenings or weekends.

Please fill in the number of hours you plan to deliver per week for your PAYP programme.

Project Description

[This is a scoring section – the maximum possible score is 20]

PAYP is looking to fund innovative and educational activities that are fun, interactive and supportive towards young people in their social, physical and spiritual development.

Please note that activities such as Paintball shooting or International trips, and any other activities considered as high risk by LBTH cannot be funded.

Please ensure you provide a summary of the proposed activities that will be delivered during each holiday period. This will be used for publicity purposes for each delivery period.

Within this section you are required to provide a comprehensive description of your proposed project including how the need for the project, clarifying:

- how geographical and beneficiary targeting has been identified
- the activities and services that will be provided

- the delivery plan for the various elements of the project
- details of any supplementary or support activities/services
- when where and how activities/services will be provided
- clear outputs and outcomes that the project will deliver and what young people will achieve
- what difference will the project make in the lives of service users
- how will the programme help young people to develop life skills, employability skills etc.
- how you will work or network with other groups to maximise the success of the project
- other information as appropriate
- The programme requires your organisation to demonstrate research and consultation with young people in order to design and tailor the proposed programme towards the needs of the audience. Please give a summary of your findings and how you have used this to tailor your programmes.
- Your application must demonstrate how you intend to support the targeted groups by working with the Key Workers, taking into consideration things like communication and attendance of young people taking part in your activities.
- Include reflection time with Key Workers and young people within your programme to enable young people to receive maximum support.
- PAYP supports work in targeted geographical areas where there is lack of youth provisions to support the youth within the vicinity. We are encouraging organisations who will deliver their programme from these targeted areas. Please see Appendix 1.

Learning Outcomes Details

Your project should ensure young people can gain measurable learning outcomes during each holiday period.

The programme must be holistic and a structured approach to learning with milestones that support young people's personal and social needs.

Project Timetable

Please provide a copy of your timetable for the holiday period. Please use the template on the form for your timetable. Please see **Appendix 2 – FORM TT1**.

Risk Assessment

Please attach copies of risk assessments for the activities you propose to deliver during the holiday period. Please provided the risk assessor's details including qualifications attained in relation to risk assessments.

Young People Targeted

PAYP Supports targeted work with young people who are deemed to be 'at risk'. These include young people who are at risk of social exclusion, truancy, and anti-social behaviour, involvement in crime or within a NEET group. Indicate your primary target group. Please see Appendix 1.

PAYP encourages organisations to support young people between the age of 8 – 19 years and up to 25 for those with SEN/LDD needs. Please state the number of young people per age group you anticipate to work with during the PAYP programme.

PAYP also encourages applications from organisations working with females, Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) young people and young people with SEND. Also young people from White British; Black African, Caribbean and Somali backgrounds.

Please indicate in your application how many **individual** young people you will be supporting during the lifespan of the project (a young person taking part in 3 different activities during the holiday period is to be counted as 1 and not 3).

Please note that PAYP expects any given activity to support between **12-19 young people** unless it's a specific targeted activity.

Please refer to Appendix 3 for further information about some of the activities and the level of risk involved. For further information please do not hesitate to contact the Community Engagement Officer.

Budget Breakdown

[This is a scoring section – the maximum possible score is 5]

An itemised costs breakdown of your programme is required to ensure the panel can assess 'value for money'. The breakdown can cover costs such as tutors, premises, insurance, transport, offsite activities, residential and outdoor activities. Equipment cannot be bought for your organisation or youth clubs with the funds.

Note: Costs must be exclusively for activities, existing staff costs would not be considered for funding however, a small proportion of up to 25% costs for sessional/administration/management staff can be incorporated.

The programme requires a minimum of 30% match funding / in kind from the total cost of your programme.

The Council Supports PAYP for young people with SEN/LDD and is willing to consider SEN costs in addition to the PAYP award. 3 quotes must be supplied by the provider demonstrating value for money. (SEN costs may include transport, additional specialist support workers)

DECLARATION

Please read this carefully before signing and returning the form.

Please refer to Appendix 5 for an explanation on Data Protection.

APPENDIX 1- PAYP TARGET AREAS AND GROUPS

The following definitions and categories were drawn from the PAYP management information system (IYSS Database). These are shortened for references.

TARGET GROUPS

Black & Minority Ethnic YP	Young Women
Care Leavers (16-25)	YP at risk of Anti-Social Behaviour
Excluded	YP at Risk of Offending
FTE in Youth Justice System	YP from Low Income
In care/ Care Leaver	YP Gifted and Talented
LGBTQ YP	YP Homeless
Looked after children (0-16)	YP involved in Anti-Social Behaviour
On Child Protection Register	YP Involved in Offending
Statemented - Behaviour	YP Rough Sleepers
Supervised by YOT /Probation	YP with Disabilities
Young Carers	YP with Mental Health Issues
Young Men	YP with SEN / Learning difficulties
Young Travellers	YP who are NEET

DESTINATIONS

Destination Group Description	Destination Description
College/FE/6th Form	Further Education College
	Sixth Form - College
	Custodial Institution (Juvenile Offender age 16 / 17)
	LDD Only - Independent Specialist Provider (ISP)
	Educated at Home - studying formal qualification (Y12+ ONLY)
	School Sixth Form (Years 12/13/14)
Employment NO Training	Self Employed (NO training/study)
	Employment with NON-accredited / 'in house' training
	Employment NO Training
Employment WITH Training	Apprenticeship (Employed Status)
	Employment WITH accredited training (or 1 day/wk equiv. part time study)
	Self Employed (WITH part time study)
	Working - not for reward (with 1 day/wk equiv. part time study)
Gap Year	Gap Year (confirmed University place)
Higher Education	Higher Education
NEET	Not Available - Other
	LDD Year 15+ has transitioned to Adult Services
	Supporting Family Young Carer
	Supporting Family Teenage Parent
	Not Available - Illness/Health Issues
	Pregnancy
	Not Available - Religious Grounds
	Never economically active
	Unemployed - Seeking EET
	Not Available - not yet ready for work
	NEET - start date agreed for RPA-compliant destination
	NEET - start date agreed for non-RPA destination
	Working - not for reward (NO part time study)
	Travelling Abroad for an extended period (will return)

Destination Group Description	Destination Description
Other (not EET or NEET)	Custodial Sentence / On Remand (age 18+)
	Asylum seeker
	Re-engagement Provision (structured support; not a PDO)
	Deceased
School	School Year 0-03
	School Year 04
	School Year 05
	School Year 06
	School Year 07
	School Year 08
	School Year 09
	School Year 10
	School Year 11
	Repeating Year 11
Training	LDD Only - Supported Internship
	Non-EFA/SFA funded training (e.g. private training providers)
	Training via Jobcentre Plus Work Programme (YP 18-24 only)
	EFA/SFA funded training (YP NOT Employed)
	FA/SFA 'Traineeship' - quality work placement w/Eng+Maths (up to 6 months)
Unknown	Unknown
	Cannot be contacted (min. 6 months of attempts)
	Refused to provide information
	Transition Post 16 Learning (Unknown)
	Transition Year 11 (Unknown)
	Post 16 Early Leaver (unknown)

TARGET AREAS

This year we are encouraging applications from organisations that can deliver services in the following areas:

- St. Peters Ward
- Areas to the south of Victoria park (Bow East and Bow West Wards)
- Areas on the east side of the Isle of Dogs (Blackwall & Cubitt Town, Island Gardens Wards)



This year we are also targeting areas with a history of higher Youth Anti-Social Behaviour (ASB) during the holiday period.



WARD CLUSTERS



PROGRAMME TIMETABLE (FORM TT1)

Please ensure you fully complete this timetable for each day of your entire programme.

Organisation Name			
Address			
Postcode			
Telephone Number(s)		Mobile Number(s)	
Named Link Worker(s)			
Start & end date of programme delivery:			

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Day & Date				
	Morning Session (AM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available for Young People
	Afternoon (PM) Session			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available
Evening Session (PM)				
Venue	Start & End Time	Activity / Workshop Name	Total Places available	

Day & Date				
	Morning Session (AM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available

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				for Young People
	Afternoon (PM) Session			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available
	Evening Session (PM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available
	Morning Session (AM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available for Young People
	Afternoon (PM) Session			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available
	Evening Session (PM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available

Day & Date				
	Morning Session (AM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available for Young People
	Afternoon (PM) Session			

	Venue	Start & End Time	Activity / Workshop Name	Total Places available
	Evening Session (PM)			
	Venue	Start & End Time	Activity / Workshop Name	Total Places available
	Morning Session (AM)			
Venue	Start & End Time	Activity / Workshop Name	Total Places available for Young People	
Afternoon (PM) Session				
Venue	Start & End Time	Activity / Workshop Name	Total Places available	
Evening Session (PM)				
Venue	Start & End Time	Activity / Workshop Name	Total Places available	

APPENDIX 3 - GUIDANCE NOTES TO ACTIVITIES (HIGHER RISK ACTIVITIES)

Youth service has an obligation to ensure that Youth Groups and Youth work providers who want to provide trips and activities to young people can do so in reasonable safety. The arrangements that groups have in place must reflect the guidance offered by the DCFS. There is a responsibility on the Local Authority to ensure that these arrangements are capable of satisfying the DCFS requirements. (See HASPEV for outline of the requirements)

The primary responsibility for ensuring that young people on these activity trips are safe rests with the organisers who must ensure that procedures are in place. Guidance is available from the UAB, and the Outdoor Education Team will examine your proposed arrangements and make recommendations, however the responsibility remains with the organisation. The HASPEV guidance makes it clear that for many simple activities it is expected that any experienced youth worker could normally be assumed competent, although the group will be responsible for satisfying itself that this is correct.

PAYP requires that every delivery provider will need to provide a named officer from within the organisation who acts as their main Risk Assessment Officer. We will require the competence of the Risk Assessor in the organisation. Please also provide contact person we may get in touch with in the absence of the main contact. Please provide these details in section 2 of the application form.

