

COMMISSIONERS' DECISION MAKING MEETING

Tuesday, 12 January 2016 at 6.30 p.m.
Room C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent,
London, E14 2BG

The meeting is open to the public to attend.

Members:

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

Public Information:

The public are welcome to attend these meetings.

Contact for further enquiries:

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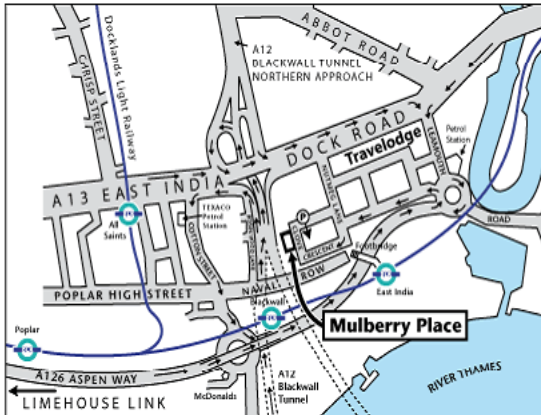
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A Guide to Commissioner Decision Making

Commissioner Decision Making at Tower Hamlets

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

Key Decisions

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

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

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

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

Published Decisions

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

- The decisions for this meeting will be published on: **Friday, 15 January 2016**

LONDON BOROUGH OF TOWER HAMLETS
COMMISSIONERS' DECISION MAKING MEETING

TUESDAY, 12 JANUARY 2016

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 2 December 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.

[Any 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	Positive Activities for Young People (PAYP) North East Cluster only - February Half Term (Monday 15th to Friday 19th Feb 2016)	9 - 66	All Wards
6 .2	Adult Services Small Grants for Pensioners' Groups 2015/16	67 - 84	All Wards
6 .3	Events Fund applications	85 - 146	All Wards
6 .4	MSG Payment By Results	147 - 156	All Wards
6 .5	Mental Health User Led Grants Programme	157 - 182	All Wards

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 2017 364 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, 2 DECEMBER 2015

TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT, LONDON, E14 2BG

Members Present:

Sir Ken Knight	(Commissioner)
Max Caller	(Commissioner)
Alan Wood	(Commissioner)

Councillors Present:

None

Officers Present:

Zena Cooke	(Corporate Director, Resources)
Steve Hill	(Head of Benefits Service)
Rafiqul Hoque	(Lettings Services Manager, Housing Options Service, Development & Renewal)
Jackie Odunoye	(Service Head, Strategy, Regeneration & Sustainability, Development and Renewal)
Will Tuckley	(Chief Executive)
Antonella Burgio	(Democratic Services)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Commissioner Chris Allison.

Apologies from Councillors Rachael Saunders and Peter Golds were also noted.

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 21 October 2015 were noted and signed as a corrected record of proceedings.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

The Commissioners were informed that there had been no requests to make a public submission relating to any agenda item.

5. EXERCISE OF COMMISSIONERS' DISCRETIONS

The Chair introduced the report, which listed an urgent expedited decision that had been taken by Commissioners since the Commissioners' Decision Making meeting on 21 October 2015.

RESOLVED

That the decision taken under urgency be noted.

6. REPORTS FOR CONSIDERATION

6.1 Provision of a Home Repairs Grant in the sum of £5,049.33 to Client A E14, under the Tower Hamlets Private Sector Housing Renewal Policy 2013-15

Ms Odunoye, Head of Strategy Regeneration & Sustainability introduced the report which concerned an application for a home repairs grant under the Council's Private Sector Housing Renewal Policy 2013-15 to assist a vulnerable lease holder in E14. On 30th September 2015, Commissioners had awarded a grant for urgent kitchen and boiler works at this property. However a subsequent inspection revealed that some additional works were required to replace faulty taps and install some draft proofing. The grant sought would supersede that made by Commissioners previously.

Commissioners did not make any observations on this report and agreed the recommendations as set out in the report.

RESOLVED

1. That Home Repairs Grants to Client A E14, in the sum of £5,049.33 be approved to fund urgent repairs to her kitchen and replacement of the central heating combination boiler.
2. That these grants supersede the grant previously awarded to this recipient on 30th September 2015.

6.2 A Grant Scheme for Affordable Rented Housing in LBTH

Ms Odunoye, Head of Strategy Regeneration & Sustainability introduced the report which concerned an application to establish a Local Affordable Housing Programme funded by Right to Buy receipts using a model operated by the Greater London Authority.

While Commissioners were broadly in favour of the proposal. Commissioner Max Caller noted:

- That the scheme was new and untested and
- That the proposal concerned grant making, a function which, under the Secretary of State's direction, resided with Commissioners. Therefore decisions to award grants under this scheme could not be delegated to any other party.

Commissioners were united in this view and accordingly

RESOLVED

1. That £7.06m of retained RTB receipts be approved to be used for a Local Housing Affordable Grant Programme for Housing Resources and Capital Delivery for the years 2016-20 as per the budget allocation decision of Cabinet dated 12th October 2015
2. That the criteria for the grant as set out in paragraph 3.9. of this report and Schedules One and Two of the Appendices be approved.
3. That an Affordable Housing Grant Panel be established under the Corporate Director, Development & Renewal for the purpose of assessing development proposals, reviewing bids for grant funding and making recommendations for the award of grant
4. That the decision to award scheme grants NOT be delegated to the Corporate Director, Development & Renewal but should be reported for decision to the Commissioners Decision Making Meetings as required.

6.3 Incentives to Tackling Overcrowding

Ms Odunoye, Head of Strategy Regeneration & Sustainability introduced the report which concerned an application to delegate authority to the Corporate Director of Development & Renewal or his nominee, one-off relocation payments to residents upon release of under occupied properties.

Clarifying that the matter concerned procurement, Commissioners supported the proposal and asked that expenditure for this purpose be reported to each Councillor in Wards affected and a six-monthly report be made to a Commissioners Decision Making Meeting detailing the monies spent.

RESOLVED

1. That the decision making to define and agree rates for incentives to be made available to tenants wanting to downsize in order to tackle the severe overcrowding that exists in the borough be delegated to the Corporate Director of Development & Renewal.
2. That the Corporate Director of Development & Renewal or his nominee be delegated the power to award the agreed incentive.

3. That expenditure for this purpose be reported to each Councillor in Wards affected
4. That a six-monthly report be made to a Commissioners Decision Making Meeting detailing the monies spent.

6.4 Grant Payment - Ocean Regeneration Trust

Ms Odunoye, Head of Strategy Regeneration & Sustainability introduced the report which concerned an application for interim support to the Ocean Regeneration Trust in accordance with the New Deal for Communities succession and legacy scheme under which the Ocean Estate received regeneration funding.

Responding to Commissioners' questions Ms Odunoye advised that there was confidence that all retail units would be let and provide a future revenue stream for the Trust because of the demand that will be created by the new properties and regeneration of the estate.

RESOLVED


That the Corporate Director Development & Renewal be authorised to pay the Ocean Regeneration Trust a total of £210,000 being payments for 2014/2015 of £50,000, the current financial year 2015/2016 of £80,000 and the next year 2016/2017 also of £80,000.

7. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

Nil items.

The meeting ended at 6.45 p.m.

Chair: Sir Ken Knight
COMMISSIONER

Commissioners' Decision Making Meeting Report 12 th January 2016	 TOWER HAMLETS
Report of: Andy Bamber – Head of Safer Communities	Classification: Unrestricted
Positive Activities for Young People – Feb 2016 half term	

Originating Officer(s)	Hasan Faruq
Wards affected	North East Cluster
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 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 again for February half term 2016 because no applications were successful in the last round. The PAYP Grant Board is 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 5 organisations and up to £3,500 for 1 SEND projects (a total of 6 organisations) as highlighted in green in Appendix 1.

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 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 Oct, Dec 2015 and Feb 2016 PAYP programme was advertised on 10 August 2015 on the Tower Hamlets website. However the applications that were submitted from North East of the borough were rejected at screening stage and no application went forward to the award stage. Subsequently it was agreed with the commissioners to advertise just for the February programme within the NE cluster.
- 5.3 7 applications were received. Each application was assessed by an LBTH officer and by an external independent assessor. Each assessment was then reviewed and moderated by an LBTH officer. The results were then presented to the PAYP Board for confirmation on 8th Dec 15 and their recommendations now require approval from the commissioners.

- 5.4 7 applications in total were submitted. 6 out of the 7 applications scored above the 60% eligibility threshold agreed by the board. Of the 7 applications considered:
- 6 applications were rated GREEN and recommended for approval by the Board;
 - 1 application was rejected at the assessment stage because did need not meet the minimum scoring threshold.

The PAYP Assessment Sheet is attached in Appendix 1

- 5.5 In the longer 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 more closely to the geographical disposition of the target cohort and need where this is relevant and adds value. The application form and evaluation criteria will be kept under review as part of the commitment to best value continuous improvement.
- 5.6 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 then the subject of scrutiny 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.
- 6.2 The report seeks the Commissioners agreement to allocate grants of up to £2,000 or £3,500 for SEN projects for Feb 2016 holiday period. A total of 7 applications were submitted requesting grants totalling £16,445. The Independent PAYP Board approved 6 organisations for grant awards that total £12,945 for the Feb 2016 programme in the NE cluster.
- 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% totalling £5,178 be made. The 60% totalling £7,767 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.
- 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:

Claire Belgard, Interim Head of Service, Integrated Youth & Community Services, 5th Floor, Mulberry Place, 5 Clove Crescent E14 2BG email: claire.belgard@towerhamlets.gov.uk

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PAYP February 2016 Applications

	ID/Ref	Organisation Name	Ward Cluster	SEND	LGBTQ	Amount requested	Amount Granted	Number of holiday periods applied for	February delivery	Total Score (60)	% of score achieved according to delivery periods applied for	Internal Assessor	External Assessor	Moderator	IYCS registration scheme	Comments
1	PAYPFEB03	Malmesbury Community Projects	North East	No	No	£2,000.00	£2,000.00	1	Yes	53	88%	Martha Barden	East End Community Foundation	Claire Belgard	Yes	The project theme is Consumer Safety at Work. Will engage 20 y/p, 12 male & 8 Female. Y/P will gain skills for life in food preparation, food storage, consumer safety and food hygiene. 12 Y/P will gain accredited level 2 qualification in food hygiene /handling and increase their employability skills. Y/P will also take part in Health and Safety course, trips and club based activities.
2	PAYPFEB07	Tower Hamlets Youth Sport Foundation	North East	No	No	£1,990.00	£1,990.00	1	Yes	53	88%	Emily Fieran-Reed	East End Community Foundation	Claire Belgard	Yes	The programme theme is leadership and aimed at 16 to 19 year olds. Will engage 48 y/p. 30 male and 18 female. This would include a Sports Leaders UK Level 2 Award in Community Sports Leadership, an Emergency First Aid at Work course, a Sports Coach UK Safeguarding and Protecting Children workshop and a Sports Coach UK Inclusive Coaching: Disability workshop. The Sports Leaders UK course offers an introduction to leadership in sport and physical activity and provides a first step on the ladder into sports coaching. Young people will be invited to undertake voluntary placements through THYSF and will be deployed on one of our community sport programmes. Between 40-48 y/p will gain recorded or learning outcomes.
3	PAYPFEB05	Sportslink (open access)	North East	No	No	£2,000.00	£2,000.00	1	Yes	50	83%	Martha Barden	East End Community Foundation	Claire Belgard	Yes	The theme is sports, personal development and mentoring. Will engage 20 y/p, 15 male & 5 female. This project is specifically targeted at those who are deemed 'high risk' and are likely to be on the radar of other statutory services. This graffiti project would address feelings of anger and frustration by providing the ideal environment where painting and graffiti as a means of expressing one's self. Activities will also include Drugs workshop, Conflict resolution, football tournament and outdoor activities. Between 15-20 y/p will gain recorded or learning outcomes.
4	PAYPFEB01	Acorn FC	North East	No	No	£1,705.00	£1,705.00	1	Yes	46	77%	Mohammed Shahazan	East End Community Foundation	Claire Belgard	Yes	Will engage 30 y/p, 25 male & 5 female. Will deliver football and sports coaching sessions to y/p. The programme will provide various sided games, mini soccer, development of technical skills. Through football training and matches, y/p will gain team building, interpersonal skills, communication skills and other skills. The whole programme is around football training and matches. 20 y/p will gain recorded or learning outcomes from the project.
5	PAYPFEB04	Max Music Studios	North East	No	No	£2,000.00	£2,000.00	1	Yes	43	72%	Shazia Ghani	East End Community Foundation	Claire Belgard	Yes	The programme theme is Music. Will engage 12 y/p. 6 male & 6 female. Y/P will take part in basic song writing, vocal recording, rehearsal and performance techniques to prepare creative material for live music performance. Part of the course will be filmed to help y/p build a video portfolio. During the course, y/p will gain various skills such as building self esteem, communication skills and other soft skills. 12 y/p will gain recorded outcomes.
6	PAYPFEB06	Sportslink (SEN)	North East	Yes	No	£3,250.00	£3,250.00	1	Yes	41.5	69%	Shazia Ghani	East End Community Foundation	Claire Belgard	Yes	SEN sports project. Will engage 18 y/p. 13 male & 5 female. Project will provide multi sports activities at Mile End Stadium for 2 hours per session with regular breaks. Sportslink's aspire sports will be a great way to introduce disabled young people to a wide variety of sports in a safe, friendly and completely inclusive environment. Y/P will take part in new age curling, boccia, Cricket, Goal ball, Sitting down volleyball, short tennis, Zone hockey. The activities will increase participation and improve physical fitness for SEN young people. The programme will enable SEN y/p to enjoy themselves in a safe environment. 14 young people will gain recorded outcomes.
7	PAYPFEB02	Fame Academy	North East	No	No	£3,500.00	£0.00	1	Yes	24	40%	Emily Fieran-Reed	East End Community Foundation	Claire Belgard	Yes	Will engage 25 y/p. 14 male & 11 female. The sessions will include dance, modelling/fashion and photography/ video media learning innovative activities. In the programme participants will make friends, have fun, learn performing, social and cultural skills like: new routines, styles, movements, how to express themselves, improve confidence and enthusiasm, commitment and discipline, fashion, make up, modelling, discuss social issues and develop in maximum their potential and social, physical, emotional, skills they will need in everyday life. 20 y/p will gain recorded or learning outcomes.
						Total	£16,445.00	£12,945.00								

Please note: The threshold is 60% (36 out of 60 marks)

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INTEGRATED YOUTH & COMMUNITY SERVICES

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

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

Tick as appropriate:		
Employee	<input type="checkbox"/>	Volunteer <input type="checkbox"/>
		Committee Member <input type="checkbox"/>

Contact B

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

Tick as appropriate:		
Employee	<input type="checkbox"/>	Volunteer <input type="checkbox"/>
		Committee Member <input type="checkbox"/>

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 (February Half-term)

Delivery dates	15 th February – 19 th February 2016
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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	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 20th November 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

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 20th November 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 Thursday 12th November 2015 from 2-4pm. 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 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	1
Young People with SEND	1

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;

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 provide 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:

- Areas on the Mile End Ward
- Areas to the south of Victoria Park (Bow East and Bow West Wards)
- Areas on the Bromley North & Bromley South Wards



Youth-related ASB - Summer 2012-2015



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

You may print this page multiple times

				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: 50%;"></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 6 organisations (up to £2,000 for 5 organisations and up to £3,500 for 1 SEND project; 7 applicants) that have been assessed by Council officers and an external independent assessor. Each assessment was then reviewed and moderated by an LBTH officer. The results were then presented to the PAYP Board for confirmation on 8th Dec 15.</p> <p>The Oct, Dec 2015 and Feb 2016 PAYP programme was advertised on 10 August 2015 on the Tower Hamlets website. However the applications that were submitted from North East of the borough were rejected at screening stage and no application went forward to the award stage. Subsequently it was agreed with the commissioners to advertise just for the February programme within the NE cluster.</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 and SEN/LDD breakdown data of young people who are expected to participate in the PAYP-funded activities, which were provided by the applicants.</p> <p>The PAYP commissioning process for February half term has been specifically for projects to deliver from the North East Cluster due to low take up in previous rounds. This is intended to compensate for areas where there is a high density of the target cohorts and low level of provision.</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 3: 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	Evidence of consultation is asked for in the application form (Section 3: Project Delivery Details).
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	<p>The Oct, Dec 2015 and Feb 2016 PAYP programme was advertised on 10 August 2015 on the Tower Hamlets website. However, the applications that were submitted from North East of the borough were rejected at screening stage and no application went forward to the award stage. Therefore, the February programme has been advertised just for the North East area.</p> <p>In the longer 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 more closely to the geographical disposition of the target cohort and need where this is relevant and adds value.</p>
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 February half term (15 February – 19 February 2016).

b	Have alternative options been explored	Yes	'Do nothing' option and an alternative assessment were 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	

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, Quality Assurance Manager

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 and SEN/LDD breakdown data provided by the applicants (recommended organisations only)

Age Groups/Gender breakdown										
Ref No.	Ward Clusters	Organisation	Age Categories					SEND		
			8-12yrs	13-19yrs	Male	Female		Young people with SEND (up to 25yrs)	Male	Female
PAYPFEB01	North East	Acorn Fc	7	18	21	4		5	4	1
PAYPFEB03	North East	Malmesbury Community Project		20	12	8		N/A	N/A	N/A
PAYPFEB04	North East	Max Music Studios	4	8	6	6		N/A	N/A	N/A
PAYPFEB05	North East	Sportslink (Open Access)	5	15	15	5		N/A	N/A	N/A
PAYPFEB07	North East	Tower Hamlets Youth Sport Foundation		48	30	18		N/A	N/A	N/A
SEND										
PAYPFEB06	Borough Wide	Sportslink (SEN)	4	4	6	2		10	7	3
Total:			20	113	90	43		15	11	4

- 33% (2 out of 6) of the recommended organisations will work with young people with SEN and LDD.
- Beneficiaries of this project will be young people aged between 8 and 19 and up to 25 for SEN/LDD.
- It is anticipated that 68% of the expected participants are boys and 32% are girls.

