

COMMISSIONERS' INDIVIDUAL DECISION MAKING

Wednesday, 30 March 2016

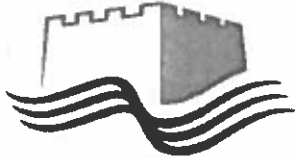
Commissioners' Decision Log No. 046

1. **046 - QUEENS BIRTHDAY (Pages 1 - 34)**

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: Matthew Mannion, Democratic Services
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Agenda Item 1

Individual Commissioner Decision Decision Log No: 46	 TOWER HAMLETS
Report of: Stephen Halsey, Director, CLC	Classification: Unrestricted
Event Fund, Queen's 90th Birthday Celebrations 2016	

Is this a Key Decision?	No
Decision Notice Publication Date:	13 March 2016
General Exception or Urgency Notice published?	Not required
Restrictions:	N/A

EXECUTIVE SUMMARY

- To approve the allocation of £5000 from Event Fund budget for small grants of up to £250 for community events celebrating the Queen's 90th Birthday
- To approve relaxation of certain Event Fund criteria for these events only
- To amend the Event Fund deadline for all (Round 3) June events to 21st April to ensure adequate notice is given to applicants

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.

In the past, Royal events such as the Queens Golden Jubilee, have generated a lot of interest from communities seeking to come together and celebrate. Street parties are very much part of East London's history and remain probably the most popular way of celebrating these events.

This year sees the Queen's 90th Birthday and it is expected that there will be events across the country. The Council wishes to support and encourage such celebrations as an effective opportunity to promote community cohesion and celebration of local culture. This could be through residents Street Parties and / or funding for events through the Event Fund with special conditions due to the nature of the events.

The authority seeks permission from the Commissioners to ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise events and street parties to celebrate the Queen's 90th Birthday. This would mean the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund, these are highlighted later in this report.

DECISION

To approve the allocation of £5000 from Event Fund budget for small grants of up to £250 for community events celebrating the Queen's 90th Birthday.
To approve relaxation of certain Event Fund criteria for these events only.
To amend the Event Fund deadline for all (Round 3) June events to 21st April to ensure adequate notice is given to applicants.

APPROVALS

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

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

Signed  Date 29/3/16

2. Chief Finance Officer or his/her deputy

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

Signed  Date 29/3/16

3. Monitoring Officer or his/her deputy

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

(For Key Decision only – delete as applicable)


I confirm that this decision:-

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

Signed  Date 30/03/16

4. Commissioner

I agree the decision proposed in paragraph above for the reasons set out in Section 1.1 in the attached report.

Name *MAY CAWELL* Signed 

Date .. *21/7/16*

Name Signed

Date

ALL INFORMATION BEYOND THE HEADINGS ABOVE SHOULD BE INCLUDED IN A REGULAR CABINET STYLE REPORT THAT SHOULD BE APPENDED TO THE PROFORMA.


A – NOTES ON COMPLETING THIS FORM

- **Delete this page onwards before submitting your decision.**
- This form is only to be used where the signature of the Head of Paid Services (HoPS) is not required. Should his signature be required please use the other form.
- Please delete any guidance notes in square brackets [] before submitting your form for signature.
- The decision log number will be hand written onto the form on completion by Democratic Services so you do not need to find this out early on.

B – NOTES ON EXECUTIVE DECISION MAKING

1. Key Decisions – where a Key Decision is to be taken it must be published in the Forward Plan. Please ensure that this has happened, or fill in the FP1/FP3 form as necessary.
2. All Commissioner decisions shall be:-
 - (i) Recorded in a log held by the Service Head, Democratic Services and available for public inspection; and
 - (ii) Published on the Council's website

save that no information that in the opinion of the Head of Legal Services is 'exempt' or 'confidential' as defined in the Council's Access to Information Procedure Rules shall be published, included in the decision notice or available for public inspection.

Commissioner Decision Report 30 th March, 2016	
Report of: Shazia Hussain Service Head Culture, Learning and Leisure	Classification: Unrestricted
Event Fund Queen's 90th Birthday Celebrations 2016. Event Fund Ring Fence £5k	

Originating Officer(s)	Alison Denning
Wards affected	All Wards
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.

In the past, Royal events such as the Queens Golden Jubilee, have generated a lot of interest from communities seeking to come together and celebrate. Street parties are very much part of East London's history and remain probably the most popular way of celebrating these events.