PAYP will only fund activities that the risk is low or medium and has some educational value to it with learning outcomes, considered value for money and clearly meets PAYP Objectives.

Please refer to appendix 2 for a full but not exhaustive list of activities that PAYP may consider to fund as part of your application. This is categorised as:

GREEN

These activities are relatively low risk, potentially high in educational value and suitable for most young people.

Activity likely to be funded as it is low risk, has educational value to it with learning outcomes, is considered value for money and clearly meets PAYP Objectives.

AMBER

These activities will only be suitable for certain young people i.e. those with special educational needs, because they are either low in educational value or have a higher risk.

Activity is unlikely to be funded but will be only considered if a clear business case is submitted demonstrating the value for the targeted client group, educational value to it with learning outcomes, is considered value for money and clearly meets PAYP Objectives.

RED

These activities are either very low in educational value or of such high risk that they are not suitable as activities for Young People on organised trips. Activity will not be funded.

In the event that an activity is not listed in appendix 2, please contact Community Engagement Officer, Delwar Hussain – for advice and confirmation of the activity. A written confirmation from the team must be supplied with your application. Contact numbers are: 020 7364 3164

Key

1. If delivered by an external provider, that provider must be approved by, or work to standards set by, the appropriate National Governing Body.
2. The provider must have at least £5Million public liability insurance.

3. The manager must satisfy him/herself that this activity is being delivered to maximise outcomes and that the benefits outweigh the risks.
4. Where these activities are led by own staff, managers or Voluntary sector groups will need to satisfy themselves that they have the appropriate qualifications / experience and are up to date in their experience.
5. These activities must be delivered by a suitable competent external provider

Codes

- a) These are contact versions of 'fighting' related sports, as such the risks of physical injury will be significant. The manager must also consider the 'messages' relating to these type of sports. It is unlikely that the benefits of the physical exercise, discipline, competing etc will outweigh the risks. Only in exceptional circumstances will it be appropriate for a manager to approve such activities.
- b) These sports all have a high degree of 'residual risk'. That is to say that regardless of the educational outcomes the risk is such that these activities are not safe or appropriate vehicles for learning and development and other activities will be much more suitable.
- c) These activities involve no skills acquisition or technical input and as such have virtually no learning or developmental purpose. These activities will not be suitable for young people except in exceptional circumstances for example as sensory activities for those with special needs.
- d) Given the potential risks associated with fireworks young people will be taken to organised events only.
- e) These activities involve either shooting with guns or hunting. As such the Integrated Youth & Community Services has taken an ethical decision not to promote these activities or involve young people in them.

Exceptions: Occasionally an exception may arise, i.e. a young person on a familiarisation day with the Army in which shooting is offered. In such circumstances managers could consider if the young person can attend independently of the Integrated Youth & Community Services or whether the Service Head can offer an exemption.

Activities	Codes	Suitability
All require the approval of the Outdoor Education Manager.		
Abseiling	1.2.4.	
Amateur Boxing	1.2.3.4.	a)
Angling or fishing	4.	
Archery	1.2.4.	
Ballooning		b)
BMX	1.2.4.	
Bouncy Castle	1.2.3.5.	c)
Bungee jumping		b)
Bungee run	1.2.3.5.	c)
Camping out of borough.	1.2.4.	

Canal Boating	1.2.4.	
Canoeing	1.2.4.	
Caving (other than tourist caves)	1.2.4.	
Climbing (indoor & outdoor)	1.2.4.	
Coasteering	1.2.4.	
Conservation work involving tools	1.2.4.	
Cycling on road (see mountain biking)	1.2.4.	
Diving (high)		b)
Dragon Boating	1.2.4.	
Earth balling	1.2.3.5.	c)
Expeditions	1.2.4.	
Fell/Hill Walking	1.2.4.	
Fencing (with swords)	1.2.4.	
Fireworks		d)
Flying in light aircraft, power and gliders	1.2.3.5.	
Go-Karting (See motor sports)	1.2.3.5.	
Gorge Walking (ghyll scrambling canyoning)	1.2.4.	
Hang-gliding		b)
High Ropes Courses	1.2.5.	
Horse Riding and Pony Trekking	1.2.5.	
Hunting any form guns or dogs		e)
Initiative/Low ropes/Assault courses	1.2.4.	
Improvised rafting	1.2.4.	
Jet Ski	1.2.3.5.	
Kite Surfing		b)
Martial Arts (limited contact)	1.2.4.	
Martial Arts (full contact)	1.2.3.5.	a)
Motor Sports excluding racing	1.2.3.5.	
Motor Racing (except Karting)		b)
Mountain Biking	1.2.4.	
Mountaineering	1.2.4.	
Orienteering	1.2.4.	

Paddling in the sea, rivers and lakes	1.2.4.	
Paintball Guns & Games		e)
Parachuting		b)
Parkour (free-running)	1.2.4.	
Pot-holing (in mines etc)	1.2.4.	
Power boating (training or recreation)	1.2.4.	
Power Boating (racing)		b)
Power kiting (no jumping or body dragging)	1.2.4.	
Quad Bikes	1.2.3.5.	
Rowing	1.2.4.	
Sailing	1.2.4.	
Beach activities including paddling	4	
Shooting with guns		e)
Skiing /snowboarding (dry slopes and snow)	1.2.4.	
Sub-Aqua, scuba & snorkelling	1.2.4.	
Surfing	1.2.4.	
Swimming in open water	1.2.4.	
Tyrolean traverses and bosun's chair	1.2.4.	
Theme Parks e.g. Thorpe Park, Alton Towers, Chessington		c)
Water Skiing	1.2.5.	
White Water Canoeing and Rafting	1.2.4.	
Wind Surfing	1.2.4.	
Wrestling and other contact sports	1.2.3.4.	a)
Zipwire	1.2.5.	
Zorbing	1.2.3.5.	c)

APPENDIX 4 -WHAT IS DATA PROTECTION?

The Data Protection Act 1998 came into force on 1 March 2000. It regulates the holding and processing of personal data that is information relating to living individuals, which is held either on computer or in some cases in manual form. The Act gives legally enforceable rights of individuals (data subjects) and places obligations on those legal persons who control the manner and the purpose of the processing of personal data (data controllers). Data controllers must notify the Commissioner of the details of their processing. These details are published by the Commissioner in the register of notifications. Data controllers must also comply with eight data protection principles which together form a framework for the proper handling of personal data.

Compliance with the first Data Protection Principle

The first Data Protection Principle states that; *“Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless -*

a) at least one of the conditions in Schedule 2 is met, and

b) in the case of sensitive data, at least one of the conditions in Schedule 3 is also met.”

Thus this Principle has two elements; firstly that there is a legitimate basis for the processing and, secondly, that the information is processed fairly and lawfully.

Schedules 2 and 3

In order to process data legitimately, data users must be able to satisfy at least one of the conditions set out in Schedule 2 and, in the case of sensitive personal data, at least one of the conditions set out in Schedule 3 of the Act. ‘Sensitive’ data are those relating to ethnic origin, political or religious beliefs, trade union membership, physical or mental health, sexual life and criminal offences. So far as local authorities are concerned Schedule 2.5(d) will usually be relevant in that most of the processing carried out is necessary *“for the exercise of any other functions of a public nature exercised in the public interest by any person.”* Schedule 3 has a similar condition at 7(1)(b) which refers to processing necessary *“for the exercise of any functions conferred on any person by or under an enactment ...”*. For further information about the possible conditions for the processing of personal data, see *The Data Protection Act 1998 – An Introduction*.

Fair processing

The interpretation of the First Principle in the Data Protection Act 1998 states that in order for the data to be processed fairly, when individuals (data subjects) provide information about themselves they must be told the identity of the data controller and the purposes for which their data are to be processed. They should also be provided with *“any further information which is necessary, having regard to the specific circumstances in which the data are or are to be processed, to enable processing in respect of the data subject to be fair”*. In simple terms this means that individuals should be made aware of any ‘non-obvious’ purposes for which the information about them may be used or disclosed. This can normally be achieved by the inclusion of a notification on forms and other documents explaining any non-obvious uses and disclosures of personal data.

Lawful processing

No statutory interpretation is contained in the Act as to the meaning of the requirement to process personal data ‘lawfully’. In the absence of this the advice given by the Commissioner is that a data user who obtains information by unlawful means or processes information without any justification in law will breach the requirements of the Principle. For public bodies such as local authorities this

means that if personal data are processed for purposes which are prohibited by statute or which are *ultra vires* then that processing will automatically breach the First Data Protection Principle. Similarly, if personal data are processed in breach of an obligation of confidence (which would be unlawful) then that processing would also breach the First Data Protection Principle. The issue for a local authority is, therefore, whether it has the powers to process personal data obtained for one statutory purpose for another purpose, or whether it is prevented from doing so by virtue of an obligation of confidence or any statutory prohibition on processing (including disclosure). These are not fundamentally data protection questions and local authorities must take their own legal advice as to their powers and as to statutory restrictions on uses or disclosures of data. The Information Commissioner is not able to advise local authorities on the general law although clearly there will be occasions when she may decide to seek her own legal advice. This is only likely to occur in the context of prospective enforcement action.

Compliance with the second Data Protection Principle

Even when a local authority is able to comply with the terms of the first Data Protection Principle in respect of a further use of personal data the second Data Protection Principle should also be considered. This states *“Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in a manner incompatible with that purpose or those purposes.”*

Enforcement action by the Information Commissioner

Although the Commissioner may serve an enforcement notice on any data controller she considers to have contravened or be contravening any of the Data Protection Principles she has discretion as to whether to serve these notices or not. In making that decision she will take into account the effect of the breach of the Principle on any data subjects.

All organisations involved with PAYP should have their own protocols in place which comply with the DPA, as they already work with young people, and they should be aware of the eight basic principles of the DPA. They say that data must be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Not transferred to countries without adequate protection.