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

Ward Clusters	Organisation
North East	Acorn Fc
North East	Malmesbury Community Project
North East	Max Music Studios
North East	Sportslink (Open Access)
North East	Tower Hamlets Youth Sport Foundation
Borough Wide	Sportslink (SEN)

The PAYP commissioning process for February half term has been specifically for projects to deliver from the North East Cluster due to low take up in previous rounds. This is intended to compensate for areas where there is a high density of the target cohorts and low level of provision

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)
Race	Neutral	<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
Disability	Positive	Of the 6 applications recommended for approval 33% include a SEN or LDD element.
Gender	Neutral	PAYP is not targeted by gender. It is expected that 68% of the young people participating in the PAYP funded activities will be boys and 32% 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.

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	





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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	Application for funding has been invited from organisations to deliver projects from North East Cluster only during February 2016 Half term.


<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>	<p>Provided advice surgeries for organisations to attend for support and advice with application forms and to better understand the PAYP criteria.</p> <p>Adverts have been placed on the Tower Hamlets website for February 2016 half term delivery from organisations to deliver from North East Cluster only. The tight timeframe did not allow for the process for December holiday.</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 12th January 2016</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 – Recommended Awards</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 reducing loneliness amongst older people. Commissioners agreed, at the Commissioners Decisions Meeting on 21st October 2015, the process for inviting applications for the Adults Services Small Grants for Pensioners Groups 2015/16. This report recommends the award of 45 Small Grants to groups providing social activities and peer support for older Tower Hamlets residents.

Recommendations:

The Commissioners are recommended to:

1. Approve the award of the Adults Services Small Grants for Pensioners’ Groups 2015/16 to 45 groups delivering social activities and peer support to older people in Tower Hamlets, as detailed at Appendix A.
2. Endorse the use of the underspend from the Small Grants budget.

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

- 3.1 At the Commissioners Decisions Meeting on 21st October 2015, the process for inviting applications for Adults Services Small Grants for Pensioners Groups 2015/16 was approved by Commissioners.
- 3.2 This report seeks the approval of the allocation of the Small Grants for Pensioners' Groups in Tower Hamlets for 2015/16 and to endorse the use of the Small Grants underspend.
- 3.3 The budget for the Small Grants programme 2015/16 is £25,000.
- 3.4 An advertisement was placed in the East End Life 2nd November 2015 edition, inviting pensioners' groups in Tower Hamlets to apply for a Small Grant. The £305 cost for placing this advert was met from the overall Small Grants budget. The closing date for returning applications was 11th December 2015.
- 3.5 Thirteen application forms were sent to pensioners' groups as a result of the above advert. In addition, 50 application forms were posted to those groups who had received a Small Grant in 2014/15. Where an email address had previously been provided, the application pack was also sent electronically. Application documents were also emailed to the Chair of the Community Involvement Network sub-group of the Tower Hamlets Housing Forum to be distributed to Housing Associations represented in the Network, thus increasing the reach of the Grants programme.
- 3.6 By the closing date 51 completed applications had been received, including 13 from new groups.

SMALL GRANTS 2015/16 ALLOCATION

3.7 In considering the Small Grant allocation, officers took into consideration the Small Grants criteria included on the application form at Appendix B and prioritised the funding requests as follows:

- a) Rent;
- b) Utilities bills: including gas, electricity, water rates, insurance etc.
- c) Small equipment, including bingo machines, white goods, and materials;
- d) Social activities, including day-trips and parties, cost of facilitators/tutors.

3.8 In order that all funding requests were dealt with in a fair and equitable manner:

- a) All requests for rent, bills and small equipment will be met, up to the maximum £500.
- b) Groups requesting assistance with social activities and facilitators/tutors are allocated awards based on the number of members currently registered with the group. The following guideline has been 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

3.9 It is recommended that a total of £18,440 be awarded to 45 organisations as detailed in Appendix B. Of these, 32 are organisations who were awarded a Small Grant in 2014/15 and have applied again this year, whilst 13 are from new applicants.

3.10 In response to a recommendation made by Commissioners to ensure that the award of grants better reflects the density of older people in the borough, a map has been produced (Appendix C) illustrating where the organisations recommended for funding are located. Appendix D shows the density of older people aged 65 and over in the borough. It is worth noting that all eligible applicants (who provided evidence of spend relating to a 2014/15 Small Grant award, where applicable) have been recommended for a grant.

3.11 Six applicants have not been recommended for an award. Five of these had not provided sufficient evidence relating to last year's grant award. One applicant was deemed ineligible as they are also in receipt of Mainstream Grant funding from the Council for the specific purpose for which financial assistance is sought.

3.12 Two applicants deliver their pensioners' groups in Community Centres operated by organisations in receipt of a Mainstream Grant:

- Island House Craft Club in Island House Community Centre
- Geezers Club in Appian Court, operated by Age UK East London

In both cases, the groups applying for a Small Grant are independently constituted organisations and are therefore recommended for funding.

3.13 Five applicants recommended for funding have been identified as delivering services from Council-owned buildings. For each of these buildings a tenancy at will is in place. Organisations may be sub-letting or hiring the space from the organisation that holds the agreement with the council. They are:

- Barleymow Veterans Club
- Collingwood Estate Friendship Club
- Cranbrook's Over 50's Club
- Wapping Community Group
- Will Crooks TRA

MONITORING

3.14 Organisations are required to submit evidence that the grant has been spent as outlined in their application. A Council Officer will check receipts etc. against the organisation's application to ensure this happens. Organisations who fail to submit acceptable evidence will not be considered for a Small Grant in 2016/17. Measures may be taken to recover the grant payment should evidence not be provided, or if the grant is used for a purpose other than that outlined in their application and on which the recommended grant award is made.

UNDERSPEND FROM SMALL GRANTS BUDGET

3.15 It is recommend that the £6,255 unallocated funds are kept in reserve in case of urgent or emergency situations arising in small organisations providing valuable services to older residents in Tower Hamlets and are taken as a saving in the event that they are not spent by the end of the Financial Year.

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 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.

- 5.2 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).
- 5.3 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.
- 5.4 The proposed grants may be supported by the 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.
- 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. 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 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 Small Grants programme 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. This 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

- 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

- Commissioners Decision Report 21st October 2015 – Adults Services Small Grants for Pensioners' Groups 2015/16²

Appendices

- Appendix A – List of recommended Small Grants 2015/16, including those not recommended for funding

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

²

<http://moderngov.towerhamlets.gov.uk/documents/s78094/2015%2010%2013%20PG%20Commissioners%20Report%20-%20Adult%20Services%20Small%20Grants%20for%20Pensioners%20-%20legal%20cleared.pdf>

- Appendix B – Small Grants 2015/16 Application Form, including criteria for award.
- Appendix C – Map indicating geographic spread of organisations recommended for Small Grants 2015/16 funding.
- Appendix D – 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

Control	Organisation	Purpose of Grant	Members	Requested	Recommended Award
1	Barleymow Bingo Club	Social	12	300	300
2	Barleymow Veterans Club	Utilities/Social	25	500	350
3	Belle Dancers	Social	10	500	300
4	Betty May Gray Ladies	Social	45	450	450
5	Birchfield OAP's Club	Rent/Social	28	430	350
6	Bow Bowls Club	Equipment/Social	24	500	350
7	Broadening Horizons	Social	25	500	350
8	Brownfield Senior Citizens Club	Social	50	500	450
9	Burcham Street Lunch Club	Equipment/Social	35	475	400
10	Butley Court Community Centre	Social	20	350	500
11	Chris's OAP Bingo	Equipment/Social	12	350	300
12	Collingwood Estate Friendship Club	Rent/Social	20	500	350
13	Cranbrook Over 50's Club	Social	12	400	300
14	Devons Estate Pensioners Club	Social	20	500	350
15	East India Over 50's Consortium	Equipment	45	440	440
16	Geezers Club	Social	22	500	350
17	Globe Town Pensioners Club	Social	54	470	450
18	Hind Grove Creativity Group	Rent	9	500	500
19	Hind Grove Tenants Association	Social	70	500	500
20	Island House Craft Club	Social	15	500	300
21	Limehouse Active Pensioners	Social	20	500	350
22	Lincoln Area Regeneration Group (LARG)	Social	55	500	450
23	Melo Yelo Crafting Time	Equipment/Social	10	500	400
24	Monthly Lunch Club Fellowship	Social	80	500	500
25	Ocean Bowls Club	Rent	15	1,000	500
26	Oxford Green Short Mat Bowls & Social Club	Rent	20	500	500
27	Parmiter's Almshouse And Pension Charity	Social	132	500	500
28	Poplar Harca - Your Hand My Hand One Community Project	Social	5	500	300
29	Redcoat Community Forum	Social	25	500	350
30	Senior Age Social Fund	Social	53	500	450
31	St Patrick's Church	Social	45	650	450
32	St. Peter Community Wellbeing Project	Rent	55	500	500
33	Star Somali Community	Social	80	500	500
34	Stepney Dynamic Youth	Social	20	500	350
35	Strafford Friendship Club	Utilities	25	500	500
36	The Men's Cabin	Equipment/Social	7	440	300
37	Tredegar & Sabella Tenant Association	Social	80	500	500
38	Vic Johnson House	Equipment	24	350	350
39	Victoria Park Bowls Club	Social	24	350	350
40	Wapping Community Group	Social	167	500	500
41	West Indian over 50's Social club	Social	30	300	300
42	Will Crooks & Tenants & Residents Association	Utilities/Social	45	500	450
43	William Cubitt Lodge Social Fund Club	Social	52	500	450
44	Young at Heart Bingo Club	Rent	34	500	500
45	Zacchaeus Project	Social	430	500	500
				TOTAL:	18,440

Not Recommended for Funding

Control	Organisation	Purpose of Grant	Members	Requested	Recommended Award
46	Bow Belles	Social	30	500	0
47	John Tucker House Tea Club	Social	36	500	0
48	Emmott Close Senior Citizens Club	Social	15	490	0
49	East London Pensioners Group	Social	45	750	0
50	East London Chinese Community Centre	Rent	100	500	0

Ineligible for Funding

51	Somali Senior Citizen Club	Rent and Social	50	500	0
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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:

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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

a) In which year was your organisation established?

b) Does your organisation have a constitution (yes/no)?

If you have answered yes, please enclose a copy with your application.

c) Charity/company number (if applicable):

d) How many pensioners are members of your club or on your register?

e) Briefly describe the main aim of your organisation?

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.

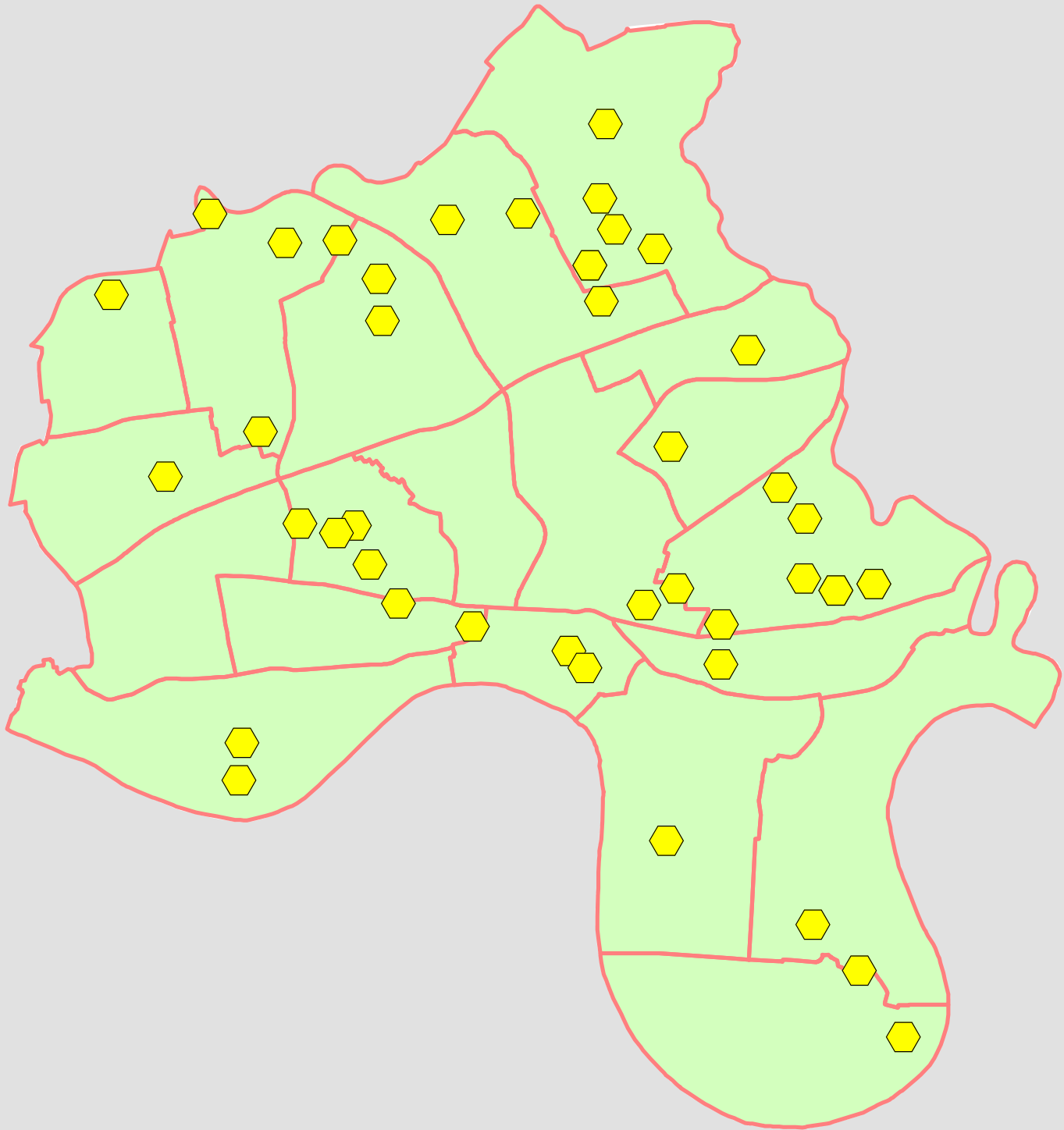
10. Declaration:

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

Signature:

Date:

Small Grants for Pensioners' Groups 2015-16 Locations



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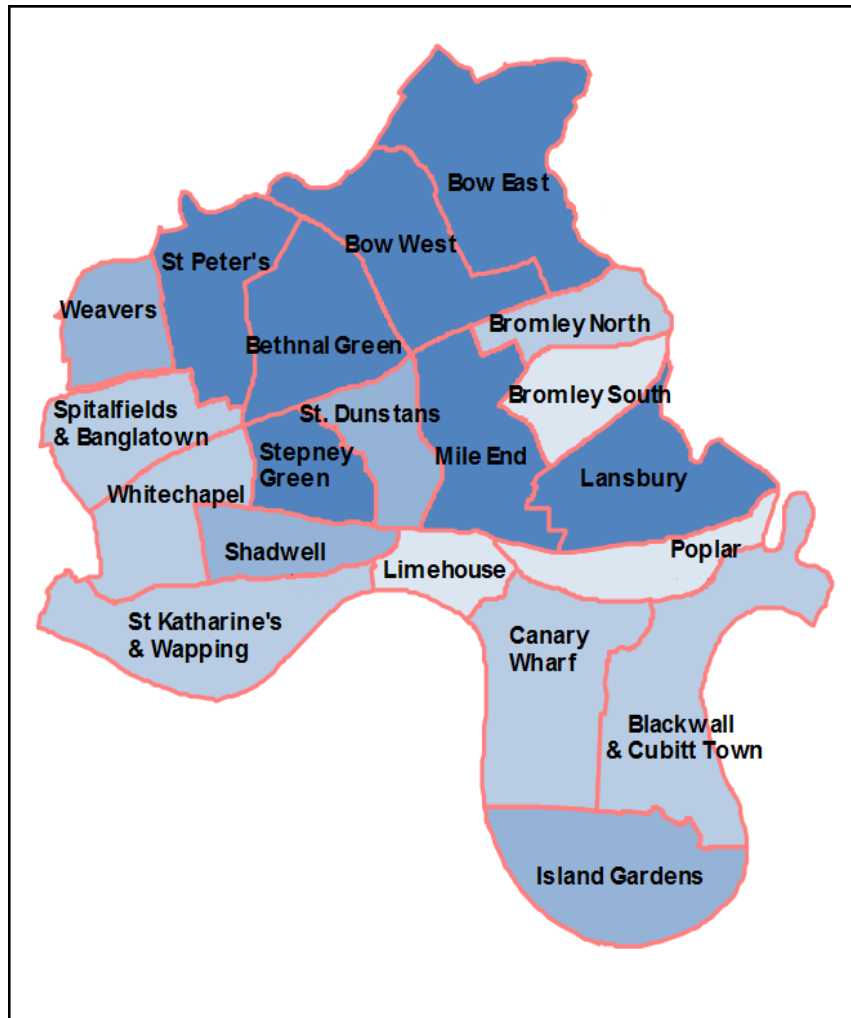
GLA 2014 Round of Demographic Projections -(pre 2014) Ward projections

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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Commissioner Decision Report 13 th January 2016	
Report of: Shazia Hussain Service Head Culture, Learning and Leisure	Classification: Unrestricted
Event Fund Delegated decision making to award grants	

Originating Officer(s)	Alison Denning
Wards affected	All
Key Decision?	Yes
Community Plan Theme	One Tower Hamlets

Executive Summary

The Event Fund is a small grant fund for community arts events which has been operating successfully for a number of years. It works on a rolling programme with monthly deadlines to support small scale local events. The fund is part of the council's revenue budget and is intended to support the delivery of the council's Community Plan priorities.

On 9th September 2015 the commissioners considered a report on this fund and agreed that responsibility for its administration could be delegated to the relevant Service Head until the remainder of the financial year. This report seeks a decision from the Commissioners that delegated authority to award grants should remain with the Service Head for Culture Leisure and Learning.

Strategic Alignment

The Community Plan provides the long-term vision for the borough, articulating local aspirations, needs and priorities. It informs all other strategies and delivery plans of the council and its partnership, including the council's Strategic Plan. The plan has been developed in consultation with local residents and service users, community and voluntary sector organisations, and a range of representative groups and forums, as well as members of the council. It outlines how the council and its partners will work together to improve the lives of all those who live and work in the borough, and continues the existing focus on tackling poverty and social exclusion in Tower Hamlets.

The Community Plan incorporates a set of high level and cross-cutting priorities with the aim of making a real difference in these areas over the lifetime of the plan.