This year sees the Queen's 90th Birthday and it is expected that there will be events across the country. The Council wishes to support and encourage such celebrations as an effective opportunity to promote community cohesion and celebration of local culture. This could be through residents Street Parties and / or funding for events through the Event Fund with special conditions due to the nature of the events.

Permission is sought from the Commissioners to ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise events and street parties to celebrate the Queen's 90th Birthday. This would mean the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund, these are highlighted later in this report.

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:

Authority is sought from the Commissioners:

1. To ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise community events and street parties to celebrate the Queen's 90th Birthday.
2. For the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund as specified in the report.
3. To amend the deadline for events in June (Round 3) to Thursday 21st April as the current deadline for June events is Thursday 7th April.

1. REASONS FOR THE DECISIONS

- 1.1 To facilitate community events to celebrate the Queen's 90th birthday.

2. ALTERNATIVE OPTIONS

- 2.1 £5000 be not ring fenced from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise events and street parties to celebrate the Queen's 90th Birthday, and Organisations apply following the standard guidelines and Criteria. However this may limit the scope of support for community events across the borough.
- 2.2 The standard eligibility and mandatory criteria in the Event Fund be maintained.
- 2.3 The current deadline for June events for Thursday 7th April be maintained.

3. DETAILS OF REPORT

- 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 This year sees the Queen's 90th Birthday and it is expected that there will be events across the country. The Council wishes to support and encourage such celebrations as an effective opportunity to promote community cohesion and celebration of local culture. This could be through residents Street Parties and / or funding for events through the Event Fund with special conditions due to the nature of the events.
- 3.3 Arts, Parks and Events seek permission from the Commissioners to ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise events and street parties to celebrate the Queen's 90th Birthday. This would mean the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund, these are highlighted below.
- 3.4 **The official programme of events to celebrate the Queen's 90th Birthday are as follows:**

Official events will be taking place in April, May and June, and Tower Hamlets would like to celebrate in line with the some of the official celebrations below.

April 21st: The Queen's birthday

May 12 to 15: The Queen's 90th Birthday Celebration

June 10: Service of Thanksgiving at St Paul's Cathedral

June 11: Trooping the Colour

June 12: The Patron's Lunch

April 21st: The Queen's birthday

The Queen's 90th birthday is on **April 21**, and while this will not be the main focus of the celebrations, it is possible that this may be seen as an opportunity to celebrate by members of the community.

Tower Hamlets Council's Arts, Parks and Events team are organising a couple of events to celebrate St George's Day on 20th and 23rd April which will be aimed at older residents, and families and young people, which will be an opportunity to also enhance the programme to celebrate the Queen's Birthday.

May 12 to 15: The Queen's 90th Birthday Celebration

May represents the first of two major celebrations of the Queen's birthday. [The Queen's 90th Birthday Celebration](#) will be a 90-minute long extravaganza with 900 horses and more than 1,500 riders and performers. The event will be held every evening from **May 12 to 15**, with the Queen attending on the final evening.

June 10: Service of Thanksgiving at St Paul's Cathedral

A weekend of events to celebrate the Queen's birthday and, unofficially, the Duke of Edinburgh's 95th birthday, will start on **June 10** with a Service of Thanksgiving at St Paul's Cathedral.

June 11: Trooping the Colour

Saturday, **June 11** is the date of this year's Trooping the Colour, the official annual celebration of the Queen's birthday. Otherwise known as The Queen's Birthday Parade, it is a chance for the Queen to inspect soldiers from the Household Division. It takes place on Horse Guards Parade behind Whitehall, and is televised live by the BBC from 10am.

June 12: The Patron's Lunch

On Sunday, **June 12**, the climax of the Queen's birthday celebrations, The Mall in London will be transformed into a giant street party for The Patron's Lunch, with 10,000 guests eating a picnic lunch and being entertained by street performers and circus acts.

The event's organiser, is keen for the event to be replicated with street parties up and down the country and across the Commonwealth.

We would expect the majority of local events celebrating the Queen's Birthday to take place this weekend. The [Big Lunch](#) have moved their date to 12th June this year to be in line with the Patron's Lunch, and Tower Hamlets will be working with local residents to facilitate street parties and to support the events through small grants of up to £250 per event.

The Department for Communities and Local Government has published [a guide on how to organise a street party, complete with an application form](#) for organisers to send off to the local authority.