FOR FURTHER INFORMATION:

Research and Performance Development Team contact details:

crs@towerhamlets.gov.uk

020 7252 2247

www.dataprotection.gov.uk

OFFICIAL-SENSITIVE



INTEGRATED YOUTH & COMMUNITY SERVICES
Enhanced DBS Check Confirmation

Since Tower Hamlets Integrated Youth & Community Service are not able to check DBS certificates on an individual basis, please ensure that your organisation’s Safeguarding/Child Protection Co-ordinator (as identified in your Safeguarding/Child Protection Policy) signs this form to confirm that they have seen the applicant’s enhanced DBS certificate (not a copy) and that it is satisfactory in accordance with your organisation’s Safeguarding/Child Protection policy.

Applicant Details - Please use BLOCK LETTERS

Applicant Name			
Job Title			
Work Address			
Postcode			

DBS Disclosure Details

Disclosure Number		Issue Date	
-------------------	--	------------	--

Safeguarding/Child Protection Co-ordinator – your organisation’s named Child Protection person

Name			
Job Title			
Contact Telephone		Contact Mobile	

I confirm that the above named applicant has a current & satisfactory Enhanced DBS disclosure:

Child Protection
 Coordinator Signature

Date

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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)	Positive Activities for Young People
Directorate / Service	CLC / Safer Communities
Lead Officer	Andy Bamber, Head of Safer Communities
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="display: flex; align-items: center; gap: 10px;"> <div style="width: 20px; height: 20px; background-color: #00b050; border-radius: 5px;"></div> <div> <p>Proceed with implementation</p> <p>An Equality Analysis is attached to the report.</p> </div> </div>

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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	This report presents the Positive Activities for Young People (PAYP), a holiday programme which aims to engage and enhance the development of young people and recommends

			<p>that the Commissioners agree to allocate grants to 17 organisations (out of 31 applicants) that have been assessed by external assessors then by Council officers and moderated by CVS representative and approved by the independent PAYP Commissioning Board. The Commissioners are also recommended to agree new adverts be placed in East End Life for the remainder of the holiday periods (Dec 2015 and Feb 2016) for North East of the borough as only one application was received.</p> <p>PAYP focuses on young people aged 8-19 or up to 25 years for those with Special Educational Needs (SEN) and Learning Difficulties and/or Disabilities (LDD) and LGBTQ. Young people in the Borough will have opportunities for a range of activities during the summer holiday through the programme. It is expected that this programme will enhance community cohesion and reduce youth related crime during the period.</p>
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	<p>The attached Equalities Analysis includes the analysis of the age, gender, SEN/LDD and LGBTQ breakdown data of young people who are expected to participate in the PAYP-funded activities, which were provided by the applicants.</p> <p>The Equalities Analysis also includes the wards that the recommended organisations are located.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	As above, the estimated data of the beneficiaries have been provided by the applicants.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants are asked to provide the number of young people who are expected to participate in the PAYP-funded activities and the age, gender and SEN/LDD breakdown data (Section 2: Project Delivery Details of the application form).
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	See above.

c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The applicants are asked to provide key points arising from the consultation with the young people (Section 2: Project Delivery Details of the application form).
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	See the attached Equality Analysis.
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	Geographically response to the grant programme is still patchy reflecting a concentration of 3 rd Sector organisations physically located in the centre and West of the Borough. The report identifies the service's short and long term response to address the issue.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The applicants are asked to provide detailed project delivery plans. This round of PAYP funding is for Autumn (26 October – 30 October 2015), Christmas (21 December to 1 January 2016) and Winter (15 February – 19 February 2016) school holiday periods.
b	Have alternative options been explored	Yes	'Do nothing' option was considered.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	All funded projects will be monitored and reviewed after the completion of the projects.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	It is a requirement that accreditation is offered to the young people who complete the activities during the lifespan of the project.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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Equality Analysis (EA)

Financial Year
2015/16

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)

Positive activities for Young People

See Appendix
A

Current decision
rating



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

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

The Analysis shows that the impact of the grant programme will be positive or neutral on those groups with protected characteristics. Where the grant application profile received or recommended for approval has not matched geographical disposition of the target cohorts arrangements are being put in place to provide direct provision via the Youth Service to compensate. Plans are also in place to improve grant interest from the third sector in underrepresented areas and to maintain a focus on best value continuous improvement by reviewing the programme documents and processes and analysing participation and engagement.

Name:

(signed off by)

Date signed off:

(approved)

Service area:

CLC

Team name:

Safer Communities

Service manager:

Andy Bamber, Head of Safer Communities

Name and role of the officer completing the EA:

Hasan Faruq, Interim Head of Service, Youth & Community Service

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?

Age, gender, SEN/LDD and LGBTQ breakdown data provided by the applicants (recommended organisations only)

Ref No.	Ward Clusters	Organisation	Age Categories					SEND		
			8-12yrs	13-19yrs	Male	Female		Young people with SEND (up to 25yrs)	Male	Female
PAYP05	North East	Cornucopia Theatre Company	5	9	5	9		N/A	N/A	N/A
PAYP07	North West	Headliners	2	12	5	9		6	3	3
PAYP12	North West	Newark Youth London	36	54	72	18		N/A	N/A	N/A
PAYP16	North West	Osmani Trust – Amaal girls project	10	35	N/A	45		N/A	N/A	N/A
PAYP17	North West	Shadow Youth Alliance	15	25	30	10		N/A	N/A	N/A
PAYP26	North West	Weavers Community Forum (WCF)	4	45	30	19		N/A	N/A	N/A
PAYP08	South East	Island House Community Centre	10	20	16	14		N/A	N/A	N/A
PAYP09	South East	Island House Community Centre with 2nd East London Scout Group	14	16	16	14		N/A	N/A	N/A
PAYP11	South East	Mudchute Association	44	22	32	34		14	8	6
PAYP22	South East	Streets of Growth	0	40	20	20		N/A	N/A	N/A
PAYP03	South West	Bangladesh Football Association	40	62	79	23		6	4	2
PAYP06	South West	East Girls Project C/O The Rooted Forum	15	45	N/A	60		N/A	N/A	N/A
PAYP13	South West	Ocean Youth Connexions (Open Access)	17	62	58	21		N/A	N/A	N/A
PAYP19	South West	Society Links	15	60	45	30		N/A	N/A	N/A
SEND										
PAYP02	Borough Wide	Apasenth	N/A	N/A	N/A	N/A		20	10	10
PAYP14	Borough Wide	Ocean Youth Connexions (SEN)	N/A	N/A	N/A	N/A		36	24	12
LGBTQ										
PAYP21	Borough Wide	Step Forward	4	12	5	11		6	3	3
Total:			231	519	413	337		88	52	36

- 35% (6 out of 17) of the recommended organisations will work with young people with SEN and LDD and also includes LGBTQ young people.
- Beneficiaries of this project will be young people aged between 8 and 25.
- It is expected that 55% of the expected participants are boys and 45% are girls.

Table below shows the ward clusters that the recommended organisations are located.

Ward Cluster	Organisation Name
North East	Cornucopia Theatre Company

North West	Headliners
	Osmani Trust – Amaal girls project
	Newark Youth London
	Weavers Community Forum (WCF)
	Shadow Youth Alliance (Dec only)

South East	Island House Community Centre
	Island House Community Centre with 2nd East London Scout Group
	Mudchute Association
	Streets of Growth

South West	East Girls Project C/O The Rooted Forum
	Bangladesh Football Association
	Ocean Youth Connexions (Open Access)
	Society Links

Borough wide	Step Forward (LGBTQ)
	APASENTH (SEN)
	Ocean Youth Connexions (SEN)

The table above shows that geographical response to the grant programme was patchy reflecting a concentration of 3rd Sector organisations physically located in the centre and West of the Borough.

The Service intends to compensate for areas where there is a high density of the target cohorts and low level of provision. It should be noted that provision of summer activities are not limited to those organisations receiving funding from this grant programme.

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

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	Reason(s)
	What impact will the proposal have on specific groups of service users or staff?	<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	Neutral	PAYP funded provision is not ethnically targeted. The recommended organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.
Disability	Positive	Of the 17 applications recommended for approval 30% include a SEN or LDD element.
Gender	Neutral	PAYP is not targeted by gender. It is expected that 55% of the young people participating in the PAYP funded activities will be boys and 45% girls. The service will review the equality background of the young people who participate in the activities.
Gender Reassignment	Positive	The recommended organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.
Sexual Orientation	Positive	The recommended organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.
Religion or Belief	Neutral	PAYP is not targeted by faith. The recommended organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.
Age	Positive	PAYP targets young people aged 8-19 or up to 25 for those with SEN and LDD. This age group will benefit from the project.
Marriage and Civil Partnerships.	Positive	The programme is open to all young people.
Pregnancy and Maternity	Neutral	The recommended organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.

Other Socio-economic Carers	Positive	The scheme does not specifically target families with carers however, it is open to such families and would provide some respite in circumstances were either a care responsibility is reduced at home or the Carer (if a young person) can attend some diversionary holiday activity. The organisations are encouraged to work with all young people across different groups. The service will review the equality background of the young people who participate in the activities.
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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? X

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal 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.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

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

Yes? x No?

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

The review of this round will feed into the future rounds of this project.

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? x 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 review of this round will feed into the future rounds of this project.

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.