It is the objective of the Event Fund to help support the Community Plans outcomes and contribute towards its five themes. The five community plan themes are:

A Great Place to Live - Tower Hamlets will be a place where people live in quality affordable housing, located in clean and safe neighbourhoods served by well-connected and easy to access services and community facilities.

A Prosperous Community - Tower Hamlets will be a place where everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential through education and vibrant local enterprise.

A Safe and Cohesive Community - Tower Hamlets will be a safer place where people feel safer, get on better together and difference is not seen as threat but a core strength of the borough.

A Healthy and Supportive Community - Tower Hamlets will be a place where people are supported to live healthier, more independent lives and the risk of harm and neglect to vulnerable children and adults is reduced.

The Community Plan prioritises equality, cohesion and community leadership through the theme of One Tower Hamlets. Through this theme the council and its partners are committed to reducing inequalities, supporting cohesion and providing strong community leadership. The Event Fund is a distinct allocation from the Tower Hamlets Mainstream Grants budget and exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community. The aim of the Arts Fund is to support a range of activities and events to promote the One Tower Hamlets principles across the borough, which are:

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

The events are expected to achieve the following:

- A programme of arts and events activities that include credible methods of delivery to reach a wide audience and promote the One Tower Hamlets principles;
- Produce promotional materials and identify channels to use these events and activities to effectively promote messages which celebrate the rich diversity of all communities within Tower Hamlets;
- Reach a wide range of people throughout the events programme, providing information about anticipated attendance, including from people from a range of different backgrounds and ages, across the 9 protected equality groups where appropriate.

The projects are expected to demonstrate:

Administration and management of events

- An engaging programme of events through a combination of directly delivered events and events which are delivered in partnership with other groups or community organisations.

A robust process for collaborating with community groups or organisations

- Evidence they have a strong approach to partnership working and robust partnership processes in place when funding other local organisations to deliver events on its behalf.

A strong understanding of equality, including:

- Understanding of the council's commitment to equality through the Community Plan and ideally, also some understanding of the council's commitment across the protected characteristics as detailed in the Single Equality Framework.
- That the essence and values of the lead organisation are set by those who use the service. Staff and board members must be representative of the target audience.
- A track record of reaching a range of local residents from diverse backgrounds, living across the borough.
- An understanding of what types of events are most suitable to achieve equality outcomes and how their chosen delivery method will reach the intended client group.
- A proposal that outlines what issues or topics will be addressed through the events, why these have been selected and how they help the council to achieve the One Tower Hamlets principles.

Monitoring & evaluation

- Organisations will be expected to have a system in place to measure the outputs and outcomes by the protected characteristics as set out in the Public Sector Equality Duty where relevant and appropriate.

The Event Fund also contributes towards the following strands of the Mayor's key priorities:

- Regeneration and the creation of Sustainable Communities;
- Creating Jobs and supporting the growth of the Local Economy;
- Young People and Schools;
- Older People and Health;
- Community Safety and Community Cohesion;
- Environment and Public Realm; and
- Arts, Heritage, Leisure and Culture.

Recommendations:

The Commissioners are recommended to:

- 1) Agree that delegated authority to approve Event Fund awards should remain with the Service Head for Culture Leisure and Learning, subject to a quarterly report of awards being copied in arrears to the Lead Commissioner for review.
- 2) Should the commissioners be minded to agree (1) above then they are further recommended to agree to retain the existing monthly cycle of applications.
- 3) Should the Commissioners not be minded to agree (1) above then they are recommended to agree to modify the Event Fund programme from a monthly review and approval programme to one that coincides with the Planned Public meetings for Commissioner grant decisions.

1. REASONS FOR THE DECISIONS

- 1.1. To facilitate the allocation of this small grant programme in the most efficient and practical way.

2. ALTERNATIVE OPTIONS

- 2.1 Commissioners can decide not to delegate decision making to officers, but to revert to the Commissioners Decision Making meetings in public. If they decide the above and do not decide to align the grant decision making process with the limited number of Commissioner Decision making meetings in public then decisions impacting on events will often not be made in a timely fashion, resulting in those events being abandoned due to lack of preparation time.

3. DETAILS OF REPORT

Event Fund Process and Administration

- 3.1 The Event Fund is a small grant fund for community arts events. The events supported by the Fund must take place in Tower Hamlets and benefit Tower Hamlets residents but the organisers applying for funding do not have to be Tower Hamlets based. The purpose of the Event Fund is to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community.
- 3.2 The annual budget for the Event Fund is £52,500. The maximum grant award is £2,500. However, most awards are in the region of £500 - £1,500. The

Event Fund works on a rolling programme with monthly deadlines. The available budget is projected forward over the year and an estimated budget allocation is identified for each quarter. Initial projections are based on historical performance and knowledge of the annual cycle of peaks and troughs in the number of events throughout the year. Projections are updated on a monthly basis depending on demand and supply of funds. This is done in order to ensure funding is available to applicants and for events throughout the year.

- 3.3 The Event Fund is administered and managed through the Arts, Parks and Events service, and assessment of the applications is carried out by three officers following a scoring system against a list of criteria as set out in the Event Fund application form. The assessments are carried out monthly and the amounts recommended for award are dependent on the amount of funding remaining available for the quarter, the assessment score and the number of applications.
- 3.4 Applications are assessed by three officers independently of each other. Applications are initially checked for eligibility. If not eligible they are rejected and not assessed. If eligible, applications are scored across a number of areas:
- track record of delivery for the organisation;
 - event content,
 - benefit (how it meets the EF Priorities, and objectives of One Tower Hamlets), accessibility,
 - marketing,
 - partnerships,
 - community involvement,
 - outcomes
 - value for money.

These areas form 7 sections on the assessment form and each area attracts a maximum score of 5, with the overall application receiving a maximum score of 35 by each assessor. The three assessors' scores are then added together to give a maximum score of 105.

- 3.5 Following the assessment of applications received a report will be submitted to the Service Head for Culture, Learning and Leisure for consideration with a follow-up meeting with a Festivals and Events Officer to discuss the recommendations and agree awards.
- 3.6 A quarterly report will be submitted to the Commissioners to include an overview of all events awarded funding within a 3 month period. This will be in line with other grant fund reports. See Appendix H.
- 3.7 With the adoption of the online Grant system (GIFTS) for the 2016/17 Event Fund application process, the reports will be generated automatically through the GIFTS system and will be uploaded onto the Tower Hamlets Council Online Grant Portal. This will allow access to the general public, Councillors and Commissioners to view the amounts awarded via the Event Fund, it will

not however reflect any differentiation if awards have not been paid in full, or events have been cancelled as grant funding is released periodically subject to satisfactory project performance and evaluation.

Option A: Retain the existing monthly cycle of applications with delegated decision making to award grants by the Service Head – Culture, Learning & Leisure in light of the strategic alignment to the Community Plan and Mayoral Priorities, the low value of individual grants and the annual budget overall.

- 3.8 This option proposes to continue with delegated decision making to the Service Head – Culture, Learning & Leisure in line with other small grants programmes for which the Commissioners have delegated decision-making to officers.
- 3.9 The annual budget for the Event Fund is comparatively small at £52,500 per annum and individual grant awards do not exceed £2,500 with the majority of awards being between £500 and £1,500.
- 3.10 Robust processes and criteria for the Event Fund have previously been agreed by the Commissioners and revised forms for 2016/17 are attached in full for review.
- 3.11 As this option maintains the monthly application review process it has the advantage of continuing to facilitate the smaller community led initiatives that are often fairly spontaneous and have short lead in times. Moving to fewer decision points in a year as set out in Option B would be likely to result in far fewer small community events being supported, whilst favouring the larger events with longer lead in times.
- 3.12 Delegation of this low value, low risk funding stream to Service Head – Culture, Learning & Leisure is in line with achieving efficient service delivery in accordance with the Best Value duty, putting in place systems and processes commensurate with risks.

Option B: Reverse the earlier commissioner decision to delegate authority for grant making under this grant regime to the relevant Service Head and agree to modify the Event Fund programme from a monthly review and approval programme to one that coincides with the Planned Public meetings for Commissioner grant decisions

- 3.13 The planned Commissioners' Decision Making meetings in public take place on a six weekly cycle and it would be very difficult to maintain the monthly grant decision making model if grant awards were to be considered and approved by the Commissioners at the six weekly meetings. This option would therefore necessitate the alignment of the application deadlines associated with the Event Fund from a monthly cycle to one that aligns with the approximately six weekly cycle of Commissioners' Decision Making Meetings.

- 3.14 As set out under Option A officers expect that if the time period between decisions is increased, the profile of applicants is likely to change from community-led events which are often more short notice in nature to more professionally led events with associated longer planning cycles. This would represent a significant refocusing of the purpose of the grant programme and is arguably less aligned to the facilitation and empowerment of grass roots communities.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. The report seeks the approval of the Commissioners to agree that the delegated authority for award of the Events Fund grants remain with the Service Head for Culture Leisure and Learning, rather than under the Commissioners Decision Making public meeting. There is an annual total of £52,500 available to fund community arts events. The process is managed through Arts, Parks and Events team who consider the grant applications and assess them for the purposes of grant award.
- 4.2. The maximum grant award is £2,500 although most are in the region of between £500 and £1,500. The size of the awards recommended is dependent on the overall demand for grants, money available, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met in each case.
- 4.3. Awards of £500 or more, will receive an initial payment of 80% of the grant reflecting the spend profile of events that typically require necessary infrastructure to be purchased in advance of the events. The balance of the 20% of the award will be retained until receipt of the completed evaluation form, final budget statement and all supporting documents as specified in the guidelines and criteria.

5. LEGALCOMMENTS

- 5.1 The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the "Directions"). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.2 It is open to the Commissioners in the exercise of their decision making functions to decide to delegate matters to an officer. It is also open to the Commissioners to make minor amendments to the timetable of the grants arrangements without involving a full review of that particular grant process.

Both options posed in relation to the timetable and decision making process are therefore available to the Commissioners.

- 5.3 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. The Commissioners will wish to be satisfied that this is the case. It appears from the information provided in the report that the grants recommended to be made are capable of being supported under the Council's powers and, in this regard, the powers set out below appear particularly relevant.
- 5.4 The proposed grants may be supported under a variety of the Council's statutory powers. For example, the Council has power –
- To support the provision of entertainment in the borough under section 145 of the Local Government Act 1972.
 - To secure sufficient educational and recreational leisure-time activities for young people in the borough under section 507B of the Education Act 1996
- 5.5 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 power may also support the giving of grants for community arts events, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy. The Council's strategy is set out in the Tower Hamlets Community Plan, which includes "One Tower Hamlets" as a cross-cutting theme. The eligibility criteria for these grants include a requirement that funded activities contribute directly to priorities in the Tower Hamlets Community Plan or the Council's Strategic Plan (which is concerned with delivery of the Community Plan) (see paragraph 4(f) of the Event Fund 2016/2017 Guidelines and Criteria in Appendix A).
- 5.6 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.

- 5.7 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.
- 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 may indicate 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.
- 5.9 All the proposed grants would 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 as well as Appendix F (Equality Analysis) and Appendix G (Equality Analysis Assurance Checklist).

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Event Fund is designed to support small local events that bring people together and help promote a sense of community. Tower Hamlets has a very rich and diverse community. The Event Fund helps to support the local community to celebrate this richness of cultures creating an environment where there is a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.
- 6.2 The evaluation criteria for applications under the scheme set out the types of events which will be given priority for funding. These are focused on promoting equality of opportunity, including for people who share protected characteristics under the Equality Act 2010.
- 6.3 All applicants under the scheme must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the attached monitoring forms which include a template for the recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.

- 6.4 An equality analysis assurance checklist [Appendix F] and an equality analysis [Appendix G] have been completed.
- 6.5 Successful applications in 2014/15 enabled events to take place in every ward area in the borough, and identified areas with less funded activity which were targeted as priorities in 15/16. The ward areas which have received less funding for events in 15/16 will be targeted as priorities for 16/17 as outlined on the Guidelines and Criteria Appendix A.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The conditions of the Event Fund state that it cannot be the sole source of funding so in all cases it helps to lever in other funding and assistance in kind for community activity.
- 7.1 The level of funding offered takes into consideration the cost, subsidy per head, other cash funding agreed or pending, the amount of in-kind support, the audience or participants benefiting from the project and / or the overarching artistic value of the project and its benefits.
- 7.2 Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient cash funding from other sources
- 7.3 Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.
- 7.4 The Event Fund offers exceptional value for money to the council, as annually it supports 40 – 50 community events, and in many cases it is an essential part of the income for community events that would not be possible without it.
- 7.5 The Event Fund received 78 applications in 2014/15, 50 of which were supported, 28 of which unsuccessful, withdrawn / cancelled or rejected.
- 7.6 A report setting out the outcome and impact of the Events Fund will be presented to the Commissioners on a quarterly basis.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 There are no issues connecting to action for a greener environment other than some events taking place in parks and helping to bring more people into them. Terms and conditions of using parks for events include protection for the environment including clearing of all litter.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 These are relatively small amounts of funding and the council retains a proportion of grant which is offered on receipt of monitoring information. Any

group not providing information would lose their second payment and may not be eligible for future funding.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 Free community events help to promote community cohesion which in turn helps to reduce crime and disorder, particularly where young people are engaged in volunteering and supporting local events.
- 10.2 Priority is given to arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.

11. SAFEGUARDING IMPLICATIONS

- 11.1 There are no specific safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix A: Event Fund Guidelines and Criteria
- Appendix B: Event Fund Application Form 1617
- Appendix C: Event Fund Assessment Questions
- Appendix D: Event Fund Assessment Score Sheet
- Appendix E: Event Fund Evaluation Form
- Appendix F: Equality Analysis
- Appendix G: Equality Analysis Assurance Checklist
- Appendix H: Quarterly Grant Reporting Format

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

- NONE

Officer contact details for documents:

- Alison Denning, Festivals and Events Officer
alison.denning@towerhamlets.gov.uk 020 7364 7907

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Tower Hamlets Council recognises the unique position of local voluntary and community groups in supporting residents as well as providing services for them. The Council is committed to supporting the work and the future of the voluntary and community sector, coupled with the drive for the best use of resources.

The Event Fund is a distinct allocation from the Tower Hamlets Mainstream Grants budget and exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community. Please pay careful attention to the following information and, to avoid disappointment, only apply if fully eligible.

N.B. Prior to completing your application it is advisable that you create a separate draft word document with a word count in order to copy and paste onto the online form.

1. Timelines

- a. The Event Fund operates on a rolling programme with monthly deadlines. All applications must be submitted on the correct application form.
- b. Applications should adhere to the timeframe below to be eligible for funding.
- c. Successful applicants must return the signed Terms and Conditions Acceptance Form within 4 weeks of the start date of their project or event
- d. We aim to assess applications within three weeks of the deadlines outlined below. However please take into consideration that it can take up to 2 months from application deadline to receipt of first 80% of funding.
- e. Late applications will not be considered and applications cannot be made retrospectively.
- f. Events requiring a Premises Licence (where one does not already exist) are advised to apply a minimum of 3 months before their event date.

**Applications must be received by the end of the deadline day (MIDNIGHT) .
late submissions WILL NOT BE CONSIDERED**

Event Date	ROUND	Application Deadline	Event Date	ROUND	Application Deadline
April 2016	1	4 th Feb 2016	Oct 2016	7	28 th July 2016
May 2016	2	3 rd March 2016	Nov2016	8	1 st Sept 2016
June 2016	3	7 th April 2016	Dec2016	9	6 th Oct 2016
July 2016	4	28 th April 2016	Jan 2017	10	3 rd Nov 2016
Aug 2016	5	2 nd June 2016	Feb 2017	11	1 st Dec2016
Sept 16	6	30 th June 2016	March 2017	12	5 th Jan 2017

2. The Event Fund aims to:

- a. Improve access to arts based events.
- b. Encourage good practice.
- c. Provide arts activities where few exist.
- d. Improve the quality of festivals and events in Tower Hamlets.
- e. Extend the potential of events to develop audiences, encourage participation and increase community involvement.
- f. Allow for more adventurous or ambitious programming.
- g. Promote community cohesion and cross-cultural understanding

3. Eligibility

- a. Events and projects that are eligible must include arts based content and be accessible to the general public: examples include community arts events, creative and performing arts projects.
- b. Events or projects should be led by an organisation which has a formal management structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for. Applicants must demonstrate good management and organisational practice as well as the viability of the event / project and their ability to carry it out.
- c. All events must take place within the London Borough of Tower Hamlets between 1st April 2016 and 31st March 2017.
- d. Applications must meet the published timescales – deadlines are final and non-negotiable.

4. The Event Fund has the following mandatory criteria:

- a. Applications must be made on the correct version of the online Event Fund Form which must be completed in full.
- b. Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples of how your event will achieve this.
- c. Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act

2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.

- d. Events / projects must be accessible to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Please demonstrate how you will promote your event to and include the wider community.
- e. Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: [Equalities and Diversity](#)
- f. The activities must contribute directly to priorities in the Tower Hamlets Community Plan or Strategic Plan, mainly benefiting people who live in Tower Hamlets. For more information go to [Tower Hamlets Community Plan](#)

One Tower Hamlets: Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.

1. **A Great Place to Live:** – promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrance and energy that our communities provide.
 2. **A Healthy and Supportive Community:** – to support residents to live healthier, more independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.
 3. **A Safe and Cohesive Community:** –to have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.
 4. **A Prosperous Community:** – to have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.
- g. Applicants must demonstrate partnership funding and support. This should include agreed in-kind and cash support for this project.
 - h. Event Budget - Income and Expenditure totals should be the same (balance). All cash and in-kind amounts should be included, as well as any projected income from ticket sales if applicable.
 - i. Events or activities with a fee charged would need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and budget forecast. Events or activities with a ticket price higher than £5 will not be eligible unless they can demonstrate adequate additional free content that is

accessible to the wider community.

- j. Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)
- k. Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.
- l. Events cancelled after receiving award will require organisations to repay the award in full.