3.5 Funding support for Queen's 90th Birthday events:

It is proposed that small grants of up to £250 be made available with a total of £5000 being set aside from the Event Fund for this purpose.

- 3.6 Street Parties would not necessarily have arts content, however they do meet other Council objectives around community cohesion. In order to support events for the Queen's 90th Birthday, Arts, Parks and Events acknowledge that some of the Event Fund Criteria will not be met in full and seek permission to waive certain criteria against this ring fenced pot of monies.

3.7 Guidelines and Criteria for the Event Fund: Event Fund Aims.

- **Improve access to arts based events.** - It cannot be guaranteed that all of the events proposed will have arts content.
- **Encourage good practice.** - This would always be a stipulation where funding is concerned.
- **Provide arts activities where few exist.** –Applications would be encouraged from organisations across the borough, in particular areas identified as lacking in funding support.
- **Improve the quality of festivals and events in Tower Hamlets.** – it cannot be guaranteed that the events proposed will meet this aim.
- **Extend the potential of events to develop audiences, encourage participation and increase community involvement.** – through organising

community events and street parties, it is expected that this aim would be met

- ***Allow for more adventurous or ambitious programming.*** – it cannot be guaranteed that the events proposed will meet this aim however this would be encouraged.
- ***Promote community cohesion and cross-cultural understanding*** – it is expected that this would be a good opportunity for building community cohesion and extending cross-cultural understanding. Particularly through sharing of food and getting to know each other's neighbours.

3.8 Criteria showing which may not be met under this proposed ring fenced funding.

- ***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.*** – Street Parties may not have arts content.
- ***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.*** – organisers of street parties may not have a constitution as they are usually organised by a group of residents. Notwithstanding payments still cannot be made to individuals.

3.9 The Event Fund has the following mandatory criteria:

- ***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.***
- ***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.***
- ***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.*** – for the organisers of Resident Street Parties, the need to widen it to the broader community and would not widely promote would be relaxed, as they are normally aimed at the residents of a particular street or area. However it must be open to all in the defined catchment area.

- ***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.*** – events would not necessarily have additional measures in place as local residents will use their own facilities and the roads will have access for people with disabilities.
- ***The activities must contribute directly to priorities in the Tower Hamlets Community Plan or Strategic Plan, mainly benefiting people who live in Tower Hamlets.*** – the expectation is that the Queen’s 90th Birthday Celebrations would meet all of the TH Community Plan and One Tower Hamlets objectives as the events are organised by and for residents across the borough.
- ***Applicants must demonstrate partnership funding and support. This should include agreed in-kind and cash support for this project.*** – Some applications may not have additional cash funding, however they would need to demonstrate in-kind support through volunteers and organisers.

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. – it is argued that street parties do not necessarily need to take out Public Liability Insurance, however it is recommended that they do so, and receiving funding support could ensure that the events have this in place.

3.10 Event Fund Priorities:

It is expected that priorities 1 – 5, 8,9 & 10 to be met, however events may not have arts content.

1. Community arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.
2. Community arts events aimed at and involving older people.
3. 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.
4. Arts events or arts projects which are able to make a real difference in terms of community provision, neighbourhood renewal and/or community development.
5. Arts events or arts projects which celebrate cultural diversity and extend cross-cultural understanding in the borough and strengthen community cohesion.
6. Arts events or arts projects which take a fresh, innovative approach, which are discernibly different from other events in the borough.

7. Arts events or arts projects which aim to increase opportunities for deaf and disabled people to take part in the arts.
8. 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
9. Arts events or community arts projects which are free to access to audience and participants.
10. Events which improve the health and wellbeing of local residents.

3.11 **Constraints:** **Council budget confirmation**

The Event Fund budget of £52,500 for 16/17 is now confirmed.

Timelines

In order to offer funding for events in June, applications to the event fund would need to be submitted by 7th April, and Street Party application forms by 30th May.

The next available Commissioner Decision Making Meeting in Public is 12th April, which is after the deadline of 7th April for June events. In order to be considered at this meeting, we would need to have the proposal ready for 17th March and the FPI published by 11th March.

The deadline for June events could be extended to 14th April to allow for this, but it would be very tight as there would be insufficient time to market the offer after the Commissioners have made a decision. Alternatively the June deadline could be extended to 21st April, however it would mean that substantial officer time would be needed for assessing, review, reports and processing awards in time for the Patron's Lunch on 12th June.