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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
The service will compensate in the short term with a stepped up programme of direct provision of holiday activities in areas where there are a significant proportion of the target cohort but no eligible grant awards or no applications received and limited	Provide a targeted programme of holiday activities through the Councils network of Youth Centres in such areas.	Deliver direct youth provision in the North East of the borough for October half term and advertise for Dec and Feb 2016.	Hasan Faruq	

<p>provision in the locality delivered by other differently funded providers.</p> <p>In the long term targeted marketing and a review of the weighting associated with these grants will be undertaken to encourage third sector applications under this scheme to align even more closely to the geographical disposition of the target cohort.</p> <p>New adverts placed in East End Life for the remainder of the holiday periods (Dec 2015 and Feb 2016) for North East of the borough</p>	<p>Identify 3rd Sector organisations with relevant capacity and expertise specific to the target cohorts in areas with high target cohort density but low grant application activity and devise with Corporate Communications a Communication strategy to promote the grant programme to these organisations. This may need direct youth staff engagement to support it.</p> <p>Promote this information through local networks such as VCTH and other 3rd Sector organisations and also place advert in the LBTH website.</p>	<p>Implement communication plan in partnership with Corporate Communication.</p> <p>Place advert in LBTH website</p>	<p>Hasan Faruq</p> <p>Hasan Faruq</p>	
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Appendix A

(Sample) 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 21st October 2015</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Andy Bamber – Service Head of Safer Communities</p>	<p>Classification: Unrestricted</p>
<p>Youth Volunteering – Volunteer Centre Tower Hamlets (VCTH)</p>	

Originating Officer(s)	Hasan Faruq
Wards affected	All wards
Key Decision	Yes
Community Plan Theme	All

1. Executive Summary

- 1.1 Volunteer Centre Tower Hamlets (VCTH) is the volunteering infrastructure organisation for Tower Hamlets, and a registered charity (1127300). VCTH provides a borough-wide, universal youth volunteering brokerage service for 15-19 year olds (up to 25 years with Special Educational Needs), helping them to find suitable volunteering placements.
- 1.2 The Youth Service has been utilising VCTH’s skills and expertise for a number of years and a Service Level Agreement (SLA) was agreed to a value of £40,000 for a whole year which the commissioners initially approved for 5 months until 31st August 2015 back in April.
- 1.3 The Youth Service is now seeking approval from the commissioners to approve the remaining 7 months of the SLA to deliver activities as stipulated in Appendix 3.
- 1.4 The Youth Service is able to use VCTH to offer free advice, information and training to Volunteer Involving Organisations (VIOs) on implementing best practice in volunteer management and to provide assistance to non-profit organisations to enable them to develop their volunteering programmes and volunteer opportunities. This includes organisations that apply for PAYP, YOF and MSG grants.
- 1.5 The Youth Service can draw on the skills & expertise VCTH offers to respond to national and local policy and campaigning on volunteering issues, marketing and promotion of volunteering in Tower Hamlets and the development of LBTH’s 3 year Youth Volunteering Strategy, which will require a refresh this year.

2. Recommendations

The Commissioners are recommended to:

- Authorise a further 7 month extension from 1st September 2015 to 31st March 2016 to the existing Service Level Agreement which was approved back in April for a sum of £16,667 from 1st April 2015 to 31st August 2015 and for the sum of £23,333 to be paid for the provision of the services in the VCTH outline programme plan at Appendix 4.

3. REASONS FOR THE DECISIONS

- 3.1 The decisions are required in order that the Council is able to deliver a successful youth volunteering brokerage service to young LBTH residents and ensure that in a climate of austerity & challenge there are alternative options for gaining experience and developing personal portfolios leading to employment or further education.

4. ALTERNATIVE OPTIONS

- 4.1 The commissioners may choose not to approve extension for a further 7 months which will lead to at least one worker being made redundant and the potential closure of this valuable third sector organisation and partner.

5. DETAILS OF REPORT

- 5.1 The commissioners initially approved a 5 month SLA with VCTH running from 1st April 2015 to 31st August 2015.
- 5.2 VCTH have delivered between this period 7 successful presentations in schools, colleges, youth clubs and other community youth settings, to 114 young people.
- 5.3 VCTH has also distributed between this period new volunteering publicity materials, specifically targeting a youth audience. Materials were sent to all LBTH-funded youth clubs and are being delivered to all state-run secondary schools in the borough before the autumn term starts.
- 5.4 VCTH have offered during this period 1:1 appointment with trained advisors for young people at their office in Commercial Street and also offered appointments at outreach venues where presentations have been delivered. 53 young people have booked appointments with VCTH to date, and 44 (83%) of them have attended by mid-August. VCTH is on track to meet its target of 52 appointments conducted for young people by 31 August 2015.

- 5.5 VCTH is an inclusive organisation that values diversity. It has an outstanding track record of reaching all communities of young people. Last year 53% of the volunteer starters were female and 47% were male. More than 85% of its young service users were from BAME communities. 69% were in the younger age range of 15-17 years. A total of 16% of young volunteer starters had a disability
- 5.6 Of the 44 young people advised during this period, many have already started or are due to start a volunteering placement successfully
- 5.7 VCTH plays an important safeguarding role in ensuring that local organisations offer suitable environments in which young people can have an enjoyable and worthwhile volunteering experience. Critical to young people starting volunteering is the ongoing availability of high quality, varied and meaningful volunteering placements. To achieve this VCTH have visited, health-checked and registered 9 new Volunteer Involving Organisations since April. This, combined with updating opportunities at 442 organisations already registered with VCTH has produced a further 57 new volunteering roles between April and August 2015. VCTH continues to conduct ongoing work with registered organisations to ensure that they are young-people friendly and that they can offer good roles to volunteers aged 15 plus.
- 5.8 VCTH have submitted a plan for the next 7 months see appendix 4 which outlines the programme that will be delivered from 1st September 2015 until 31st March 2016.
- 5.9 VCTH was instrumental in helping LBTH IYCS to develop its current Youth Volunteering Strategy. VCTH will be working with LBTH IYCS to refresh the 3 year Youth Volunteering Strategy and to develop the action plan going forward for next 3 years. VCTH are currently supporting the service to revise the application and guidance notes for PAYP and YOF and are an integral part of the assessment and moderation process.
- 5.10 VCTH will provide a comprehensive end of year report which will be available for the commissioners once completed.
- 5.11 This SLA arrangement will conclude on 31st March 2016 and will not be renewed. The contract will be subject to a formal procurement process from 2016/17 with targets and performance agreed and monitored within a SLA.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The report sets out the delivery of youth volunteering by VCTH for the first five months of the year (1st April to 31st August 2015) which was agreed by the commissioners back in April 2015.
- 6.2 The report seeks the Commissioners agreement to a further seven months extension from 1st September 2015 to 31st March for a total agreement value of £23,333.

- 6.3 If the Commissioners agree this extension the total funding received by VCTH for 2015/16 will be £40k. The cost will be funded from the budget allocated within the Youth Service core budget, (Vote E87).

7. LEGAL COMMENTS

- 7.1 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).
- 7.2 The proposed grant may be supported under a variety of the Council's statutory powers, depending upon the outcomes achieved and the activities supported.
- 7.3 By virtue of section 111 of the Local Government Act 1972, the Council has power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. This may involve expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights. This power may support the grant to the VCTH.
- 7.4 The proposed grant 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 also support the grant to the VCTH.
- 7.5 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. For the short term pending new arrangements for the provision of services it is considered that the continuation of the present arrangements provides value for money for the reasons specified in the report. Best Value considerations have also been addressed in paragraph 9 of the report.
- 7.6 The Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. However, as the request is for a further 7 month extension following a 5 month extension of an existing arrangement

established 3 years ago, with a prorata payment to be made based on the previous funding, the Commissioners may consider that adhering to a fresh selection process in the circumstances is not feasible. VCTH have submitted a plan for the next 7 months and which is at Appendix 4 and which outlines the programme to be delivered between 1st September 2015 and 31st March 2016.

- 7.7 The grant agreement (or extension thereof) should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 7.8 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.
- 7.9 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases.
- 7.10 When making grants decisions, 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 discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1 The purpose of this Service Level Agreement is to ensure that all of our resident's especially young people between the age of 15 to 19 are able to benefit from volunteering opportunities due to the challenges brought about by austerity.
- 8.2 The SLA offer contributes to the broad aims of One Tower Hamlets, i.e. tackle inequality, strengthen cohesion and build community cohesion.

9. BEST VALUE (BV) IMPLICATIONS

- 9.1 The VCTH offer enables residents to engage with a service which is local, provides personalised services and helps to build a more resilient community one that enjoys active lifestyle and is not rudimentary.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 Provision of local activities for residents within walking distance of their homes can contribute to fewer car journeys.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 A number of different risks arise from 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 organisation may not in the event have the capacity to achieve the contracted outputs/outcomes.
- 11.2 To ensure that the risks are minimised, the organisation will be required to comply with standard grant agreement terms. There will also be appropriate performance targets to be met and evidence required.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 Volunteering helps residents to engage in positive activities and develops personal skills without which young people may get involved in anti-social behaviour and petty crimes.

13. SAFEGUARDING IMPLICATIONS

- 13.1 All volunteers working with Children and Young People require DBS checks and the Council has appropriate safeguarding structures in place to report any incidents.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1: 5 Month SLA as agreed by the commissioners in April 2015
- Appendix 2: 7 months SLA – 1st September 2015 to 31st March 2016
- Appendix 3: April-August 2015 monitoring report
- Appendix 4 – VCTH outline programme plan

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

- None.

Officer contact details for documents:

Hasan Faruq

Interim Head of Service

Integrated Youth & Community Services,

5th Floor, Mulberry Place, 5 Clove Crescent E14 2BG

hasan.faruq@towerhamlets.gov.uk

0207 364 0892

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**Communities, Localities and Culture
LBTH Integrated Youth and Community Services
Service Level Agreement (SLA)**

Organisation / Agency Name	Volunteer Centre Tower Hamlets
Address	Norvin House, 45-55 Commercial Street, London, E1 6BD
Project Co-ordinator / Link worker	Cath Bavage, Chief Executive Peppe Rella, Youth Volunteering Advisor
Contact Email address	cath@vcth.org.uk
Contact Telephone/ Mobile	020 7377 0956

Project Name: Youth Volunteering in Tower Hamlets

Project Theme: *(please refer to the 5 ECM Outcomes)*

This project fits 2 ECM outcomes; Positive Contribution and Enjoy & Achieve

Aims and Objectives of the project:

To raise awareness of volunteering among young people.