5. Priority will be given to the following types of projects or events.

- a. Community arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.
- b. Community arts events aimed at and involving older people.
- c. Arts events or projects which take place in the following wards; Bromley North, Limehouse, Mile End, Poplar, St Dunstan's, Blackwall and Cubitt Town, Bow East, Bow West, Bromley South, Canary Wharf, Island Gardens, Lansbury, and St Katherine's and Wapping. To find your ward, please go to the map 2f on the application form.
- d. Arts events or arts projects which are able to make a real difference in terms of community provision, neighbourhood renewal and/or community development.
- e. Arts events or arts projects which celebrate cultural diversity and extend cross-cultural understanding in the borough and strengthen community cohesion.
- f. Arts events or arts projects which take a fresh, innovative approach, which are discernibly different from other events in the borough.
- g. Arts events or arts projects which aim to increase opportunities for deaf and disabled people to take part in the arts.
- h. Arts events or arts projects which demonstrate community involvement and active participation in delivering and managing the event/project and result in clear progression routes or skills for participants. e.g. through workshops, organising, performance etc with clear outcomes stated
- i. Arts events or community arts projects which are free to access to audience and participants.
- j. Events which improve the health and wellbeing of local residents.
- k. Cultural events or community arts projects which celebrate and contribute to the Black History Month programme in October 2016.

6. The Events Fund will NOT:

- a. Be the sole source of income – the organisation must be able to show that it is taking reasonable steps to obtain funding for its activities from sources other than the Council. Organisers are advised to seek funding and partnership support from a variety of sources. Other funding should not be solely “in-kind”. Details of other funding schemes and support can be obtained from: (Please click on the links below.)
 - Other [Funding](#) Streams
 - Tower Hamlets [Open 4](#) Community
- b. Fund core activities, i.e. main or essential activities of the company/organisation.
- c. Support events devoid of cultural or artistic content.
- d. Support profit making activities or events with a prohibitive charge for entry for local audiences.
- e. Support those who aim to raise money for charity, to promote religious or political beliefs or to promote the interests of an individual or organisation. The organisation must show that it does not want to promote or oppose any political party or cause or otherwise get involved in party political activity. We will not fund activities which promote the adoption of a particular faith or religion.
- f. Support any activity that leads to the long-term segregation of any particular group.
- g. Make grant payments to individuals. Organisations must have a bank account.
- h. Fund events that are not open to the general public e.g. within a school or solely for school community.
- i. It is a condition of the grant that the applicant cannot be in debt to the Council

7. Successful recipients of Events Fund grants MUST:

- a. Ensure that the programme/content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme should be discussed with the Festivals & Events Officer prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.
- b. Acknowledge the support of Tower Hamlets including use of logo and the following text inserted “Supported by Tower Hamlets Council”, in all event publicity and promotional material including digital platforms such as websites or social media, press releases and post-event reports. Please use the correct version of the logo as supplied to successful applicants within the acceptance pack.
- c. Electronic versions of publicity and promotional material must be submitted to the Information Officer before your event, and uploaded with your completed Evaluation Form post event. Details will be in your acceptance pack.
- d. Be aware that any illegal fly posting of posters or promotional material around a funded event will mean that there will be no future funding for the group involved.

- e. Submit details of the event directly onto the Tower Hamlets Arts website, including a photographic image to illustrate the event and register their organisation on our online Arts Directory at least 4 weeks before the event / project. [Click link to submit](#)
- f. Provide free access for Tower Hamlets Council representatives to the event/project for purposes of monitoring.

8. Assessing your Application:

- a) We will confirm receipt of your application.
- b) Your Application will be assessed against the stated criteria and priorities and will be scored. If your application does not receive a high enough score, it will not be successful. In the majority of cases, successful applications will not be awarded the full amount requested.
- c) Following the monthly assessment of applications you will receive a letter indicating whether your application has been successful.

9 Award Amounts

- a. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria and priorities can be met.
- b. We are unlikely to fund the same organisation twice in the same financial year.
- c. Events funded in one financial year will not be guaranteed funding the following year.
- d. The maximum amount that can be applied for is £2,500. However, most awards will be in the region of £500 - £1,500.
- e. The level of funding offered will take into consideration the cost, subsidy per head, other cash funding agreed or pending, the amount of in-kind support, the audience or participants benefiting from the project and / or the overarching artistic value of the project and its benefits.
- f. Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient cash funding from other sources.
- g. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.

10. Payment Arrangements:

- 1. Organisations that are successful will enter into a Grant Agreement with the Council.
- 2. Organisations will need to complete and return an acceptance form at least 4 weeks before the event / project. Acceptance Forms must contain organisation bank account details, not those of personal current accounts. Payments are made by BACS transfer
- 3. The first payment of 80% will not be made until:

- a. We have received the completed and signed Acceptance Form complete with BACS details by the specified deadline;
 - b. Details of the event have been added to the website;
 - c. Details of your organisation are registered onto the Arts Directory.
4. The Second payment of 20% will not be made until:
- a. We have received your online Evaluation report, appropriate evidence including photographs of the event, publicity samples, equalities monitoring and final budget statement, no later than the stated deadline. It will be the responsibility of the successful applicant to upload these documents on time – we do not routinely send out reminders. Failure to submit an evaluation form and final budget statement within stated deadline as set out in your grant offer letter will result in the final instalment of grant being withheld and may jeopardise future application to the Events Fund

Please note that, in accordance with council finance procedures, it may take a minimum of 28 days to process each payment instalment.

5. The outstanding balance of your award will be paid on receipt of your Evaluation Form and supporting information providing that the programme or content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme or other income should be discussed with one of the Festivals and Events Officers prior to the event start date and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.

For further details about the Events Fund please contact:

Festivals & Events Officer,
Arts, Parks & Events,
Tower Hamlets Council,
Brady Arts Centre,
192 -196 Hanbury Street,
London, E1 5HU
Tel. 020 7364 7907
Email: festivalsandevents@towerhamlets.gov.uk

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TOWER HAMLETS COUNCIL
 MAINSTREAM GRANT AID 2016/2017

APPLICATION FORM FOR EVENT FUND EF1

All sections of the EventFund Form must be completed in full.
 You should answer the questions in your own words, giving evidence and examples where appropriate. **PLEASE KEEP A COPY OF YOUR APPLICATION.** Please ensure your application is in an easily read format.

Please refer to the Guidelines and Criteria before completing this form to ensure you are fully eligible for funding.

1	Your Organisation	
a Contact Details	Contact name:	
	Position in company:	
	Organisation name:	
	Registered address:	
	Phone No:	
	Mobile No:	
	Email address:	
	Web address:	
b When was your organisation set up?	Please give the set-up date	

<p>c</p> <p>Organisation Management & Description</p>	<ul style="list-style-type: none"> • How is your organisation managed? • Include legal/charity status and company and/or charity number if you have one. • In no more than 200 words please describe the work of your organisation. • Include a mission statement if you have one. • Give details of your organisation's long-term objectives/strategy.
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<p>d</p> <p>Type of organisation</p>	<p>Please tick all of the boxes below which apply to your organisation</p>
---	--

We work solely or mainly with/for deaf and disabled people

We work solely or mainly with/for people who are: women men transgender

We work solely or mainly with/for people of a particular ethnic heritage
 If yes, please specify:

We work solely or mainly with/for young/older people
 If yes, please specify which age group:

We work solely or mainly with/for faith groups
 If yes, please specify which faith(s):

We work solely or mainly with heterosexual lesbian gay bisexual people

We work solely or mainly with women who are pregnant or currently breastfeeding

We work solely or mainly with people who are in Civil Partnerships Married Single
 Co-habiting Divorced

We work solely or mainly with people with mental health conditions

We work solely or mainly with long standing illness or health conditions

Other
 Please specify

e Event Management (max 200 words)	<ul style="list-style-type: none"> • Give details of at least 2 recent / similar events your organisation has managed. • Include size, scale & audience attendance, as well as the size of budget/s you are used to managing. 	
f Responsibility Max 200 words (excluding CVs)	<ul style="list-style-type: none"> • Who will be responsible for delivering the event/project? Please upload CV documents of main leader/s. • Include a brief account of their ability to manage the event/project (i.e. track record). • Which other personnel (paid or unpaid) will be involved? 	
2	Event Details	
a Title of event / project		
b Date & Times of Event	Include start and end date and times.	
c Venue	Where will the event/ project be taking place? Include postcode	
d Amount Applied For	What is the total amount of funding you are applying for from the Event Fund	£
e Previous Council Funding	<ul style="list-style-type: none"> • Were you funded by LBTH in the previous 4 years? • If yes, please give the name & date of your event and funding award. NB. Previous funding does not guarantee funding in subsequent years. 	

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f. WARD/S where event is taking place [click for further information](#)

- 1. Bethnal Green
- 2. Blackwall and Cubitt Town
- 3. Bow East
- 4. Bow West
- 5. Bromley North
- 6. Bromley South
- 7. Canary Wharf
- 8. Island Gardens
- 9. Lansbury
- 10. Limehouse
- 11. Mile End
- 12. Poplar
- 13. Shadwell
- 14. Spitalfields and Banglatown
- 15. St Dunstan's
- 16. St Katharine's and Wapping
- 17. St Peter's
- 18. Stepney Green
- 19. Weavers
- 20. Whitechapel



	Event Outline
--	----------------------

g Attendance	<p>How many people do you expect to benefit from your event? Please detail the breakdown of:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Audience</th> <th>Participants</th> <th>Artists</th> <th>Managers</th> <th>Organisers</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Audience	Participants	Artists	Managers	Organisers	TOTAL						
Audience	Participants	Artists	Managers	Organisers	TOTAL								

h Description of Event (Max 500 words)	<p>What is the Event? Please give a description of your event and include details such as the event content, audience profile, how the event will improve access to arts based activities and how it is different to other events in the borough.</p> <p>You should demonstrate that your event is accessible, innovative, creative and of high quality. Make reference to the Event Fund priorities & mandatory criteria and how your event meets these.</p>
---	--

<p>i</p> <p>Details of workshops or skills development</p> <p>Max 300 words</p>	<p>Please give details of the content of any workshops related to the project or event. Please ensure that you include the number of workshops, where they will take place and number of people taking part</p>
3	Benefit
<p>a</p> <p>Max 400 words</p>	<p>Please demonstrate which of the Event Fund priorities (outlined in section 5 of the guidelines and criteria) your event addresses and how your project meets these giving examples and evidence..</p>
<p>b</p> <p>Max 100 words for each answer (total 400)</p>	<p>One Tower Hamlets: Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.</p> <p>Community Plan Themes: Which of the following Community Plan Themes will your project contribute towards?</p> <ul style="list-style-type: none"> • A Prosperous Community • A Healthy and Supportive Community • A Safe and Cohesive Community • A Great Place to Live

Please demonstrate how your event / project contributes to supporting the theme /s marked “yes” above .

4 Accessibility and Marketing

a
Accessibility
Max 200 words

- How will you ensure that your event/project is accessible to the whole community? This includes physical, financial, social and cultural accessibility. Please make reference to the mandatory criteria 4b, 4c, 4d, 4e,.
- You are advised to demonstrate a commitment to equality of opportunity.
- Please also demonstrate that you have understood your obligations regarding the Equality Act 2010

b
Marketing
Max 200 words

Please demonstrate how your marketing plan will reach the wider community and include how you will attempt to reach new audiences. Please include electronic and social media in your marketing and outreach outline.

5 Partners / Community Involvement

a
Partners
Max 200 words

- Who are your partners on this project and what is their role?**
- Include details of partnership funding, project delivery, support, help in-kind and collaborative work e.g. venue hire, office space, free marketing, use of equipment, etc.
 - Include any other funding/ in kind help from other Tower Hamlets Council departments.

--

b Community Involvement Max 200 words	<ul style="list-style-type: none"> • Please outline how the wider community will be involved in organisation, facilitation, support or delivery of your event/project? • Please include details of volunteers, target groups and community organisations, community development, employment opportunities etc. • Please give a clear outline of how you will recruit participants to the community involvement element of the project.
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6	Outcomes
----------	-----------------

a (max 50 words per outcome)	<ul style="list-style-type: none"> • Please indicate which of the outcomes listed below relate to your event and provide evidence of how your project / event meets these outcomes..
---	---

	Outcome	Evidence
1	Increased access to arts activities and participation in the arts	
2	Skills development opportunities and progression routes for participants.	
3	Increased community cohesion and cross-cultural understanding	
4	Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives / strategy	
5	Any additional outcomes which are not outlined above	

6 EVENT BUDGET							
Please ensure that both budgets balance.							
a Income							
Source of income		Amount		Cash or in kind?		Agreed or pending?	
<ul style="list-style-type: none"> Please give name of source or funder and quantify all in-kind support in monetary terms. Please also include any anticipated income from Ticket Sales if applicable indicating ticket price and number of tickets. 		(please put all cash and in-kind income amounts in this column)		Please tick which apply		Please tick which applies	
<i>ORGANISATION OR SOURCE OF INCOME</i>		<i>AMOUNT</i>		<i>CASH</i>	<i>IN KIND</i>	<i>AGREED</i>	<i>PENDING</i>
Amount you are applying for from the Tower Hamlets Events Fund:							
TOTAL:							

b. Expenditure Give details of the TOTAL projected expenditure of the proposal. Please add in kind and cash amounts together to give the total. (the total expenditure should be the same as the total income)				
Details		Amount Cash	Amount In Kind	Total Expenditure £
Staff:				
Administration:				
Equipment and materials:				
Infrastructure: e.g. stages, marquees				
Services: e.g. stewarding, medical.				
Artists fees / entertainment:				
Venue:				
Marketing:				
Licensing/ Health & Safety: MANDATORY				
Insurance: MANDATORY				
Monitoring and evaluation: MANDATORY				
Other – please list:				
TOTAL: This should be the same as your total income.	Total should include the in kind and cash expenditure			£

Tower Hamlets Council upholds the principles of the Data Protection Act and will hold on computer personal data supplied by you on this form or in any subsequent telephone conversation or correspondence during the course of our business relationship for the purpose of community development. The information held will be sourced from your employer or colleagues and may also be disclosed to your employer, colleagues, suppliers providers of goods of services in relation to effecting repairs upon our computing equipment, employment recruitment agencies and education or training establishments and examining bodies. The information supplied by you will also be available widely within the public domain.

I the undersigned freely consent to Tower Hamlets Council processing the information provided in the course of our partnership relationship with the Authority as outlined above.

DECLARATION

On behalf of the organisation / management committee, I declare that:

- the information in this application form and attachments is accurate to the best of my knowledge;
- I understand that my event/project must comply with statutory requirements for licensing, health & safety etc – our organisation will obtain all necessary consents & appropriate insurance cover.
- I have included a copy of the organisation’s most recent set of accounts.
- I have included a copy of the organisation’s constitution.

Two signatures are required.

Name: Signed.....
(Contact person)

Position in organisation / Date
management committee:

Name: Signed
(Management Committee
Member)

Position in organisation / Date
management committee:

COMPLETED, SIGNED APPLICATION FORMS MUST BE SENT TO:

Festivals & Events Officer
London Borough of Tower Hamlets,
Arts, Parks & Events
Brady Arts Centre
192-196 Hanbury Street
London E1 5HU
Email: festivalsandevents@towerhamlets.gov.uk

EF1 EVENTS FUND 2016-17

Assessment Questions Each section can receive a maximum of 5 points (Total: 35)

Eligibility:

Is the organisation eligible? i.e. arts project, organisation, event in TH, submitted on time, open to the general public.

1) About the Organisation/ Track Record and Delivery:

- a) Does the application demonstrate a strong track record of delivery of the type of project being proposed?
- b) Can we be confident that work will be completed as planned?
- c) Is this organisation on the Events Fund Defaulters List (over the past 4 years)?

2) Event Outline:

- a) How many people will participate in the event? How is this calculated? (e.g. workshop, participant, organiser, volunteer, audience, virtual audience)
- b) Does the application demonstrate that it can improve access to arts based activities?
- c) Does the application demonstrate that the event is innovative / ambitious / adventurous / creative and of high quality?
- d) Is it clear how the event is different from other events in the borough?

3) How effectively does the application demonstrate Benefit

- a) Is it clear what the priorities of the event are? – content, location & target audience.
- b) Does the application demonstrate a contribution to TH Community Plan: (One Tower Hamlets, A Great Place to Live, Healthy & Supportive, Safe and Cohesive, Prosperous,)

4) Accessibility / Marketing

- a) Does the application demonstrate that the event/project is accessible to the whole community and a commitment to equality of opportunity with regard to the Equalities Act 2010?
- b) Does the application clearly demonstrate how they will market the event/project?

5) Is the project underpinned by strong Partnerships?

- a) Does the application demonstrate an ability to attract partnership cash funding and or support?
- b) Does the application demonstrate how the wider community will be involved in organising or participating in event/project and how they will be recruited?
- c) Are the roles of the partners / volunteers clearly defined? Is the mix of organisations involved in the project appropriate?

6) Is it clear from the application that the proposed project will result in clear Outcomes for the target audience

- a) Does the application demonstrate clear outcomes for the event / project, and is this clearly illustrated?
 1. Increased access to arts activities and participation in the arts
 2. Skills development opportunities and progression routes for participants.
 3. Increased community cohesion and cross-cultural understanding
 4. Increased sustainable partnerships, new collaborations and organisational development
 5. Any additional outcomes which are not outlined above

7) Does the proposed project represent clear Value For Money?

- a) are the total costs set out reasonable for the number of beneficiaries?
- b) Are the Project Management / Administration costs reasonable?
- c) Is any element of agreed match funding being provided and is there a high reliance on unsecured funding? Is there a ticket price? is this affordable to the community? Is there sufficient free access to the wider community?

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Event Fund Assessment score sheet

Application No:		Applicant:		Event Date																																					
Initials of Assessor		Event Name:		Assessment date																																					
Q		Q		Q		Q		Q		Q		Total score out of 35	Funding Amount																												
1		2		3		4		5		6		7	£																												
<p>Score 1 = very poor; 2 = Poor / meets some criteria; 3 = Acceptable; 4 = Good; 5 = Excellent</p>																																									
<p>Notes (including reasons for declining)</p>																																									
<p>ELIGIBILITY Is the application eligible? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>arts project <input type="checkbox"/> submitted on time <input type="checkbox"/> organisation <input type="checkbox"/></p> <p>event in TH <input type="checkbox"/> open to the general public <input type="checkbox"/></p>																																									
<p>1 ABOUT THE ORGANISATION:</p> <p>Can we be confident that work will be completed as planned? <input type="checkbox"/></p> <p>Is this organisation on the Events Fund Defaulters List? <input type="checkbox"/></p>																																									
<p>2 EVENT CONTENT</p>																																									
<p>3 BENEFIT</p> <p>a) Priorities</p> <p>Which Priority to they meet?</p> <table border="1"> <tr> <td>Young people</td> <td></td> <td>Older people</td> <td></td> <td>Under-r Ward</td> <td></td> <td>Community Development</td> <td></td> <td>Community cohesion</td> <td></td> </tr> <tr> <td>Innovative different</td> <td></td> <td>Free access</td> <td></td> <td>Health wellbeing</td> <td></td> <td>BHM</td> <td></td> <td>Deaf and Disabled</td> <td></td> </tr> </table> <p>Under Represented Ward (circle which ones)</p> <p>Bromley North, Limehouse, Mile End, Poplar, St Dunstan's, Blackwall & Cubitt Town, Bow East, Bow West, Bromley South, Canary Wharf, Island Gardens, Lansbury, St Katherine's & Wapping</p> <p>b) One Tower Hamlet Themes:</p> <table border="1"> <tr> <td>A Prosperous Community</td> <td></td> <td>A Healthy and Supportive Community</td> <td></td> <td>A Safe and Cohesive Community</td> <td></td> <td>A Great Place to Live</td> <td></td> </tr> </table>														Young people		Older people		Under-r Ward		Community Development		Community cohesion		Innovative different		Free access		Health wellbeing		BHM		Deaf and Disabled		A Prosperous Community		A Healthy and Supportive Community		A Safe and Cohesive Community		A Great Place to Live	
Young people		Older people		Under-r Ward		Community Development		Community cohesion																																	
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A Prosperous Community		A Healthy and Supportive Community		A Safe and Cohesive Community		A Great Place to Live																																			



EVENT FUND 2016-17

Evaluation Form

It is a condition of grant for **ALL** successful applicants that you must complete, sign and return this form to Arts, Parks and Events by the deadline that applies to your project. For all awards, the final payment will only be released when we have the information requested on this form **and when we are confident that all the grant conditions have been fulfilled.**

Deadlines for complete Evaluation Forms and all supporting information to be received:

Event Date	Evaluation Deadline	Event Date	Evaluation Deadline
April 2016	30 th June 2016	October 2016	8 th January 2017
May 2016	31 st July 2016	November 2016	31 st January 2017
June 2016	31 st August 2016	December 2016	29 th February 2017
July 2016	30 th September 2016	January 2017	31 st March 2017
August 2016	31 st October 2016	February 2017	30 th April 2017
September 2016	30 th November 2016	March 2017	31 st May 2017

1) **Please include the following with this form:**

a) **A FULL BUDGET STATEMENT**

The statement should detail the entire budget – both income and expenditure. It should be for this project / event only and should not include other core activities of your organisation. It should reflect the projected income and expenditure submitted with your original application. Please use notes to explain any difference from the budget in your original application. Remember to include "in-kind" items and any ticket revenue in both income and expenditure.

b) Please enclose photographs from your event (either prints or digital photos 300dpi or above) with your evaluation form and budget along with declaration that you have written permission from the subjects for their usage by LB Tower Hamlets.

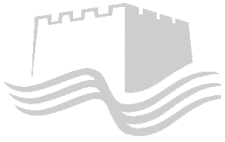
c) Please enclose any publicity or promotional material showing the Tower Hamlets council logo.

2) Insufficient information provided in this evaluation may result in a request for re-submission (provided that it is before the final deadline) or the final payment of grant being withheld.

3) We want to make sure that all of our services are delivered fairly and include everyone's needs. The information provided will help us to improve our services to you and others in Tower Hamlets. With up-to-date and accurate information we are able to better understand our service users / residents to meet their specific needs, identify any possible discrimination or barriers to accessing our services and work to remove them.

- 4) Tower Hamlets Council monitors the delivery of services to ensure that they are representative of all communities and that all service users are treated fairly. The information you provide on this questionnaire will remain strictly confidential, in accordance with the Data Protection Act 1998. Information will only be used by Tower Hamlets Council or other arms-length organisations in the Tower Hamlets Partnership.
- 5) When completing the question on disability, this can be a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

If you would prefer an electronic version of this form, please email your request to:
festivalsandevents@towerhamlets.gov.uk



Evaluation Form for Event Fund

1 Event Details					
a	Name of Organisation				
b	Title of event/project:				
c	When did the event/project take place? Give date/s and times (include any reasons for changes from your original application).				
2 Access					
a	How many people were involved in, or benefited from, your project?				
	As participants				
	As audience				
	As artists				
	As managers/organisers				
b	From what ethnic group were the people who benefited from the project (please give a percentage of each category that applies). You may need to estimate this, please indicate if Actual or Estimated.				
	White				
	British		Irish		Traveller of Irish Heritage
	Turkish / Turkish Cypriot		Greek / Greek Cypriot		Gypsy / Roma
	European		other		
	Asian				
	Asian British		Bangladeshi		other
	Indian		Pakistani		Mixed / Dual Heritage
	Chinese		Vietnamese		
	Black				
	Caribbean		African		Black British
	Somali		Mixed / Dual Heritage		Other
	Latin American		Any other ethnic group		

c	Gender: Please indicate what percentage of your audience / participants were:						
	Women		Men		Transgender		
d	Age: Please indicate what percentage of your audience / participants were aged:						
	0-4		5-9		10 – 14		15 – 19
	20 – 24		25 – 29		30 – 34		35 – 39
	40 – 44		45 – 49		50 – 54		55 – 59
	60 – 64		65+				
e	Please indicate what percentage of your audience / participants had a disability:						
	Alzheimer's		Dementia		Deaf or Partially Deaf		
	Blind or partially sighted		Physical Disability		Learning Disability		
	Not Known						
f	Religion Please indicate what percentage of your audience / participants were:						
	Agnostic		had no religion				
	Christian		Jewish				
	Muslim		Buddhist				
	Sikh		Hindu				
	Humanist		another religion (please specify)				
	Not Known						
g	Sexual Orientation						
	Heterosexual		Lesbian				
	Gay		Bisexual				
	Not Known						
h	Pregnancy and Maternity						
	Pregnant		Breastfeeding				
	Not Known						
i	Relationship Status Please tell us the percentage of people who were:						
	Civil Partnerships		Married				
	Single		Co-habiting				

	Not Known		Divorced	
3	Your Event	Refer to question 3 in your application		
a	How did the project allow the audience and or/participants to experience a creative and high quality event? Please give examples and evidence.			
b	How did the project meet the priorities that you identified in your original application? Please give examples and evidence.			
C	How did the project enable you to reach the particular groups that you identified in your original application? Please give examples and evidence.			
4	Marketing	Please refer to question 3f in your application		
a	Explain whether your marketing plans were successful. Give examples. Attach copies of all relevant PR material – it is a condition of grant that the Tower Hamlets logo is used on all relevant publicity and promotional material.			
b	How were you able to attract new audiences / participants. Give examples.			

5	Outcomes Please refer to outcomes you stated in question 5 in your application																		
a	Did you achieve your intended outcomes? Please give evidence / examples:																		
	<table border="1"> <thead> <tr> <th></th> <th>Activity / output / outcome description</th> <th>Evidence</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Increased access to arts activities and participation in the arts</td> <td></td> </tr> <tr> <td>2</td> <td>Skills development opportunities and progression routes for participants.</td> <td></td> </tr> <tr> <td>3</td> <td>Increased community cohesion and cross-cultural understanding</td> <td></td> </tr> <tr> <td>4</td> <td>Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives / strategy</td> <td></td> </tr> <tr> <td>5</td> <td>Any additional outcomes which are not outlined above</td> <td></td> </tr> </tbody> </table>		Activity / output / outcome description	Evidence	1	Increased access to arts activities and participation in the arts		2	Skills development opportunities and progression routes for participants.		3	Increased community cohesion and cross-cultural understanding		4	Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives / strategy		5	Any additional outcomes which are not outlined above	
	Activity / output / outcome description	Evidence																	
1	Increased access to arts activities and participation in the arts																		
2	Skills development opportunities and progression routes for participants.																		
3	Increased community cohesion and cross-cultural understanding																		
4	Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives / strategy																		
5	Any additional outcomes which are not outlined above																		
b	How has this project helped strengthen, develop or change your organisation or its activities? Please give evidence / examples:																		
c	Do you intend to repeat and/or develop this project in the future? Please explain:																		

Budget Spreadsheet To Accompany Evaluation Form.

Please put all costs and income including ticket income and all contributions both cash and in kind and clearly state who has provided the financial support.

This budget should include the sources of income and expenditure given on your original application form with the actual amounts.

6 ACTUAL Income (Total for the event)			
Source of income Please give name of source or sponsor	Amount Total cash and in kind	Cash	In Kind
Amount you received from the Events Fund: (Please put full award amount even if you are awaiting the second payment)			
TOTAL:	£		

7 ACTUAL Expenditure Give details of the TOTAL expenditure reflecting your original application budget.				
Details		Cash	In Kind	Total Expenditure £
Staff:				
Administration:				
Equipment and materials:				
Infrastructure: e.g. stages, marquees				
Services: e.g. stewarding, medical.				
Artists fees / entertainment:				
Marketing:				
Licensing/ Health & Safety: MANDATORY				
Insurance: MANDATORY				
Monitoring and evaluation: MANDATORY				
Other – please list:				
TOTAL: This should be the same as your total income.				

8	Checklist (please tick box)
Completed evaluation form (all sections) <input type="checkbox"/>	
Full budget statement – both income and expenditure with notes if applicable <input type="checkbox"/>	
Photographs from your event, 300 dpi or above, either digital or prints. I declare that I have obtained signed consent for use of the photos attached: <input type="checkbox"/>	
Any publicity or promotional material showing use of Tower Hamlets logo <input type="checkbox"/>	
Copy of Public Liability Insurance <input type="checkbox"/>	
9	Declaration
I confirm to the best of my knowledge that the information provided and the assessments made on this form as well as the attached budget statement are true and accurate. We have complied with the standard and special conditions attached to the grant and request payment of the final instalment.	
Name:	
Signature:	
Position:	
Date:	

Please return your completed form to:

Events Fund Administrator
 LBTH Arts & Events
 Brady Arts Centre
 192-196 Hanbury Street
 London E1 5HU

email: festivalsandevents@towerhamlets.gov.uk

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Equality Analysis (EA)

Financial Year
2016/17

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)

Event Fund - Continued Delegated Decision Making to Award Grants 2016/17

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)

Name: Shazia Hussain
(signed off by)

Date signed off: 17.12.15
(approved)

Service area:
Culture, Learning and Leisure, CLC

Team name:
Arts, parks and Events

Service manager:
Stephen Murray, Head of Arts, Parks and Events

Name and role of the officer completing the EA:
Alison Denning – Festivals and Events Officer

Section 2 – Evidence (Consideration of Data and Information)

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

'Events fund 2016/2017: guidelines and criteria' (Appendix A) emphasises the fund's focus on equality and cohesion. For example, Section 5 of the document states that priority will be given to community arts events which tackle inequality, strengthen community cohesion and build community leadership and personal responsibility. Also, the guidelines and criteria include the following equality-related mandatory criteria for the application (Section 4):

b. Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples.

c Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.

e. Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: <http://tinyurl.com/TH-Equalities> (emphasis added).

Successful fund recipients are required to submit equalities monitoring to the service after the event, in addition to other evidence, including evaluation report, photography of the event and final budget statement (Section 7). 'Accessibility' section of the application form, in particular, prompts applicants to demonstrate the equalities consideration, such as accessibility to the event/project, commitment to equality of opportunity.

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?**

Applicants are required to submit the Evaluation Form (Appendix E) post event which lists 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)
Race	Positive	<p>Throughout the year there are a variety of applications made, with some support for Black History Month and Season of Bangla Drama among other themes which address under represented groups and increase participation in the arts.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Disability	Positive	<p>The Events Fund application form requires applicants to ensure accessibility for participants, including physical accessibility. the Guidance notes state that where possible the events must take place in Accessible venues (Mandatory Criteria 4.e)</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Gender	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including gender.</p>
Gender Reassignment	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including gender reassignment.</p> <p>'Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>

Sexual Orientation	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including sexual orientation.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Religion or Belief	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including religion or belief.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Age	Positive	<p>Events fund 2016/2017 Priorities 5a and 5b, have focus on older people, young people, children and families.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Marriage and Civil Partnerships.	Positive	<p>Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including marriage and civil partnership.</p> <p>'Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Pregnancy and Maternity	Positive	<p>Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including pregnancy and maternity.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Other Socio-economic Carers	Positive	<p>Recommended applications either are free or include free activities, which are accessible to all people.</p>

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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?

No

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

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

Successfully funded recipients are required to submit equality monitoring after the event completion and throughout the programme due consideration is given to the impact of the programme on the protected characteristics of the recipients. An annual equalities impact assessment is carried out to ensure the Council's equality objectives are met.

Does the policy/function comply with equalities legislation?

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

Yes? yes

No?

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

- *Currently, all feedback monitoring is manually collated on a spreadsheet by an Officer when Evaluations are received and qualitative evaluation is checked. In 1617 this will change so that applicants submit their Evaluations directly onto the Grants website and reports can be generated which will demonstrate quantitative and qualitative data as required.*

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

Highlighting the under represented groups and the geographical areas where less funding is applied for and received, will provide basis for targeted support and outreach to those areas. It also informs the priorities for each year and is monitored and amended throughout the year depending on which areas are less represented.

Section 6 - Action Plan

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





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

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress

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: 

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)	Event Fund Applications for Events taking place in financial year 2016/17
Directorate / Service	CLC/ Culture, Learning and Leisure
Lead Officer	Steve Murray, Head of Arts, Parks and Events
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>An Equality Analysis is attached.</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	Commissioners are recommended approving continued delegated decision making to award Event Fund grants in 2016/17 set out in Event Fund Continues delegated decision making to award grants 2016/17 Commissioner Decision


			Report. Through the provision of the Events Fund, high-quality public events and festivals, which are accessible to, and of benefit to the community, will be made available to the residents and those work in the Borough.
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	An Equality Analysis (Appendix F) identifies the positive impact on the protected characteristics. Monitoring forms provide an audience profile. The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application (Appendix B).
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 service have evaluated the data and information provided by the applicants and recommended events making high scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
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	Appendix B 'Event Fund Application Form' includes expected benefits and impact on the different protected characteristics. Appendix C & D Assessment Questions and Score Sheet, provide interpretation of impact against different protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal	Yes	See above.

	impact on different groups?		
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The report includes a project timeline.
b	Have alternative options been explored	Yes	Applications which do not meet the criteria and priorities outlined in Appendix A will be recommended for rejection.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund is reviewed annually along with its criteria and how its marketed
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The successful applicants will be asked to provide a completed evaluation form (Appendix E).
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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Suggested format for Event Fund Quarterly Award analysis														
Commissioners / Head of Service decision date	Assessment Round	Ref	Disposition	Fund	Organisation	Grant amount	Event / Project	Event / Project	Venue/s	Project Description	Proposed Outputs /	Community Plan Theme	Event Fund Priority	Ward Area
13.05.15	1	1	Approved	Event Fund	Rainbow Film Society	£1,500	16th Rainbow Film Festival	24-31 May 2015	Genesis Cinema, Brady Arts Centre, Montefiore Centre, Tarling Centre	16th Annual Film Festival. Feature, short and documentary films from different countries with English sub-titles.	15 screenings across various TH Venues	A Great Place to Live	Celebrating Cultural Diversity and extending Cross-Cultural Understanding	Shadwell, Bethnal Green, Spitalfields and Banglatown

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<p>Commissioner Decision Report 13 January 2016</p>	
<p>Report of: Zena Cooke - Corporate Director of Resources</p>	<p>Classification: Unrestricted</p>
<p>Main Stream Grants - Payments By Results</p>	

Originating Officer(s)	Steve Hill – Head of Benefits Services Everett Haughton – Third Sector Programmes Manager
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A Prosperous Community / A Safe and Cohesive Community / A Healthy and Supportive Community

Executive Summary

Proposals setting out the Payment By Results arrangements for the 2015/18 Main Stream Grant projects were agreed by Commissioners at their Decision in Public Meeting of 29 July 2015.

This report proposes amendments to the calculation of the Red, Amber, Green (RAG) rating and the payment arrangements for those organisations that proactively self-assess their performance and highlight concerns at the earliest opportunity to the council’s third sector team, so that mitigating actions can be identified and implemented.

This has been proposed after considering a representation from the Tower Hamlets Council for Voluntary Service (THCVS) on behalf of voluntary and community sector organisations.

Recommendations:

The Commissioners are recommended to:

1. Agree the change to the RAG rating calculation as set out in paragraph 3.6
2. Agree to the amended payment arrangements as set out in paragraph 3.7

1. REASONS FOR THE DECISIONS

- 1.1 The proposal from THCVS on behalf of the third sector organisations represented by the THCVS has given rise to a review of the calculations of the Red, Amber and Green ratings applied to project performances. The new percentages will strike a balance between the level of performance and the consequences on the ability to improve performance of not meeting that level for those organisations that pro-actively self-assess their performance.
- 1.2 The amendment in the payment arrangements for projects classed as Red will still act as an incentive to ensure a good level of performance but will help to mitigate the potentially adverse financial consequences. It will require self-assessment by organisations and the early notification of difficulties being faced by organisations delivering projects.
- 1.3 Organisations receiving grant funding from the council are expected to pro-actively monitor and manage their performance and to consider mitigating actions when any concerns are identified. Those organisations that ensure they provide early notification of any concerns rather than waiting for concerns to be raised by council will be assessed under the revised RAG payment arrangements. Organisations that fail to pro-actively monitor and manage their performance or identify concerns will continue to be paid under the existing RAG payment arrangements.

2. ALTERNATIVE OPTIONS

- 2.1 If revised arrangements are not agreed, other options are outlined below.
 - a) To continue the arrangements as agreed by Commissioners at their Decision in Public Meeting of 29 July 2015.
 - b) To develop alternative proposals following further consultation.

3. DETAILS OF REPORT

Introduction and Background

- 3.1 Tower Hamlets Council has a history of providing grants programmes to support voluntary and community organisations. The Main Stream Grants (MSG) is the primary service development grant regime and currently funds approximately 130 individual projects to deliver a wide range of activities and services.
- 3.2 The council has always paid its Main Stream Grants funding based on satisfactory performance. Officers use a Red/Amber/Green (RAG) system to assess the performance of projects. In this regard projects are RAG rated

based on their performance during the previous quarter. Details of the current RAG rating are set out below.