To develop and maintain availability of suitable volunteering opportunities for young people.

To engage young volunteers in meaningful volunteering placements in Tower Hamlets.

Summary of the Proposed Project: *(please also indicate how you intend to deliver)*

We will raise awareness of volunteering and its benefits to young people aged 15-19 (up to 25 with SEN) by conducting presentations in schools, colleges, youth clubs and other community youth settings. A total of 6 presentations will be delivered during the 5 months between 1 April and 31 August 2015, and we anticipate that between 10 and 20 young people will attend each session (between 60 and 120 young people in total).

We will continue to distribute our new volunteering publicity materials, specifically targeting a youth audience. Materials will be sent to all LBTH-funded youth clubs and all state-run secondary schools in the borough.

To mark Volunteers' Week (1-7 June), we will advertise a number of current volunteering opportunities in **East End Life**, many of which will be suitable for young people, and will encourage young residents to think about volunteering over their summer holidays.

We will offer 1:1 appointments with trained advisors for young people at our office in Commercial Street, but will also offer appointments at outreach venues where presentations have been delivered (if required). 5 appointments will be delivered per week (total 104 appointments in 5 months). We anticipate that approximately 50% of young people will turn up to their appointments, so we expect to see 52 young people face-to-face during the period.

Of the 52 young people advised, we expect 31 (60%) to start a volunteering placement successfully.

Critical to young people starting volunteering is the ongoing availability of high quality, varied and meaningful volunteering placements. To achieve this we will **visit, health-check and register 10 new Volunteer Involving Organisations** during the 5 months. This, combined with updating opportunities at 446 organisations already registered with VCTH, should produce **42 new volunteering roles in April-August 2015**. We will conduct ongoing work with registered organisations to ensure that they are young-people friendly and that they can offer good roles to volunteers aged 15+

We can offer a **half-day training session on Involving Young Volunteers** to a group of youth workers/organisations identified by LBTH Integrated Youth and Community Services

Delivery Period: 1 April 2015 - 31 August 2015 (5 months)

Total number of Young People	Age Group	Target groups you will work with <i>(Please list these groups)</i>
104 x 1:1 appointments offered	15-19 year olds (up to 25 with SEN)	All young people aged 15-19 (plus up to 25 with SEN), spanning all equalities groups, targeting those attending schools and youth clubs
52 x young people seen at appts (50% turn up rate)	15-19 year olds (up to 25 with SEN)	Young people who have booked appointments with advisors
31 Volunteer starters in placements	15-19 year olds (up to 25 with SEN)	Young people who have attended appointments with advisors or attended presentations

Please describe monitoring framework for the project you intend to deliver?

We will collect and monitor the following information;

- Details of dates, venues, target audiences and numbers of participants at presentations
- All young people entered on VBase (our bespoke database) enabling registration data, appointment date, referrals to placements and tracking data to be recorded
- Follow-up e-mails and phone calls to young people after attending appointments made and recorded
- SurveyMonkey questionnaires to volunteers issued quarterly and analysed
- List of new organisations registered produced
- List of volunteering opportunities registered produced
- Signed attendance sheet of trainees participating in Involving Young Volunteers training
- Quarterly monitoring reports submitted to LBTH Integrated Youth & Community Services

How do you evidence the impact as described in the project proposal?

We will evidence impact as follows;

- Quotes from young people about the benefits they have gained from their volunteering placements
- Quotes from organisations about the contributions that young volunteers have made to their work/the services they provide to the community

How your project intends to recruit young people and indicate the risk categories (please provide us with a copy of the risk assessment):

We will recruit young people for the project in a number of ways;

- Presentations at schools, colleges, youth clubs and other community settings
- Distribution of posters and leaflets to all LBTH-funded youth clubs and secondary schools
- Ongoing referrals from specialist agencies, including mental health teams, drug/alcohol teams, Job CentrePlus, disability organisations, leaving care team, etc
- Word of mouth recommendations from existing service users
- VCTH's website

Please provide Name and CRB reference number for all paid/unpaid staff delivering this project:

Name	Verification Officer	Date	CRB Number
Catherine Bavage	LBTH	07/01/2009	001221867636
Giuseppe Rella	LBTH	12/03/2009	001229122833

Health & Safety Designated individual:

Name Catherine Bavage

Address Volunteer Centre Tower Hamlets, Norvin House, 45-55 Commercial Street, London, E1 6BD

Tel: 020 7377 0956

Costs:

Items	Costs
Total Costs	£16,667

Additional information:

Organisation Insurance Details (including public liability insurance): Towergate Insurance

No: QBE policy number CHMIA1000718 (Employer's and Public Liability)

Expiry Date: 26 October 2015

Lead Contact: Chief Executive

Signed:



Name: Catherine Bavage

LBTH Officer:

Signed:



Name: Hasan Faruq
Quality Assurance
Manager



02/06/15

Communities, Localities and Culture
LBTH Integrated Youth and Community Services
DRAFT Service Level Agreement (SLA)

Organisation / Agency Name	Volunteer Centre Tower Hamlets
Address	Norvin House, 45-55 Commercial Street, London, E1 6BD
Project Co-ordinator / Link worker	Cath Bavage, Chief Executive Peppe Rella, Youth Volunteering Advisor
Contact Email address	cath@vcth.org.uk
Contact Telephone/ Mobile	020 7377 0956

Project Name: Youth Volunteering in Tower Hamlets

Project Theme: *(please refer to the 5 ECM Outcomes)*
This project fits 2 ECM outcomes; Positive Contribution and Enjoy & Achieve

Aims and Objectives of the project:
To raise awareness of volunteering among young people.
To develop and maintain availability of suitable volunteering opportunities for young people.
To engage young volunteers in meaningful volunteering placements in Tower Hamlets.

Summary of the Proposed Project: *(please also indicate how you intend to deliver)*

We will **raise awareness** of volunteering and its benefits to young people aged 15-19 (up to 25 with SEN) by conducting presentations in schools, colleges, youth clubs and other community youth settings. A total of **8 presentations** will be delivered during the next 7 months between 1 September and 31 March 2016, and we anticipate that between 10 and 20 young people will attend each session (between 80 and 140 young people in total).

We will **continue to distribute our new volunteering publicity materials**, specifically targeting a youth audience. Materials will be sent to all LBTH-funded youth clubs and all state-run secondary schools in the borough.

We will **offer 1:1 appointments with trained advisors** for young people at our office in Commercial Street, but will also offer appointments at outreach venues where presentations have been delivered (if required). 5 appointments will be delivered per week (total 140 appointments in 7 months). We anticipate that approximately 50% of young people will turn up to their appointments, so we expect to see 70 young people face-to-face during the period.

Of the 70 young people advised, we expect **42 (60%) to start a volunteering placement** successfully.

Critical to young people starting volunteering is the ongoing availability of high quality, varied and meaningful volunteering placements. To achieve this we will **visit, health-check and register 15 new Volunteer Involving Organisations** during the next 7 months. This, combined with updating opportunities at 446 organisations already registered with VCTH,

should produce a further **60 new volunteering roles between September 2015 & March 2016**. We will conduct ongoing work with registered organisations to ensure that they are young-people friendly and that they can offer good roles to volunteers aged 15+

We can offer a **half-day training session on Involving Young Volunteers** to a group of youth workers/organisations identified by LBTH Integrated Youth and Community Services

Delivery Period: 1st September 2015 to 31st March 2016 (7 months)

Total number of Young People	Age Group	Target groups you will work with <i>(Please list these groups)</i>
140 x 1:1 appointments offered	15-19 year olds (up to 25 with SEN)	All young people aged 15-19 (plus up to 25 with SEN), spanning all equalities groups, targeting those attending schools and youth clubs
70 x young people seen at appts (50% turn up rate)	15-19 year olds (up to 25 with SEN)	Young people who have booked appointments with advisors
42 Volunteer starters in placements	15-19 year olds (up to 25 with SEN)	Young people who have attended appointments with advisors or attended presentations

Please describe monitoring framework for the project you intend to deliver?

We will collect and monitor the following information;

- Details of dates, venues, target audiences and numbers of participants at presentations
- All young people entered on VBase (our bespoke database) enabling registration data, appointment date, referrals to placements and tracking data to be recorded
- Follow-up e-mails and phone calls to young people after attending appointments made and recorded
- SurveyMonkey questionnaires to volunteers issued quarterly and analysed
- List of new organisations registered produced
- List of volunteering opportunities registered produced
- Signed attendance sheet of trainees participating in Involving Young Volunteers training
- Quarterly monitoring reports submitted to LBTH Integrated Youth & Community Services

How do you evidence the impact as described in the project proposal?

We will evidence impact as follows;

- Quotes from young people about the benefits they have gained from their volunteering placements

- Quotes from organisations about the contributions that young volunteers have made to their work/the services they provide to the community

How your project intends to recruit young people and indicate the risk categories *(please provide us with a copy of the risk assessment)*:

We will recruit young people for the project in a number of ways;

- Presentations at schools, colleges, youth clubs and other community settings
- Distribution of posters and leaflets to all LBTH-funded youth clubs and secondary schools
- Ongoing referrals from specialist agencies, including mental health teams, drug/alcohol teams, Job CentrePlus, disability organisations, leaving care team, etc
- Word of mouth recommendations from existing service users
- VCTH's website

Please provide Name and CRB reference number for all paid/unpaid staff delivering this project:

Name	Verification Officer	Date	CRB Number
Catherine Bavage	LBTH	07/01/2009	001221867636
Giuseppe Rella	LBTH	12/03/2009	001229122833

Health & Safety Designated individual:

Name Catherine Bavage
Address Volunteer Centre Tower Hamlets, Norvin House, 45-55 Commercial Street, London, E1 6BD
Tel: 020 7377 0956

Costs:

Items	Costs
Total Costs	£23,333.