3.2.1 A project is rated **RED** where:

- Output/outcome targets for the quarter in question is showing an under achievement greater than 20%; or where the cumulative target to date is showing an underachievement of more than 15 % below target and where:
 - there are **significant issues or concerns** regarding either the quality or evidencing of the outputs/outcomes
 - there may be concerns regarding the proper use of the grant

3.2.2 A project is rated **AMBER** where:

- Output/outcome targets for the quarter in question is showing an under achievement of between 11-20%; or where the cumulative target to date of more than 15% below target; or where
 - there may be **minor issues or concerns** regarding either the quality or evidencing of the outputs/outcomes
 - there may be concerns regarding the proper use of the grant

3.2.3 A project is rated **GREEN** where:

- Output/outcome targets have been achieved or exceeded for the quarter in question or where any underachievement is within 10% of the target; or where the cumulative outputs/outcomes achieved to date is not showing an underachievement of more than 10%; and where;
 - The quality of both the outputs/outcomes and the evidencing is clear and there are no issues
 - There are no concerns regarding the proper use of the grant

Agreed Arrangements

3.3 At the 29 July meeting Commissioners agreed that overall project ratings of **GREEN**, **AMBER** and **RED** were to be used to determine the grant payments to projects. The following example clarifies how the payments by results approach will be applied where the quarterly grant is £18,000.

3.3.1 Where the project is **RED - the advance payment for the next quarter will be £0**. A Project Improvement Plan will be agreed and the project will be expected to have made up the under-performance; and also be rated **GREEN** by the next quarter.

Where the project makes up its under-performance as agreed, the withheld funding will be released to the organisation. (*This means that the project will have been paid fully in arrears for the quarter*).

3.3.2 Where the project is **AMBER - the advance payment for the next quarter will be £12,000** (equivalent to 2 months funding). A Project Improvement Plan will be agreed and the project will be expected to have made up the under-performance, and be rated **GREEN** by the next quarter.

Where the project makes up its under-performance as agreed, the withheld funding will be released to the organisation. (*This means that the project will have been paid 2 months in advance and 1 month in arrears for the quarter*).

3.3.3 Where the project is **GREEN** - the advance payment will be £18,000. In this situation no further action will be taken

3.4 If a project fails to improve its performance for the next quarter as agreed, appropriate further action will be agreed which could result in the withdrawal of grant.

Review and Revised Arrangements

3.5 Following representations from the Tower Hamlets Council for Voluntary Services (THCVS); Commissioners and then officers met with representatives from the THCVS to consider the proposals they put forward Commissioners then requested that a review of the agreed Payment By Results arrangements be undertaken and revised proposals with pro-active self-assessment conditionality be brought forward for consideration

3.6 In considering the potential impact which the new Payment By Results could have on some organisations, officers have worked closely with THCVS to bring forward revised proposals. The proposed new arrangements are set out below:

3.6.1 A project is rated **RED** where:

- Output/outcome targets for the quarter in question is showing an under achievement greater than **25%**; or where the cumulative target to date is showing an underachievement of more than **20%** below target and where:
 - there are **significant issues or concerns** regarding either the quality or evidencing of the outputs/outcomes
 - there may be concerns regarding the proper use of the grant

3.6.2 A project is rated **AMBER** where:

- Output/outcome targets for the quarter in question is showing an under achievement of between **16-25%**; or where the cumulative target to date of more than **20%** below target; or where
 - there may be **significant issues or concerns** regarding either the quality or evidencing of the outputs/outcomes
 - there may be concerns regarding the proper use of the grant

3.6.3 A project is rated **GREEN** where:

- Output/outcome targets have been achieved or exceeded for the quarter in question or where any underachievement is within **15%** of the target; or where the cumulative outputs/outcomes achieved to date is not showing an underachievement of more than **15%**; and where;
 - The quality of both the outputs/outcomes and the evidencing is clear and there are no issues
 - There are no concerns regarding the proper use of the grant

3.7 In addition to the change in percentages that would lead a project to be classed as Red, Amber or Green a further change is proposed to the payment arrangements where the project is rated as **RED**.

3.7.1 Where the project is **RED**, and this has been notified prior to the quarter end together with written reasons and an action plan, then the advance payment for the next quarter will be 50% of the quarterly profile.

A Project Improvement Plan will be agreed and the project will be expected to have made up the under-performance by the end of the next quarter leading to a **GREEN** rating.

Where the project makes up its under-performance as agreed, the withheld funding will be released to the organisation. (*This means that the project will have been paid 50% in advance and 50% in arrears for the quarter*).

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The changes proposed are designed to ensure organisations receiving grant funding pro-actively manage their performance, improve the link between grant payments and the delivery of outcomes, whilst at the same time ensuring that providers have sufficient scope to continue to deliver services and make improvements where necessary.
- 4.2 There are no additional financial commitments required as a result of the recommendations within this report.

5. LEGAL COMMENTS

- 5.1 Whilst there is no strict legal definition of grant, a grant is in the nature of a gift and is based in trust law. However, grants are often given for a purpose so it is sometimes unclear whether a grant has been made or the arrangement is a contract for services. A contract for services is not a grant and therefore, an arrangement which is classified as a contract for services would be outside the remit of the power conferred upon the commissioners to approve.
- 5.2 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.

- 5.3 There are a number of similarities between the mainstream grants process and procurement of public contracts within the meaning of the Public Contracts Regulations 2015. The key features which separate the grants process from the need to comply with the requirements of those Regulations are as follows. Firstly, the payment of money by the Council is to reimburse actual costs incurred by the recipient and not profits. Secondly, the Council pays the amount that it deems appropriate from the funds available rather than paying the most economically advantageous bid price. Thirdly, grants typically proceed from an application process rather than a procurement procedure. A feature of the application process is that the applicant requests funding for a project that it has developed, rather than developing a proposal to the Council's technical specification. When implementing the grants programme, the Council must take care to maintain these points of distinction.
- 5.4 In this case, the Council is not under a legal duty to provide these payments. The payments are discretionary and therefore considered to be a grant.
- 5.5 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).
- 5.6 To the extent that the Commissioners are exercising powers which would otherwise have been the Council's, there is a need to ensure that the Council has the power to make the grant in question.
- 5.7 The proposed grants are 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 supports the Mainstream Grants programme.
- 5.9 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. In that regard, the payment of grants 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 and this report is advising as to a revision as to rating criteria applied to project

performance. This is designed to make arrangements to improve the link between grant payments and delivery of outcomes.

- 5.10 When making 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 contribution of voluntary and community sector organisations to delivering One Tower Hamlets objectives and priorities are explicitly recognised in the Council's Voluntary and Community Sector Strategy.
- 6.2 Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership: the deliveries of these services are real examples of 'One Tower Hamlets' in practice.
- 6.3 The opportunities and outcomes targeted through the Main Stream Grants Programme play a key role in delivering the aims of One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

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

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

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

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised
 - The funding may be used for purposes that have not been agreed e.g. in the case of fraud

- The organisations may not be able to secure additional funding necessary to deliver the agreed activities
- The organisation may not be in the event have the capacity to achieve the contracted output/outcomes.

9.2 To ensure that risks are minimised, each project within the Main Stream Grant programme will be required to comply with the standard Grant Agreement terms.

9.3 There will also be appropriate renegotiated performance targets to be met and the evidence required.

9.4 All projects will continue to be strictly monitored to ensure compliance with the revised Payment By Results arrangements including the revised RAG rating criteria.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

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

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

11. SAFEGUARDING IMPLICATIONS

11.1 The Grant Agreement which funded organisations enter into as part of the MSG process commits organisations to complying with a number of requirements in relation to safeguarding.

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

Linked Reports, Appendices and Background Documents

Linked Report

None

Appendices

None


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

- Main Stream Grants 2015/18 Programme:
<http://moderngov.towerhamlets.gov.uk/ieListDocuments.aspx?CId=695&MId=6133&Ver=4>

Officer contact details for documents:

- Everett Haughton, Third Sector Programmes Manager
Telephone Number: 0207 364 4639
everett.haughton@towerhamlets.gov.uk

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Commissioner Decision Report	
Report of: Luke Addams, Director	Classification: Unrestricted
Mental Health User Led Grants Programme	

Originating Officer(s)	Carrie Kilpatrick/Caroline Billington
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	A safe and cohesive community A healthy and supportive community.

Executive Summary

The Tower Hamlets Mental Health user led grants programme currently funds 27 user led groups to provide a wide range of social and therapeutic activities to promote social inclusion, well-being, and independence for people with mental health problems aged over 18.

The grant scheme has been running for 8 years and has steadily increased the level of peer support available in Tower Hamlets. For 2014/15 and 2015/16, the Council allocated a potential £109,500 per year for this small grants programme to facilitate the development and delivery of these mental health user-led groups. The total spend for 2015/16 is £85,494.50.

The current grants come to an end in March 2016; meaning there is a priority need to determine the future of this grants programme and commence the process for 2016-17 and beyond.

This paper recommends the continuation of the Tower Hamlets Mental Health User Led Grants Programme, recognising their alignment with the delivery of the Mental Health Council Wide Strategy and value in facilitating the delivery of a number of core commitments within the strategy action plan. User Led groups deliver preventive services which increase wellbeing and keep people out hospital.¹ They are effective value-for-money ways of keeping people well in the community.² Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community thus preventing more acute and costly care and support needs.

¹ Repper, J and Carter T.(2011). 'A review of the literature on peer support in mental health Services.' Journal of Mental Health, August 2011; 20(4): 392–411

² http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

User led groups are at the heart of the Council's strategy to develop services that give more choice and control to service users. In particular the Health and Wellbeing Board Mental Health Strategy places a significant emphasis on the fact that service users have told us that they want more choice and control over services.

Recommendations:

The Commissioners are recommended to:

1. Agree the commencement of the Mental Health User Led grants programme at the current level of spend of £85,500 for 12 months renewable dependent on outcomes performance for a further year.
2. Agree the criteria under which the grants will be awarded

1. REASONS FOR THE DECISIONS

- 1.1 At a cost of £85,500 the programme presents good value for money in terms of the quality and the volume of services delivered. This is demonstrated in the paper in relation to the:
- Number of workshops delivered by the programme;
 - Number of people who attended these workshops;
 - Choice and variety of different workshops and activities available;
 - Ability of the groups to offer services for hard to reach communities;
 - Capacity to include people with multiple and complex needs; and,
 - Geographical distribution of groups in relation to need in the borough.
- 1.2 The Mental Health User Led Grants Programme enables us to meet key priorities stated within the Tower Hamlets Mental Health strategy to:
- Reduce stigma and discrimination by offering alternatives to traditional segregated services;
 - Support people to take control of their lives;
 - Ensure that people are able to access support easily; and
 - Promote service user involvement in developing and improving services.
- 1.3 User Led groups deliver preventive services which increase wellbeing and keep people out hospital.³ They are effective value-for-money ways of keeping people well in the community.⁴ Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community thus preventing more acute and costly care and support needs.

2. ALTERNATIVE OPTIONS

- 2.1 Cease programme funding. See 3.7 for further discussion.

DETAILS OF REPORT

3. Context and Introduction

Mental Health is a national priority. One in four people will experience a mental health problem at some point in their lifetime and one in six adults has a mental health problem at any one time. Among people under 65, nearly half of all ill health is mental illness. In other words, nearly as much ill health is mental illness as all physical illnesses put together.

³ Repper, J and Carter T.(2011). 'A review of the literature on peer support in mental health Services.' Journal of Mental Health, August 2011; 20(4): 392–411

⁴ http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

Mental health is also a local priority. Residents of Tower Hamlets experience some of the highest levels of Mental Health need in England; over 45% of people claiming incapacity benefit in Tower Hamlets are doing so due to a mental health problem.

Mental Health is one of the four key priorities of the Health and Well Being Board (HWBB), which approved the Tower Hamlets Mental Health Strategy in February 2014. The Mental Health Strategy includes a number of commitments to build resilience in the population through supporting people to live well with a mental health problem.

The model which enables people to live well with their mental health problems is the recovery model. There is a fundamental commitment within the strategy to develop recovery based services to:

- Reduce stigma and discrimination by offering alternatives to traditional segregated services
- Support people to take control of their lives
- Ensure that people are able to access support easily
- Promote service user involvement in developing and improving services.

4. Principles and background to the Tower Hamlets Mental Health User Led Grants Programme

For 2014/15 and 2015/16, the Council allocated up to £109,500 per year for a small grants programme to support user-led groups for people with mental health problems. The current grants come to an end in March 2016. The total spend for 2015/16 is £85,494.50.

Grant applications were requested for a maximum of up to £5,000 per year for a 2 year period. The small grants budget is held by the Adult Services Directorate within its Mental Health Commissioning budget.

The Tower Hamlets Mental Health user led grants programme funds 27 user led groups (see Appendix A) to provide a wide range of social and therapeutic activities to promote social inclusion, well-being, and independence for people with mental health problems aged over 18. A significant proportion meet out of usual office hours, including evenings and weekends and so provide social support when other services are not available. They provide targeted support to a wide range of communities across the borough including some of our most vulnerable and hard-to-reach communities.

To qualify for a grant, groups have to be led by a person or people with a mental health problem. When a group of service users have ideas on how their social care needs could be better or more creatively met, through the user-led grant process, they therefore have the opportunity to apply for funding to realise their ideas in practice. Groups are offered support with the administrative and organisational aspects of running a group, along with help

solving problems as they arise, through a separately commissioned Support User Network (SUN Network) coordinated by Community Options, a local third sector organisation specialising in mental health.

A high proportion of the funded user-led groups have been established over many years, with the firm foundation that they actively encourage and promote healthy lifestyles, focus on health promotion and endorse a positive outlook on the lives of service users through physical exercise and alternative therapies. The original purpose of the grants scheme was to:

- Increase numbers of people with mental health problems involved in delivering services and/or activities
- Increase number of people in user group leader/involvement roles achieve personal goals and aspirations
- Increase levels of peer support available in community settings

Service user engagement and coproduction is vital to the delivery of this agenda. User-led services provide many benefits which have an impact on our strategic priorities such as:

- Intrinsic value for the individual involved, for example, increased confidence in social situations and reduced social isolation;
- Increased capacity of services, for example, by using service users' lived experience, time, skills, resources and networks we are providing a higher amount of higher quality services; and
- Monetary value, for example, preventing more acute needs arising and so reducing the use of expensive crisis services.⁵

User led groups are at the heart of the Council's strategy to develop services that give more choice and control to service users. In particular the Health and Wellbeing Board Mental Health Strategy places a significant emphasis on the fact that service users have told us that they want more choice and control over services.

The grant scheme has been running for 8 years and has steadily increased the level of peer support available in Tower Hamlets. Funding is currently set by the council at £109,500 per year of which £85,500 was awarded this year.

5. Outcomes and Demonstrated Value of the Mental health User led Programme

- 5.1 In order to receive funding from the Council user led groups are required to submit quarterly monitoring returns (qualitative and financial) as well as receive a minimum of one quarterly support meeting from the Development Worker from the Service User Involvement Project. Support meetings actively monitor groups to ensure that they are delivering and working towards their

⁵ http://www.neweconomics.org/page/-/publications/Co-Production_web.pdf

agreed outcomes within the means available, ensuring that new members are taken aboard and the maximum number of members benefit from the funding allocated.

The performance of all groups was reviewed at the end of year one of the two year grant as a condition of receipt of the grant in year two.

5.2 At a cost of £85,500 the provision presents good value for money in terms of the quality and the volume of services delivered. This is demonstrated through an analysis of monitoring data in relation to:

- Number of workshops delivered by the programme;
- Number of people who attended these workshops;
- Choice and variety of different workshops and activities available;
- Ability of the groups to offer services for hard to reach communities;
- Capacity to include people with multiple and complex needs; and,
- Geographical distribution of groups in relation to need in the borough.

5.3 Number of workshops delivered by the programme

The 27 mental health service user led groups all provide at least one session every two weeks as a minimum requirement. These usually last between 2 hours and half a day. Some of the groups deliver sessions on a more regular basis, for example, BYM deliver exercise classes to Bangladeshi women every week. In addition most of the groups organise seasonal activities and specific social events which present added value, for example, the agoraphobic group regularly test their anxieties by organising to go together to a community event. In the first two quarters of 15/16 the current grant programme has delivered 724 sessions. The cost of these session is extremely good value for money at only £60 per session.

5.4 Number of people who attended these workshops

The sessions delivered by the user-led groups reach a wide number of people. The groups range from 9 attendees to 50 attendees. The smaller groups, such as the group which offers support to people who self-harm, are purposefully kept smaller to better manage the specific needs of people within the group. In the first two quarters of 15/16 the current grant programme has delivered a service to 763 individuals with mental health problems. It is likely that this number will reach 1000 by the end of the final quarter as per previous years. Again this is demonstrable value for money. 763 people have been supported for 6 months at a cost of only £57 per person.

5.5 Choice and variety of different workshops and activities available

The model of this programme enables a variety of options and develops the social care market. The 27 groups each have a different offer. There are a

range of activities including gardening; alternative therapies, healthy cooking and arts based groups. It also means that niche groups which can be difficult to incorporate in statutory services can have their needs met. The programme model encourages service users who have identified a need to form a user led group with the support of the local support service. For example, the Hidden Universe of Self-Harm is the only specific service for people who self-harm in the borough. This has resulted in a more personalised level of support for people with specific needs.

5.6 Ability of the groups to offer services for hard to reach communities

An original driver of the programme was to target individuals with mental health support needs from vulnerable and hard to reach communities. Some communities have high levels of mental health problems but because of stigma and a lack of culturally appropriate services often only access services at point of crisis.

The aim of this programme is to provide accessible, preventative services which harness the resources of the communities and to prevent mental health problems from escalating. The success of this programme can be seen in the captured equalities data in table 1 below.