Additional information:

Organisation Insurance Details (including public liability insurance): Towergate Insurance

No: QBE policy number CHMIA1000718 (Employer's and Public Liability)

Expiry Date: 26 October 2015

Lead Contact: Chief Executive

Signed:

Name: Catherine Bavage

LBTH Officer:

Signed:

Name:

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Youth Volunteering Programme – Progress Report – April to August 2015

April 2015 – August 2015 (5 mth rollover contract)	1 July – 31 August 15 target	Achievements to date	Comments
<p>31 young people aged 15-19 (up to 25 with SEN) to start volunteering over 5 months between 1 April and 31 August 2015</p>	<p>21 young volunteers to start during July and August</p>	<p>So far, we have confirmation that 6 young people started volunteering in July and the early part of August.</p> <p>As the grant period has not yet finished, we have not yet begun the formal follow-up process to establish whether more young people have started volunteering in the summer. This will be carried out in September.</p> <p>At 18 August 2015 a total of 8 young people are confirmed as having started volunteering since 1 April 2015. Tracking will be conducted in September</p>	<p>The number of starters has increased on the first quarter of this project. We have referred 29 volunteers to opportunities in July and August and we expect a good numbers of starters by the end of August.</p>
<p>Offer 104 appointments with trained advisors between 1 April and 31 August 2015</p>	<p>Offer 41 appointments in July and August</p>	<p>Appointments offered: 55 July: 36 (including 13 at outreach) August (to 18 Aug): 19</p> <p>Cumulative project total between 1 April and 18 August 2015: 138 appts offered. This exceeds our total project target of 104 by 33%</p>	<p>We offered 55 appointments between 1 July and 18 August so have already exceeded our total project target for the 5 months. We anticipate we will be offering 7 more appointments before the end of August.</p> <p>Of these 55 appointments offered, 13 were at outreach venues; 8 at George Green’s School and 5 at Look Ahead’s event at Osmani.</p>

<p>50% of young people (52) to turn up to appts</p>	<p>21 young people to attend their scheduled appointments in July and August</p>	<p>Appointments booked: 36 July: 26 August (to 18 August): 10</p> <p>Cumulative project total between 1 April and 18 August: 53 appts were actually booked by young people.</p> <p>Appointments attended: 29 July: 20 August (to 18 August): 9</p> <p>Cumulative project total between 1 April and 18 August: 44 appts were attended by young people, so we have reached 85% of our total project target so far.</p>	<p>36 appointments were booked, which is a more than double the number of appts booked in the previous 3 months.</p> <p>29 young people attended appointments with a VCTH advisor, an outstanding turn-up rate of 81%.</p> <p>We have exceeded our Jul-Aug target of 21 attendances by 38%.</p>
<p>Deliver 6 presentations to raise awareness of volunteering</p>	<p>This target was met in the previous quarter, see narrative in the next column.</p>	<p>We have delivered 7 presentations to date;</p> <ul style="list-style-type: none"> - 24 April 2015 at IntoCity University (17 attendees) - 11 May at Tower Hamlets College (8 attendees) - 3 June 2015 at Wapping Youth Centre during Volunteers' Week (24 attendees) - 4 June 2015 at St. Andrew's Wharf Youth Centre during Volunteers' Week (32 attendees) - 22 June at Tower Hamlets College at 10.30am (8 attendees) - 22 June at Tower Hamlets 	<p>We exceeded the number of presentations for the whole project in the first 3 months, and had an encouraging number of volunteering enquiries afterwards.</p> <p>We have not delivered any presentations in July or August, but a number of schools have requested presentations in early September.</p>

<p>A total of between 60 and 120 young people to attend these presentations</p>	<p>This target was met in the previous quarter, see narrative in the next column</p>	<p>College at 11.30am (20 attendees) - 22 June at Tower Hamlets College at 12.30pm (5 attendees)</p> <p>A total of 114 young people have attended presentations to date, exceeding the minimum total project target of 60 by 90%.</p>	
<p>Distribute our new volunteering publicity materials, specifically targeting a youth audience. Materials will be sent to all LBTH-funded youth clubs and all state-run secondary schools in the borough.</p>	<p>Deliver leaflets to all Youth Clubs in Tower Hamlets</p> <p>Deliver leaflets to all LBTH-state funded schools.</p>	<p>A5 leaflets and A4 posters were sent to all 42 Youth Clubs in Tower Hamlets in the April-June quarter.</p> <p>A5 leaflets have been re-printed and delivered to VCTH. Details of secondary schools have been compiled from LBTH website.</p>	<p>We liaised with the Youth Services at LBTH who kindly provided a list of Youth Centres. We posted 42 Youth Centres leaflets, posters and a covering letter describing our project and offering to run presentations on Youth Volunteering to be delivered at Youth Clubs.</p> <p>The leaflets are being posted out to schools on Thursday 20 August 2015, so that information is ready for the new school term starting on 1 September.</p>
<p>Volunteers' Week (1-7 June), advertise volunteering opportunities in East End Life, many of which will be suitable for young people.</p>	<p>Design and book an advert in East End Life.</p>	<p>We placed an advert in East End Life on Monday 1 June 2015 to mark Volunteers' Week.</p>	<p>We booked 2 full columns. The advert listed 8 current volunteering opportunities, 3 of which were open to under-18s. The advert included VCTH's contact details and encouraged residents to contact us to find out about other volunteering roles.</p>

<p>Health check and register 10 new Volunteer Involving Organisations (VIOs)</p>	<p>Register 4 organisations in July and August</p>	<p>5 new organisations were health-checked and registered during July and August;</p> <ul style="list-style-type: none"> • Cystic Fibrosis Trust • Eastside Education Trust • Making the Leap • St. Paul's Church • The Royal Foundation of St. Katharine <p>Cumulative project total at 18 August 2015: 9 organisations have been health checked and registered.</p>	<p>We have registered 5 new organisations between 1 July and 18 August. A couple more organisations are in the process of registering and their registrations should be completed by the end of August.</p>
<p>Develop 42 new roles for volunteers</p>	<p>Develop 17 new roles in July and August</p>	<p>14 new roles were developed in July and August</p> <p>Cumulative project total at 18 August 2015: 57 new roles developed since 1 April 2015. This exceeds the total project target of 42 by 36%.</p>	<p>We developed 14 new roles between 1 July 2015 and 18 August 2015. We had already exceeded the annual target in the first quarter of the project, creating 43 new volunteering roles.</p> <p>Some examples of the roles developed in July and August are; Visitor Assistant with All Hallows; Food Co-op Volunteer with St. Hilda's, Archivist and Research Volunteer with Royal Foundation of St. Katharine, Finance Assistant Volunteer with the Cystic Fibrosis Trust.</p>

<p>Offer a half-day training session on Involving Young Volunteers to a group of youth workers /organisations identified by LBTH Integrated Youth and Community Services</p>	<p>Deliver one half-day training course</p>	<p>We offered to deliver this half-day training for LBTH Youth Workers and funded youth organisations in August, but LBTH chose to have this delivered in September 15, due to staff workloads/summer programmes.</p>	<p>This training will be delivered in September at LBTH's request. Three potential dates have been circulated to LBTH; 17, 23 and 28 September 2015.</p>
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Appendix 4: VCTH outline programme plan – next 7 months 1st September 2015 to 31st March 2016.

Summary of the Proposed Project: *(please also indicate how you intend to deliver)*

We will **raise awareness** of volunteering and its benefits to young people aged 15-19 (up to 25 with SEN) by conducting presentations in schools, colleges, youth clubs and other community youth settings. A total of **8 presentations** will be delivered during the next 7 months between 1 September and 31 March 2016, and we anticipate that between 10 and 20 young people will attend each session (between 80 and 140 young people in total).

We will **continue to distribute our new volunteering publicity materials**, specifically targeting a youth audience. Materials will be sent to all LBTH-funded youth clubs and all state-run secondary schools in the borough.

We will **offer 1:1 appointments with trained advisors** for young people at our office in Commercial Street, but will also offer appointments at outreach venues where presentations have been delivered (if required). 5 appointments will be delivered per week (total 140 appointments in 7 months). We anticipate that approximately 50% of young people will turn up to their appointments, so we expect to see 70 young people face-to-face during the period.

Of the 70 young people advised, we expect **42 (60%) to start a volunteering placement** successfully.

Critical to young people starting volunteering is the ongoing availability of high quality, varied and meaningful volunteering placements. To achieve this we will **visit, health-check and register 15 new Volunteer Involving Organisations** during the next 7 months. This, combined with updating opportunities at 446 organisations already registered with VCTH, should produce **a further 60 new volunteering roles between September 2015 & March 2016**. We will conduct ongoing work with registered organisations to ensure that they are young-people friendly and that they can offer good roles to volunteers aged 15+

We can offer a **half-day training session on Involving Young Volunteers** to a group of youth workers/organisations identified by LBTH Integrated Youth and Community Services

Total No. of Young People	Age Group	Target groups you will work with <i>(Please list these groups)</i>
140 x 1:1 appointments offered	15-19 year olds (up to 25 with SEN)	All young people aged 15-19 (plus up to 25 with SEN), spanning all equalities groups, targeting those attending schools and youth clubs
70 x young people seen at appts (50% turn up rate)	15-19 year olds (up to 25 with SEN)	Young people who have booked appointments with advisors
42 Volunteer starters in placements	15-19 year olds (up to 25 with SEN)	Young people who have attended appointments with advisors or attended presentations

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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)	Youth Volunteering – Volunteer Centre Tower Hamlets (VCTH)
Directorate / Service	CLC / Safer Communities
Lead Officer	Hasan Faruq
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="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div>Proceed with implementation</div> </div> <p>As a result of performing the QA checklist, the policy 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>


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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 Commissioners are recommended to authorise further 7 month extension of the existing Service Level Agreement with the Volunteer Centre Tower Hamlets (VCTH) from 1

			<p>September 2015 to 31 March 2016. The existing Service Level Agreement was approved back in April for a sum of £16,667 from 1 April 2015 to 31 August 2015 and for the sum of £23,333.</p> <p>Under the SLA, VCTH has provided free advice, information and training to Volunteer Involving Organisations on implementing best practice in volunteer management and assistance to NPOs to develop their volunteering programmes and opportunities.</p>
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	<p>Youth Service can draw on the skills & expertise VCTH offers to respond to national and local policy and campaigning on volunteering issues, marketing and promotion of volunteering in Tower Hamlets and the development of LBTH's 3 year Youth Volunteering Strategy, which will require a refresh this year.</p> <p>Young people in the Borough will benefit from VCTH's expertise in volunteering. For example, VCTH had 44 1:1 meetings with young people to discuss volunteering between April and mid-August 2015. Last year, 53% of volunteer starters supported by VCTH were female and 47% male. Over 85% of the young service users were from BAME communities. 69% of the young service users were aged between 15 and 17. 16% of young volunteer starters had disabilities.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	See above. VCTH have data of young service users.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	VCTH have data of young service users.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	As above, the previous service user data were analysed. VCTH have submitted a plan for the next 7 months (Appendix 4).
c	Is there clear evidence of consultation with	Yes	VCTH maintains records and data on service delivery.

	stakeholders and users from groups affected by the proposal?		
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	VCTH have data on gender, age, ethnicity and disability of the service users.
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	VCTH will continue recording service users' data.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	VCTH have submitted a plan for the next 7 months (Appendix 4).
b	Have alternative options been explored	Yes	An option for no further 7 month extension is explored.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	VCTH will provide a comprehensive end of year report. This will be reviewed by the service and made available to the Commissioners.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The implementation of the forward plan submitted by VCTH will be monitored by the service. VCTH will also provide service users' data for the service.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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<p>Commissioner Decision Report 21st October 2015</p>	
<p>Report of: Luke Addams, Interim Director for Adults Services (AS)</p>	<p>Classification: Unrestricted</p>
<p>Adult Services Small Grants for Pensioners' Groups 2015/16</p>	

Originating Officer(s)	Barbara Disney – Service Manager, Strategic Commissioning
Wards affected	All
Key Decision?	No
Community Plan Theme	<ul style="list-style-type: none"> • A safe and supportive Community • A Healthy Community

Executive Summary

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

Recommendations:

The Commissioners are recommended to:

1. Approve the process for inviting applications for Adult Services Small Grants for Pensioners’ Groups 2015/16.
2. Note the availability of funding for the proposal.
3. Agree the process for awarding the grant funding.
4. Agree that, for 2016-17 the Small Grants for pensioner groups will be incorporated into a broaden Smalls Grants process across the council.

1. REASONS FOR THE DECISIONS

- 1.1 To promote independence and alleviate social isolation amongst older Tower Hamlets residents by providing grant funding to a range of peer support groups.

2. ALTERNATIVE OPTIONS

- 2.1 A decision could be made not to support this proposal and to allocate the budget elsewhere, or indeed take it up as a saving proposal. In this event, a number of groups who apply annually and are reliant on the award of a Small Grant may be unable to deliver activities to their members or, in the worst case scenario, cease operating.

3. DETAILS OF REPORT

Small Grants allocation and assessment

- 3.1.1 At the Social Services Committee meeting on 14th June 1995, members agreed to delegate the responsibilities for allocations of Small Grants to senior officers, in accordance with the Small Grants Criteria. More recently, the allocation of grants has been recommended through Cabinet and the Mayor's decision making process.
- 3.1.2 The specific purpose of these Small Grants is to support small local organisations to provide social activities for pensioners in their neighbourhood, which helps to reduce social isolation and increase independence. In recent years Adult Services were in a position to award grants to all eligible organisations that applied.
- 3.1.3 In considering the Small Grants allocation, officers take into consideration the Small Grants criteria and prioritise the funding requests in the following order:
- a) Rent
 - b) Utilities bills, including gas, electricity, water rates, insurance etc;
 - c) Small equipment, including bingo machines, kitchen equipment;
 - d) Cost of facilitators, social activities, including day-trips and parties.
- 3.1.4 To be able to deal with all funding requests in a fair and equitable way:
- a) Budget permitting, all requests for rent, bills and small equipment will be met up to the maximum grant of £500 grant award per organisation
 - b) Traditionally, the Small Grants budget meets the level of grants requested, meaning there is an underspend.
 - c) Groups requesting assistance with social activities and running costs are allocated awards based on the number of members currently registered with the group. The following guidelines are used:

Number of Registered Members	Proposed Awards
Up to 19 members	£300
20 to 29 members	£350
30 to 39 members	£400
40 to 70 members	£450
70 members and above	£500

3.1.5 In 2014/15 £25,000 was allocated to support small local pensioners' groups. A total of £19,810 was awarded to 50 groups, including ten who had not previously been in receipt of a Small Grant. The recipients of this grant were spread throughout the borough, as indicated on the map enclosed at Appendix B. For comparison, a heat map illustrating where those residents aged over 65 are in the borough (by ward) is also included at Appendix C.

3.1.6 This year, £25,000 will be available for allocation to these small community groups.

5.3 The 2014/15 Small Grants scheme benefitted in the region of 2,381 older Tower Hamlets residents and was used in following ways:

- As a contribution towards rent (in eight cases);
- As a contribution towards utilities (in one instance);
- To purchase equipment/materials (in eight cases);
- To fund social activities such as celebrities, day trips (in 33 cases)

3.2 Advertising and Evaluation process

3.2.1 It is proposed that an advertisement will be placed in the East End Life (EEL) edition of 2nd November 2015 inviting local pensioners' groups in Tower Hamlets to apply for the Small Grants.

3.2.2 The 50 pensioners groups who received a Small Grant in 2014/15 will be sent application forms (appendix A) directly inviting them to apply for this year's programme. Any organisations replying to the EEL advert or requesting an application pack will receive the same.

4.2.3 Applications will be assessed by an officer in line with the eligibility criteria detailed on the application form. After assessing the applications, a report will be produced with recommendations and the report will then be considered before being passed to Commissioners for final sign off. It is anticipated that applicants can be notified in writing about the outcome of their applications of the decision by early 2016.

4.3 Small Grants Programme Indicative Timetable

	STAGES	DATE
1	Advertisement in East End Life	2nd November 2015
	post applications to currently funded organisations	by 30th October 2015
2	Send application forms to new groups	by 20th November 2015
3	Closing date for applications	11th December 2015
4	Assessment of applications	by 18th December 2015
5	Write report with recommendations	by 23th December 2015
6	Commissioners approval received	by mid-January 2016
7	Write to all applicants on outcomes	by end of January 2016
7	Set up and raise payments	by end of January 2016
8	Cheque/BACS sent by Corporate Payment	By mid-February 2016
9	Reconciliation of Payments	By March 2016

3.4 Monitoring

Organisations are required to submit evidence that the grant has been spent as outlined in their application. An officer will check receipts etc. against the organisation's application to ensure this happens. Any applicant that has not provided suitable evidence for the previous year's round of Small Grants, where an award was made, will not be considered for a further grant award.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 There is a budget of £25k available to meet the cost of this scheme in 2015/16. The scheme would be administered by the Strategic Commissioning Team in the Adult Services Directorate.

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 wording used by the Directions is that the Commissioners will exercise the power "relating to the making of grants under any statutory power or duty". There is no definition of grant given under the directions and therefore, the assumption must be that a grant is that which would be deemed to be a grant under the law.

5.3 There is no strict legal definition of grant. However, a grant is in the nature of a gift and is based in trust law. There will be many grants which are made by

the Council for the purpose of discharging one of its statutory duties. However, as a grant is in the nature of a gift, it is considered there must be some element of discretion on the part of the Council as grantor as to whom a grant is made to and whether this is made. If the Council is under a legal duty to provide a payment to a specific individual or organisation, and cannot lawfully elect not to make such a payment, then that should not amount to a grant.

- 5.4 The proposed grant may be supported by Council's 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 Small Grants to Pensioners' Groups.
- 5.5 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.6 The Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent.
- 5.7 The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 5.8 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases.
- 5.9 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.
- 5.10 When making grants decisions, 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 discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The service specification supports two of the four themes of the community plan:

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

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

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

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 By prioritising funding for rent and other running costs, these Small Grants can potentially safeguard the existence of groups that provide our older residents with opportunities to socialise and both provide and receive support from peers, reducing isolation and increasing independence
- 7.2 Where a grant is used as a contribution towards social activities, the level of funding is determined by the number of members on a group's register (see section 3.1.4). This ensures that the available budget is tiered to reach a larger number of beneficiaries.
- 7.3 Loneliness has an impact on one's wellbeing and a range of personal circumstances such as poor health, living alone and lack of support network are factors contributing to feelings of loneliness¹. For such a small outlay (£25k) this programme will contribute to preventing longer term effects.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

¹ ONS, 2015a; ONS, 2013a, Age UK, 2015

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

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 These are small one-off payments for which invoices and evidence are to be provided and monitored.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

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

11. SAFEGUARDING IMPLICATIONS

- 11.1 There are no immediate Safeguarding implications.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix A – Small Grants 2015/16 Application Form, including criteria for award.
- Appendix B – Map indicating geographic spread of organisations awarded a Small Grant in 2014/15.
- Appendix C – Heat Map illustrating spread of residents aged over 65 in Tower Hamlets.

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

- NONE

Officer contact details for documents:

- Barbara Disney

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London Borough of Tower Hamlets Adult Services Directorate

Small Grants for Pensioners Groups (2015/16) Application Form

- The organisation/project is engaged in social activities exclusively for the benefit of older people within the boundaries of the London Borough of Tower Hamlets.
- The grant payment cannot be made to an individual or to a personal bank account. The organisation/project must have its own bank account or instruct an organisation (such as a housing association or landlord) to manage the handling of the grant on its behalf.
- Grants will not be given to organisations/projects already in receipt of funding from the Council for the specific purpose(s) for which financial assistance is sought.
- The organisation/project should satisfy the Council that it operates fair and equal practices in employment, and in the provision of services.