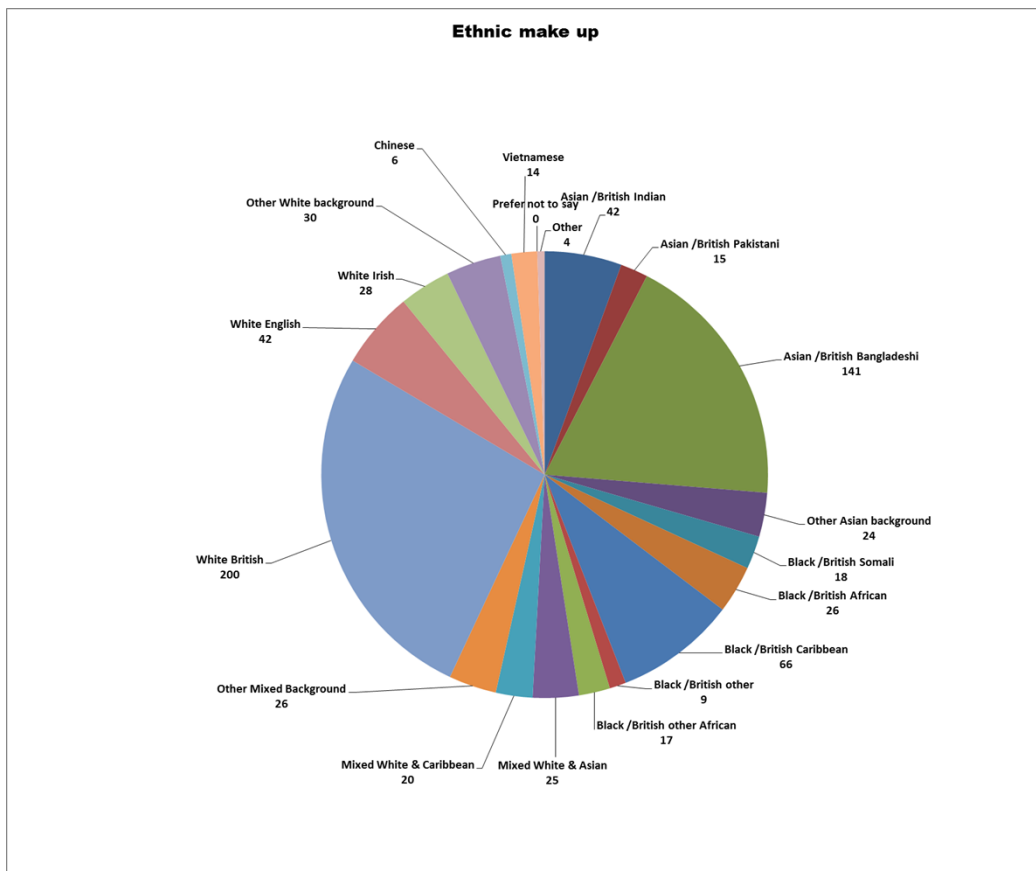


Table 1: Equalities Data of People Attending User Led groups from Q2 2015

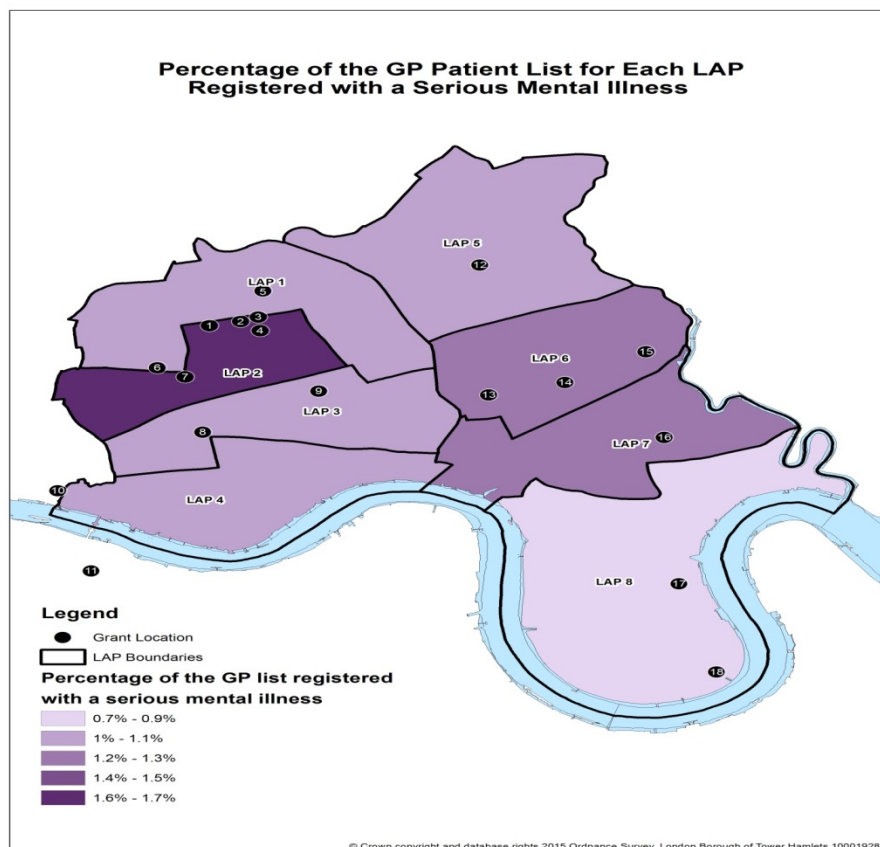
The chart shows the diversity of attendance at the user led groups from a variety of different group's representative of Tower Hamlets ethnic makeup. This is a result of the policy to encourage service users from these communities to lead their own groups that both meet culturally specific needs and are accessible to their community networks. The grants process specifically targets communities who are currently underrepresented to apply for grants and is able therefore to be flexible in response to any identified gaps or changing demographic needs.

5.7 Capacity to include people with multiple and complex needs

An important health agenda is the drive to address the needs of people with co-morbidities. A high proportion of people with a mental health need also have physical health problem. It is important to provide services which can meet the needs of people with multiple and complex needs. Monitoring data demonstrates that the groups are inclusive of this cohort and offer a service to people often designated as complex. In the last quarter 296 people attended the groups who in addition to mental health problem also had a physical or learning disability. It is important to have inclusive provision for these people then they don't fall through the gaps as not fitting one category or another.

5.8 Geographical distribution of groups in relation to need in the borough

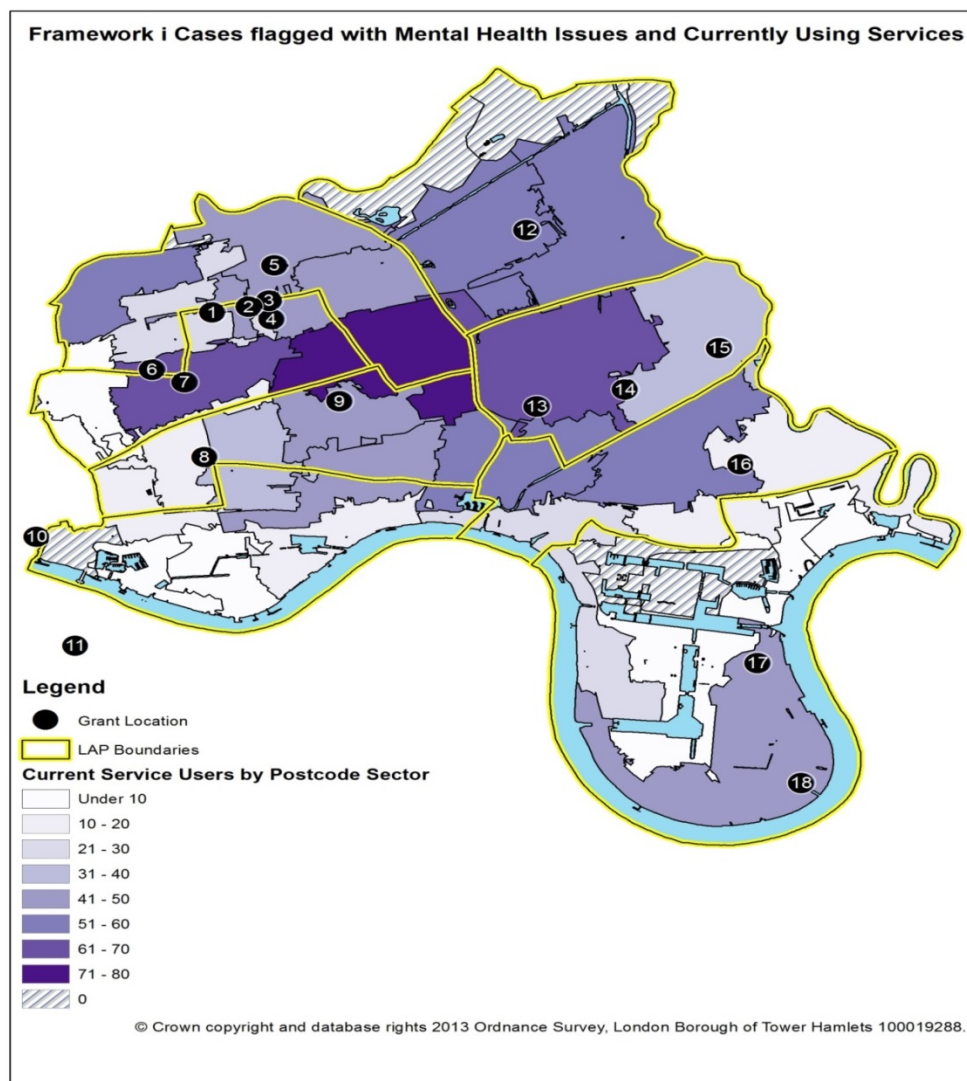
The geographical distribution is broadly in line with the distribution of mental health need across the borough. This is demonstrated by the maps below.



GP Practice SMI Register

The distribution of mental health need in the borough is relatively fixed as it is connected to a number of demographic factors including deprivation, housing condition, age and ethnicity of the various communities in Tower Hamlets. It should also be noted that the supply of supported accommodation for people with mental health problems and hostels are focussed in the north west and centre of the borough, resulting in an increased prevalence of SMI in the north west and centre of the borough. The data detailed above relates to practice registration of service users, not their home address, though practice registration is a reasonable proxy for the locus in which the service users' address is located, as service users tend to register with a GP practice close to home.

Mental health service users who receive commissioned social care



5.10 Broader delivery of preventative outcomes

The user led grants programme supports the delivery of a number of other key Council programmes and objectives, for example, physical health and healthy living. A high proportion of the user led groups were established with the firm foundation that they actively encourage and promote healthy lifestyles, focus on health promotion and endorse a positive outlook on the lives of service users through physical exercise and alternative therapies. For example, the Maury Thai Boxing group not only develops skills to manage emotions and develop focus it also provides all the physical health benefits of a boxing club.

In addition the user led groups deliver preventive services which increase wellbeing and keep people out hospital.⁶ Community-based peer support groups have been proven nationally to be effective, value-for-money ways of keeping people well in the community.⁷ Evaluations of preventative programs are notoriously difficult to evaluate, however, data from the JSNA indicates the local success of peer support groups. Tower Hamlets has extremely high levels of mental health need in the borough. Despite this we have comparatively low numbers of people in hospital and an extremely high number of people living well within the community.⁸ Although a variety of factors influence this, positive conclusions can be drawn as to the effectiveness of our user-led community provision.

The user led groups are also instrumental in strengthening emotional resilience among service users, a key objective in the council's plan to address mental health need. This is reinforced by feedback from service users. An attendee at the self-harm group solely attributes her living well in the community to the support from the user led group. She has a multiple serious mental illnesses and in the past has been hospitalised on several occasions for up to several years. Since being referred to the self-harm group she has managed to live well in the community. She still constantly hears voices in her head advocating suicide but with the help of people with similar experiences she can ignore these voices and remain well. The added value of the peer support groups is the sense of self-esteem and empowerment that people who attend these groups get from supporting each other. This service user is respected by the others in the groups and enjoys supporting others with the benefit of her long experience. The grants programme promotes people with mental health problems to see themselves as assets to the community with something valuable to offer as opposed to passive recipients of care. This increase in self-esteem has a positive impact on mental health and wellbeing.

The promotion of social networks is an essential outcome to recovery in mental health. The groups provide friendship and support to people who can be socially isolated without friends or family. The Sunday Lunch club runs

⁶ Repper, J and Carter T.(2011). 'A review of the literature on peer support in mental health Services.' Journal of Mental Health, August 2011; 20(4): 392-411

⁷ http://www.centreformentalhealth.org.uk/news/2013_peer_support_workers.aspx

⁸ JSNA

when the majority of services are closed and provides a lifeline at a time when people are particularly at risk. This is an example of how the grant programme enables service users to feel supported when statutory services are closed. Not only is decreasing social isolation an important outcome the social networks also deliver added value such as community cohesion, social capital and practical support. The groups' offer of friendship and peer support translates into an offer which goes beyond that of professional services. It is common practice for other member of the peer group or the lead facilitator to support someone when they are unwell through visits or phone calls. This ensures they maintain community integration and do not relapse into social isolation. The lived expertise within the groups translates into effective offers of support, for example, it is common in some groups to escort an anxious member to and from the session.

The benefit of the user led groups also extends to the facilitators who as a result of the responsibility of providing a community service, have an increased sense of self-worth in addition to being equipped with skills which increase their employability.

One of the original outcomes of the programme is to tackle the stigma of mental health. This is particularly difficult in Tower Hamlets as mental health has different meanings within different cultures. The groups offer people a place to tackle their problems and feel supported by people from their own community who have a culturally appropriate understanding of mental health. The programme includes groups who specifically work with, for example, the Bangladeshi Community amongst others. This also has the wider impact of challenging stigma within the communities by building the capacity of the communities to better understand mental health and making it less of a hidden issue. In terms of the preventative agenda the groups are gateways into information and advice from other partners to better manage mental health and signpost to alternative methods to deal with crisis as opposed to hospitalisation.

5.11 Impact of User Led Groups

The small sample size of the Tower Hamlets Mental Health User Led Groups and the current monitoring practices lack statistical power to incontrovertibly demonstrate their impact.

Despite our current lack of outcomes-focused information, national studies of similar user led programmes allow for an evidence based discussion around the benefits of this type of programme.

In 2015 Nesta reviewed over 1000 studies to analyse the impact of peer support. The study concluded that groups that use peer support such as our user led groups have been found to:

- Have the potential to improve experience, psycho-social outcomes, behaviour, health outcomes and service user among people with long-term physical and mental health conditions;
- Be effective for improving health outcomes when facilitated by trained peers such as in our programme
- Be effective for improving health outcomes when it is based around specific activities (such as our groups) and focus on education, social support and physical support⁹

In addition to the case study review there is a range of academic literature around services provided by people with mental health problems (peer support) that also informs the case for User Led Groups.

- People who support their peers and the people who are supported by their peers have greater confidence and self-esteem and a more positive sense of identity, they feel less self-stigmatisation, have more skills and feel more valued;¹⁰
- The mutuality and reciprocity that occurs through people with mental health problems supporting each other builds social capital which in turn is associated with well-being and resilience;¹¹
- Being supported by one's peers can promote hope and belief in the possibility of recovery, empowerment and increased self-esteem, self-efficacy, and self-management of difficulties, social inclusion, engagement and increased social networks;¹²
- Peer support reduces inpatient bed use;^{13,14}
- Peer support improves the physical health of people with mental health problems;¹⁵
- Peer support is particularly effective in minority communities.¹⁶

In order to ensure that the impact of User Led Groups is more robustly captured in the future, we are amending the reporting requirements for 2016/17. We have researched a range of methodologies to inform our small scale capture of outcomes. For example, the Southwark Peer Support service

⁹ Nesta (2015) Peer Support: What is it and does it work?

https://www.nesta.org.uk/sites/default/files/peer_support_-_what_is_it_and_does_it_work.pdf

¹⁰ Repper, J. (2013). Peer Support Workers: theory and practice. London: Centre for Mental Health.

centreformentalhealth.org.uk/pdfs/ImROC_peer_support_workers_theory_practice.pdf

¹¹ McKenzie, K. (2006). Social risk, mental health and social capital. In: McKenzie, K. & Harpham, T. (Eds) Social Capital and Mental Health. London: Jessica Kingsley Publishers.

¹² Repper, J. & Carter, T. (2010). Using personal experience to support others with similar difficulties: A review of the literature on peer support in mental health services. London: Together/University of Nottingham/NSUN. together-uk.org/wp-content/uploads/downloads/2011/11/usingpersexperience.pdf

¹³ Lawn, S., Smith, A. & Hunter, K. (2008). Mental health peer support for hospital avoidance and early discharge: an Australian example of consumer driven and operated service. *Journal of Mental Health*, 17, 498–508.

¹⁴ Forchuk, C., Reynolds, W., Sharkey, S., Martin, M.-L. & Jensen, E. (2007). Transitional discharge based on therapeutic relationships: state of the art. *Archives of Psychiatric Nursing*, 21, 80–86.

¹⁵ Bates, A., Kemp, V. & Isaac, M. (2008). Peer support shows promise in helping persons living with mental illness address their physical health needs. *Canadian Journal of Community Mental Health*, 27, 21–36.

¹⁶ Faulkner, A. and Kalathil, J. (2012) The freedom to be, the chance to dream. London: Together. together-uk.org/wp-content/uploads/2012/09/The-Freedom-to-be-The-Chance-to-dream-Full-Report1.pdf

is evaluated using levels of relapse to capture the impact of the service. The requirement for our monitoring processes is that this new methodology is both meaningful and manageable for the user led groups. We have sessions planned for January with service users and other stakeholders to coproduce this new reporting requirement.

6. The Grants Programme 2016-18

The proposal is that the grant programme for 2016/18 has a key focus or alignment on supporting the delivery of the Mental Health Coproduction Strategy and Recovery and Wellbeing Strategy for people with Serious Mental Illness providing day opportunity type services. In so doing we can expect there to be instrumental changes to the programme in a number of key areas as listed below:

Increased focus on outcomes, quality and robust monitoring

- Coproduction of service outcomes and measures;
- Alignment with the new Third Sector Team monitoring procedures;
- Attainment of the new Tower Hamlets Ensuring Quality scheme;
- Partnership working with the statutory and voluntary sector to maximise impact and outcomes, for example, through alignment with the Recovery and Wellbeing Model.

Increased independence and sustainability

- Provision of a tiered level of support which enables established groups (tier 2) to
 - improve infrastructure, financial management and governance particularly established groups;
 - develop as social enterprises or alternate organisational structures;
 - capacity build to access mixed funding streams such as personal budgets or alternative grants.

Formal pathways to increased skills and employability for group leaders

- Professional/clinical support to increase skills of group leaders as part of a pathway to employment as peer support worker or other transferable roles;
- Infrastructure support to develop business skills and enable management role within the independent enterprises.

Increase variety and diversity of peer support available in community settings

- Targeted support to encourage growth of nascent groups (tier 1) by offering appropriately tiered level of support such as incubation;
- Encouragement of new groups to represent any emergent demographics within the borough.

7. Delivery of the Grants Programme for 2016-18: Process

- 7.1 In order to develop this retargeted programme there is a need for us to work closely with the existing groups, the wider mental health service user community, the current support provider and any internal stakeholders.
- 7.2 Based on the process used in previous years, the grant scheme advert will be published in East End Life on 25th January 2016 with closing date of 22nd February 2016.
- 7.3 The advert will highlight the 'eligibility' criteria which is fundamental to the evaluation process:
- a. Support residents of Tower Hamlets with identified mental health needs aged over 18
 - b. Led by mental health service users
 - c. Provide peer support, therapeutic or social activities
 - d. Provide a quality service to an active membership
 - e. Priority will be given to groups that provide activities that take place out of hours
 - f. Priority will be given to groups that target users who are currently under represented in the overall funding scheme
 - g. Priority will be given to groups who demonstrate a commitment to the agreed outcomes and outputs
 - h. Priority will be given to groups who demonstrate a commitment to sustainable development
- 7.4 The eligibility criteria will also take account of the requirement for any council owned building that will be used for the these services to have an up-to-date lease and rent payments.
- 7.5 Interested parties will be sent an application pack containing the following:
- Application Timetable
 - Funding Application Process Flowchart
 - Guidance notes and eligibility criteria for applicants
 - Application Form for the 2016-18 Small Grants User-Led Groups
 - Draft Terms and Conditions of Grant
 - Copy of the Mental Health User-Led Group 'Quarterly Activities Return' and 'Quarterly Financial Return' forms

The process will also be promoted during, and prior to the advert going to print, via the *Community Options* User Involvement Project, to ensure that all service users expressing an interest in applying for funding are aware of the forthcoming application process. In addition, the process will be promoted within the SUN Network meetings organised by Community Options, as well as at the Voluntary Sector Network (VSN) meetings, where leads for all the Voluntary Sector.

Applicants will be asked to submit a i) completed application form, ii) a 12 month activity plan and iii) a 12 month budget. Support from *Community Options* will be available throughout the application process including guidance on how to complete the application form, activity plan and budget.

An evaluation panel consisting of a member of the Council and Tower Hamlets CCG Mental Health and Joint Commissioning Team, the Community Options SUIP (service user involvement project) development worker and a service user representative from Newham (to manage potential conflict of interest) will be convened to carry out interviews and agree recommendations at the end of the evaluation process.

Timeline for User Led Grants process	
Dates	Task
13 th January	Commissioners Decision Making In Public to consider Mental Health User Led Grants Programme
25 th January	Advert goes into East End Life and via SUN network
22 nd February	Deadline for return all funding Applications
23 rd February	Assessment of applications
24 th 25 th 26 th February	Telephone / meetings with new and/or existing applicants where necessary
29 th February	Recommendations Report to DMT
5 th April	Commissioners Decision Making in Public to consider 2016/18 User-led grants recommendations.
21 st April	Call over period
22 nd April	Award confirmation letters to successful applicants

8. Risks and Mitigation - Supporting the process

The increased focus on outcome, independence and sustainability will be a challenge for some of the service user groups with its accompanying increased responsibility.

We will mitigate this risk by:

- Coproducing the mandatory outcomes and measurements with the groups to agree reasonable requirements
- Providing a tiered level of support from the Recovery and Wellbeing service that will develop sustainability within the groups and capacity to access alternative funding
- Supporting the introduction of any new monitoring mechanism and the attainment of the quality assurance standard
- Providing training and skills development courses at the Recovery to support the pathway for group leaders

Risks and Mitigation - Services ceasing

Any change to the model will have an impact on the existing groups. They have been dependent on council grant funding for 8 years. This will be

managed by taking a partnership approach with the groups and outlining the benefits of a mixed funding stream.

Should the grants to the mental health user led groups cease there would be an immediate and profound effect on mental health service users, for example:

- As noted the groups support a high number of service users (763 individuals across 724 sessions in Q1 and Q2).
- The personalised peer support offered by the groups is highly valued as a central and critical part of their support by individual service users; it is likely that should the groups and the personalised support cease, some service users would deteriorate in their mental health, some of whom would be likely to require admission to hospital, reversing their recovery to date
- Should the groups cease, these service users would likely require more costly voluntary sector or commissioned social care support. The Council would need to work with East London NHS Foundation Trust to plan for potential additional assessment and support planning as a consequence
- The groups provide some of the only services available in the borough for niche groups, and were these groups to cease, there would be a significant impact on some communities as a consequence, for example the Hidden Universe of Self-Harm is the only specific service for people who self-harm in the borough

9. COMMENTS OF THE CHIEF FINANCE OFFICER

- 9.1 The Mental Health (MH) User Led Grants programme has been funded through the MH User Support budget. The proposed programme for 2016/17 at an estimated cost of £85,500 will continue to be funded through this budget. The potential saving of £24,000 compared to previous allocations will be used to offset demand led pressures within the wider MH User Support budget.

10. LEGAL COMMENTS

- 10.1 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.
- 10.2 The power of the Commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions

together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).

- 10.3 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.
- 10.4 The proposed grants may be supported by the 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.
- 10.5 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 7 of the report.
- 10.6 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.
- 10.7 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.
- 10.8 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.
- 10.9 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.

- 10.10 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.

11. ONE TOWER HAMLETS CONSIDERATIONS

- 11.1 An original driver of the programme was to target individuals with mental health support needs from vulnerable and hard to reach communities. Some communities have high levels of mental health problems but because of stigma and a lack of culturally appropriate services often only access services at point of crisis.
- 11.2 The aim of this programme is to provide accessible, preventative services which harness the resources of the communities and to prevent mental health problems from escalating.
- 11.3 The paper shows the diversity of attendance at the user led groups from a variety of different group's representative of Tower Hamlets ethnic makeup. This is a result of the policy to encourage service users from these communities to lead their own groups that both meet culturally specific needs and are accessible to their community networks. The grants process specifically targets communities who are currently underrepresented to apply for grants and is able therefore to be flexible in response to any identified gaps or changing demographic needs.
- 11.4 A number of areas outlined within 'A healthy community' are endorsed and promoted through the funding of the user-led groups. A high proportion of the existing funded groups promote healthy eating, alternative therapies and physical exercise which clearly evidences positive effects on group members. This in turn has enabled members to look at their lifestyles holistically and improve, enhance and develop other areas of their lives which have a direct impact on their mental wellbeing.
- 11.5 There have also been a number of members who have felt confident enough to cease attending the groups and who have progressed onto volunteering and training opportunities. This not only gives confidence to the member/s who have moved-on and progressed, but also to existing members who may see this as direct encouragement and an insight into opportunities which they may not have necessarily have known about prior to being a group member

12. BEST VALUE (BV) IMPLICATIONS

- 12.1 The best value duty is a duty 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.”

- 12.2 The Mental Health User Led Grants Programme demonstrates economy and efficiency in that it will significantly improve and increase the range and quality of services.
- 12.3 The Mental Health User Led Grants programme currently funds 27 services which have delivered 724 user led sessions in the past 6 months. The programme delivers a high volume of support within a limited envelope. This is demonstrated in relation to: the number of workshops delivered by the service; the number of people who attend these workshops; the choice and variety of different workshops and activities; the ability of the groups to offer services to hard to reach communities; the capacity to include people with multiple and complex needs; and, the equal geographical distribution of groups in relation to need in the borough.
- 12.4 The User Led Grants Programme is effective in that it enables us to meet priorities stated within the Tower Hamlets Mental Health strategy to:
- Reduce stigma and discrimination by offering alternatives to traditional segregated services
 - Support people to take control of their lives
 - Ensure that people are able to access support easily
 - Promote service user involvement in developing and improving Services.
- 12.5 User Led groups deliver preventive services which increase wellbeing and keep people out hospital. They are effective value-for-money ways of keeping people well in the community. Local JSNA data supports the success of the Tower Hamlets preventative approach in keeping people with mental health problems well in the community thus preventing more acute and costly care and support needs.

13. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 13.1 The proposals within the report do not specifically contribute to a sustainable environment nor identify any environmental implications.

14. RISK MANAGEMENT IMPLICATIONS

14.1 Supporting the new process

The increased focus on outcome, independence and sustainability will be a challenge for some of the service user groups with its accompanying increased responsibility.

We will mitigate this risk by:

- Coproducing the mandatory outcomes and measurements with the groups to agree reasonable requirements

- Providing a tiered level of support from the Recovery and Wellbeing service that will develop sustainability within the groups and capacity to access alternative funding
- Supporting the introduction of any new monitoring mechanism and the attainment of the quality assurance standard
- Providing training and skills development courses at the Recovery to support the pathway for group leaders

14.2 Services Ceasing

Any change to the model will have an impact on the existing groups. They have been dependent on council grant funding for 8 years. This will be managed by taking a partnership approach with the groups and outlining the benefits of a mixed funding stream.

Should the grants to the mental health user led groups cease there would be an immediate and profound effect on mental health service users, for example:

- As noted the groups support a high number of service users (763 individuals across 724 sessions in Q1 and Q2).
- The personalised peer support offered by the groups is highly valued as a central and critical part of their support by individual service users; it is likely that should the groups and the personalised support cease, some service users would deteriorate in their mental health, some of whom would be likely to require admission to hospital, reversing their recovery to date
- Should the groups cease, these service users would likely require more costly voluntary sector or commissioned social care support. The Council would need to work with East London NHS Foundation Trust to plan for potential additional assessment and support planning as a consequence
- The groups provide some of the only services available in the borough for niche groups, and were these groups to cease, there would be a significant impact on some communities as a consequence, for example the Hidden Universe of Self-Harm is the only specific service for people who self-harm in the borough

15 CRIME AND DISORDER REDUCTION IMPLICATIONS

- 15.1 By promoting and supporting recovery focused activities, the proposals seek to enable people to achieve their full potential encouraging participation in meaningful activities and reducing risk of criminal activity and anti-social behaviour.

16. SAFEGUARDING IMPLICATIONS

- 16.1 Through the safeguarding training and ongoing support this programme is building understanding and capacity within the mental health service user

community. This will enable them to better manage safeguarding issues amongst peers who otherwise may not have engaged with mainstream services. All support and training will be driven by Tower Hamlets Safeguarding strategies and procedures.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix A: user led group activity details

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

- NONE

Officer contact details for documents:

N/A

Appendix A: user led group activity details

	Name of Group	Community focus of group	ACTIVITIES			Meeting Location	Meeting Time	Funding 2014-15
			Primary Base [post code]	Activities at Primary Base	External Activities if any			
1	Aspire2	All TH citizens	E5 5EU	Support people diagnosed with agoraphobia, depression and anxiety-based disorders	Meals; motivational trips;	Bow haven; William Place; Roman Road; London E3 5EU	Mondays; 1.30pm-3.30pm	£2,772
2	Asumjwe	Female - African Caribbean TH Citizens	E3 4DA	Afro-Caribbean Women. Discuss Women's issues Health and Craft work activities.	MH awareness events; events stall on healthy eating; cinema; partnership working with Women Environmental Network and Mosaada for single homeless women	Open House 13 Whitethorn St., E3 4DA	Monday - Usually 2pm; Some outings.	£3,582
3	Bangladeshi South Asian Men's Group [BSAMG]	Bangladeshi - All TH citizens	E3 3PX	Explore coping with Mental Health, Self harm, substance abuse, depression, anxiety, housing, matrimonial matters	Faith festivities/cultural events; go-karting; pin-bowling/snooker; outings/trips	All Hallows Church, Blackthorn Street, London E3 3PX	Sunday 1300-1700 hrs	£3,601
4	Café Nia	African-Caribbean - TH citizens	E3 4DA	Afro-Caribbean support group. Various activities, including cooking	Cinema/Theatre/museums; day trips; cultural themed events; African markets	Open House 13 Whitethorn Street E3 4DA	Tuesday, 1500-1900hrs	£3,625
5	Expression with Art	All TH citizens	E14 3BN	Art based activities for people with mental health needs	Visits to museums and galleries	Christ Church Manchester Road London E14 3BN	Wednesday 6.30pm occasional weekends	£3,592

6	Feel Good Friday	All TH citizens	E3 5ED	Discussion & Express feelings to enable decision making	None	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Friday 0900-1600hrs	£2,576
7	H.U.S.H [Hidden Universe of Self-Harm]	All TH citizens	E14 8JT	24/7 Telephone advise/support; Group support for individuals who self-harm; 0900-1700hrs Library on self-help; Provide training on self-harm to other organisations; hospital visits; outings/social events; awareness raising	Social outing; community events	Barkingtine Café, Barkingtine Health Centre, West ferry Road, E14	Friday - 1600-1700hrs & up to 1900hrs	£3,280
8	Handy Crafts	All TH citizens	E3 5ED	explore and use Creative talents i.e. jewellery making, art paint, craft making	visit exhibition/craft fairs; social meals	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Thursdays 1030-1430hrs and occasional activities on weekends	£2,484
9	Harmless	All TH Citizens	E3 5EU	Support for self-Harmers, talking therapy support from other members.	None	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Mondays 4pm - 6pm and occasional out of hours	£2,826
10	Health & Fitness (Out of Hours) Group	All TH citizens	E2 9PJ	Physical exercises and team working	Outdoor cycling, healthy eating eateries; sports events; trips	Meet at York Hall, 5-15 Old Ford Road, Bethnal Green E2 9PJ	Monday 10:30am-12:30pm Plus various other	£2,900

							activities	
11	KUSHI	Female - Bangladeshi / Indian - All TH citizens	E3 5ED	Asian Women support Group, message, baking, outings and; Art & Craft; zumba; discuss health matters/eating well	Beano trips; faith festivities; spa/massage; outings;	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Mondays - 10:30 – 1pm	£2,959
12	Muay Thai Boxing	All TH citizens	E3 4DA	Keep-fit & Self- defence; socialise; fundraising	Demonstrations and activities at various events around the borough	Oxford House, Derbyshire Street, Bethnal Green London E2 6HG	Monday - 3.00 – 5.00	£3,625
13	New start Pamper Group	Female - All TH citizens	E3 5ED	Use recovery model to prevent isolation and depression	Spa trips; meals; beauty shows; day trips	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Tuesday; 1015-1300hrs	£3,318
14	Outward	All TH citizens	E3 5ED	Activities in centre:- cooking, keep fit, training, massage; legal advise.	outings/trips; theatre/cinema	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Tuesday 1330-1845hrs	£3,625
15	Performance Arts & Cinema Club	All TH citizens	E2 6JY	Planning meetings	Peer support; break isolation talks; outdoor activities; watch films, plays, theatre and socialise.	Beside, 3 Birbeck Street, London E2 6JY	Depending on film days and times	£3,480
16	SUNDAY Lunch Club	All TH citizens	E3 5EU	Cooking and socialising. Roasts with seasonal vegetables and all the trimmings	Outings; lunch out;	Bow haven; William Place; Roman Road; London E3 5EU	Sundays 1200-1600hrs	£3,436

17	Sunrise Drop-In	All TH citizens	E3 5ED	Massage, meal preparation, Hairdressing, Outing, Group meeting, board games, pool. Art, Pilates, fitness, cinema, theatre, restaurants, cultural and birthday celebrations, in-house movies, promotional events	Theatre; meals out; gallery visit; seaside trips; MH events	Bow Haven, William Place Centre, Roman Rd, E3 5EU	Wednesday ; 1.30 – 6.30pm	£3,543
18	Thursday Group	All TH citizens	E2 0EL	Multi-cultural; combat loneliness, make friends, improve confidence,	lunch, day trips; walks; ice-skating/bowling/go-karting; picnics; galleries/exhibitions/museums	Nico's Café, 299 Cambridge Heath Road, London E2 0EL	Thursday; 1pm – 7pm	£3,584
19	UPBEAT	All TH citizens	E2 0EA	support service users with experience of criminal justice system. Support with mental health and involve members in social activities	Visits to exhibitions, events and places of interest	PRHA, 458 Bethnal Green Road, E2 0EA	Weekday afternoons	£3,204
20	Urban Rambling	All TH citizens	Various depending on walk route	Various depending on walk route	To support members to get fit and active through walking and learn about local history.	Various locations	Thursday 5.30pm and Sunday 3pm	£1,667
21	Vietnamese Mental Health Society	Vietnamese TH citizens	SE1 2XF	Health eating and cooking,	Various outings	25 Fair Street; London SE1 2XF	Thursday afternoon and occasional weekends	£3,625
22	Burcham Street Gardeners	All TH Citizens	E14 0SH	Weekly gardening group. Support to improve members wellbeing and to develop skills.	None	Burcham Street Centre, 96 Burcham Street E14 0SH	Saturday 10am - 12pm	£1,558

23	STIFFORD MH User led group	All TH Citizens	E1	Increase social and peer contact, provide range of educational and other activities to boost mental wellbeing. Facilitate greater self-sufficiency and inclusion	Trips, visits and educational activities	2-6 Cressy Place, Stepney, E1	Thursdays 6pm, Saturdays 5-6pm	£3,596
24	Ocean Somali Women Group	Somali women	E3 4AA	Support for Somali Women who are isolated and are risk. Support for those with depression and anxiety. Healthy living exercises and traditional folk dances.	None	420-421 Rail Archways, Burdett Road E3 4AA	Friday 10am to 12pm and Thursday 6pm to 10pm	£3,604
25	Osmani Mental Health User-Led Group	All TH citizens	E1 5AW	Encourage individuals to become independent. Help build confidence, self-esteem, reduce isolation. Gym sessions quarterly day trips, community gardening.	Activities, trips and outings in the borough	Osmani Centre, 58 Underwood Road, London E1 5AW	Thursdays 2-5	£3,615
26	BYM Womens Centre	Women	E1 1HL	Program to alleviate isolation, degradation and to become a self-help group	None	The Whitechapel Centre, Unit 3, Myrdle Street, London E1 1HL	Mondays and Tuesdays 10-1	£1,005
27	Spitalfields Community Garden	All TH citizens	E1 5AR	Improved physical and general wellbeing, reduce isolation and social support.	None	Spitalfields Community Centre, Buxton Street, E1 5AR	Tuesday 10-1	£3,000