Completed forms should be returned by no later than Friday 11th December 2015 to:

Samiha Miah – Business Admin Apprentice
4th Floor, Mulberry Place Town Hall
5 Clove Crescent
London E14 2BG
samiha.miah@towerhamlets.gov.uk
Tel: 0207 364 7881

Any queries related to the completion of this form should be directed to Samiha Miah using the details above.

1. Name of organisation:
2. Business address of organisation:
3. Address for correspondence (including cheques) if different from above:

4. Who may we contact to discuss this application?:
Title (e.g. Mr/Mrs):
Name:
Position within organisation:
Telephone no.:
e-mail address:

5. Organisation details
<p>a) In which year was your organisation established?</p> <p>b) Does your organisation have a constitution (yes/no)?</p> <p style="padding-left: 40px;">If you have answered yes, please enclose a copy with your application.</p> <p>c) Charity/company number (if applicable):</p> <p>d) How many pensioners are members of your club or on your register?</p> <p>e) Briefly describe the main aim of your organisation?</p>

6. How do you plan to use the grant?	
Purpose (e.g. rent)	Amount?
TOTAL	£
	(The maximum small grant award is £500)

7. Our preferred payment method is by BACS bank transfer. To enable payment by this method please provide your bank details below:

Name of bank account:

Bank account number:

Bank sort code:

Should you require payment by cheque, who should this be made payable to:

IMPORTANT: payments cannot be made to an individual or personal bank account (see point 2 of eligibility criteria)

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

9. Monitoring Information

- a) Did your organisation receive a small grant in 2014/15 (yes/no)?
- b) If yes, please provide details of how this was spent (e.g. to pay rent, purchase equipment, contribution towards social events etc.)

Purpose (e.g. rent)	Amount
TOTAL	£

- c) Have you submitted evidence of spend (e.g. receipts) for your 2014/15 Small Grant award? (yes/no)

If no, you must submit evidence with your completed application. Failure to do so

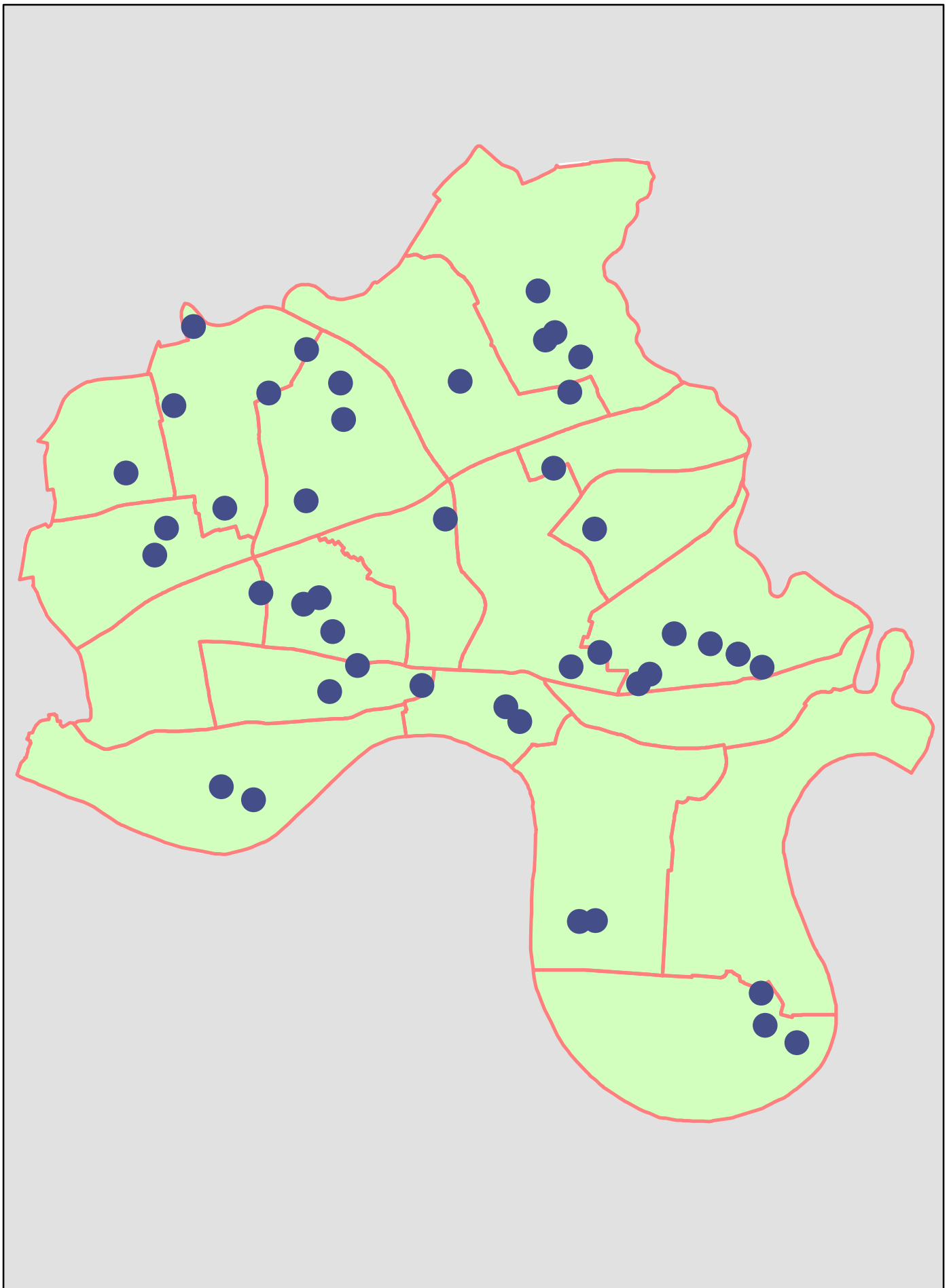
could lead to your application being rejected.

10. Declaration:

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

Signature:

Date:



OP Small Grants 2014-15 Locations

1:35,000



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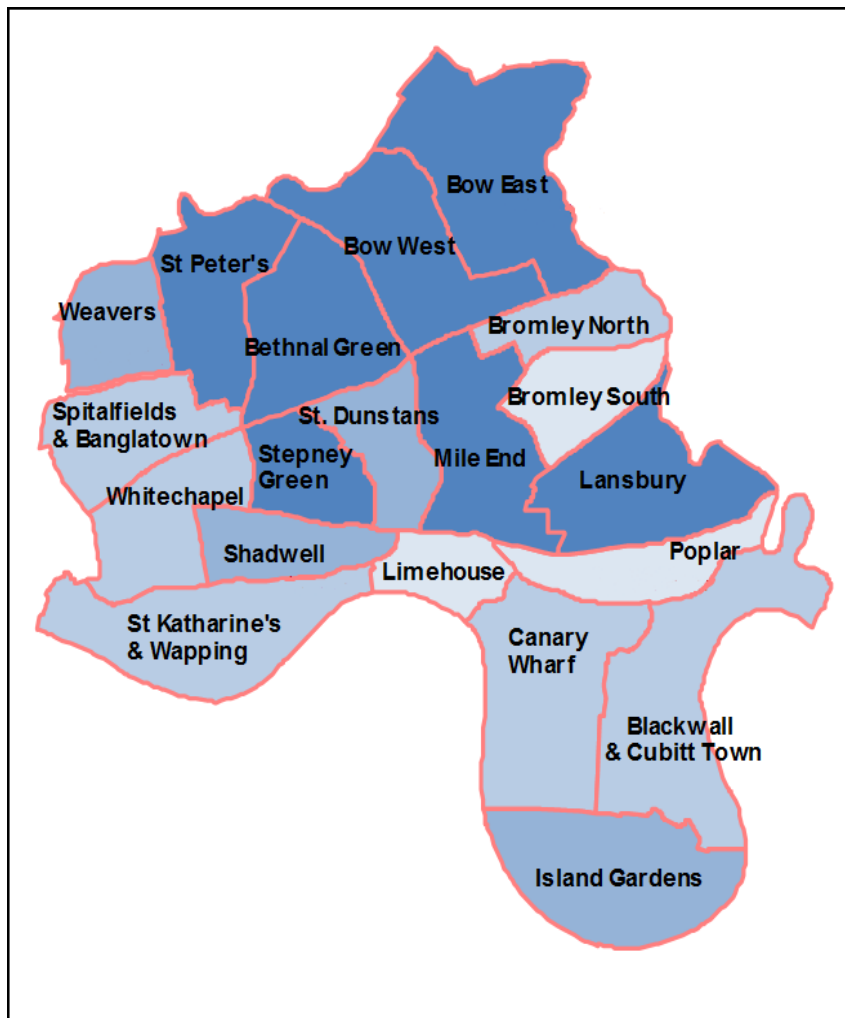
GLA 2014 Round of Demographic Projections -(pre 2014) Ward projections

SHLAA-based; short term migration assumption; Capped Household Size model

27th April 2015. Pre 2014 ward populations distributed to 2014 wards using Census 2011 proportions for age groups

Ward name	Values
Bethnal Green	1265.4
Blackwall & Cubitt Town	614.6
Bow East	1177.0
Bow West	1076.0
Bromley North	602.3
Bromley South	469.0
Canary Wharf	543.0
Island Gardens	905.3
Lansbury	1006.0
Limehouse	247.7
Mile End	1080.9
Poplar	421.4
St Dunstan's	859.5
St Katharine's & Wapping	773.8
St Peter's	1233.2
Shadwell	951.2
Spitalfields & Banglatown	681.4
Stepney Green	1077.8
Weavers	951.6
Whitechapel	750.6

Range for values	(<) High	Occurrences
Low (>=)	500.0	(3)
247.7	800.0	(6)
500.0	1000.0	(4)
800.0	1265.6	(7)
1000.0		



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