- 3.12 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. However for the Queen's 90th Birthday events, there would be the potential for 20 community events to receive grants of £250.

- 3.13 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 for the Event Fund 2016-17 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 were then added together to give a maximum score of 105. The minimum score to receive funding is 63 out of 105 (with the average of 3 points per section per assessor adding up to an average of 21 per assessor)

There is a requirement that all applicants will only be considered for funding if they can demonstrate that the event supports the Mayor's Key Strategic Priorities.

For the Queen's Birthday events it is expected that there will be some assessment criteria which will not be met in full and would propose the relaxation of the following minimum scoring:

- Track Record of organisations - as the event could be delivered by a group of residents who are not a recognised organisation, they may not have organised an event before however they would need to have a bank account which is not of an individual.
- The arts content requirement of the event would be relaxed as street parties may not have arts content.
- The need for borough wide promotion of the events would be relaxed as residents street parties are locally marketed due to the nature of the events and for security of the participants.
- The need for additional cash income would be relaxed as there would be significant in kind value from the residents organising the events and the costs would be expected to be low.

3.14 Following the assessment of applications received a report will be submitted to the Service Head for Culture, Learning and Leisure for consideration with a meeting with a Festivals and Events Officer to discuss the recommendations and agree awards.

3.15 The Council is offering additional support through collaboration with THCVS to outreach to organisations and venues across the borough and support with applying to the Event Fund.

In Addition, the Council's Highways section is offering financial support in-kind for community events / street parties celebrating the Queen's 90th Birthday by waiving the fee for the notice in the press for Temporary Traffic Orders at a value of between £372 for 24cms x 1 column and £434 for 28cms x 1 column per event depending on the length of the notice. There is no charge for the road closure itself for a community event.

The Council's Insurance section are currently looking into providing Liability Insurance however it is not clear whether at this stage if it will be possible.

Support has been sought by the Council from Tower Hamlets Homes to facilitate street parties within or adjacent to their land.

- 3.16 Arts, Parks and Events will promote the special Event Fund grants and the change of deadline to local residents, organisations and venues across the borough through Facebook, Twitter, Arts Forum Online e newsletter and on the Tower Hamlets Arts website.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The report seeks the approval of the Commissioners to ring fence a total of £5,000 from the Events Fund for the purpose of allocating small grants of up to £250 for residents to organise community events and street parties to celebrate the Queen's 90th Birthday. The allocation of grant process is managed through Arts, Parks and Events team who consider the grant applications and assess them for the purpose of award.
- 4.2. There is a total of £52,500 available to fund community arts events for the financial year 2016-17. The ring fencing of £5,000 from the fund will mean that there is the potential for up to 20 community events to receive grants of £250. The awards will be subject to the demonstration that the event supports the Mayors Key Strategic Priorities and that best value can be achieved.

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 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.
- 5.4 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 31st 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).

- 5.5 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.
- 5.6 These proposed grants from the Event Fund would 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. There are no such restrictions and limitations.
- 5.7 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.8 The Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. . In the case of these grants, the Council wishes to support and encourage the Queen's 90th Birthday celebrations as these are an effective opportunity to promote community cohesion and celebration of local culture. Arts, Parks and Events are therefore seeking seek permission from the Commissioners to ring fence £5,000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise events and street parties to celebrate the Queen's 90th Birthday. This would mean the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund and which are highlighted in the report. There are still, however, a predetermined set of criteria and the criteria themselves are fair and transparent.
- 5.9 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases.
- 5.10 The Treaty on the Functioning of the European Union (TFEU) provides that certain government activities may be prohibited because they give an advantage in a selective way to certain entities, which might affect competition within the internal market. Those advantages may amount to prohibited state

aid, or may be state aid which is either expressly allowed by the Treaty, or which may be allowed, dependent on the circumstances. Also as regards state aid, a *de minimis* rule applies so provided that no individual applicant receives more than €200,000 worth of grant within a 3 year period then the state aid rules will not apply to such and which would be the case here..

- 5.11 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 as well as Appendices A and B.

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 helping to promote cultural understanding, a sense of inclusion and tolerance and promoting conditions conducive to 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. We see the Queen's 90th Birthday as an ideal opportunity for contributing to a cohesive community.
- 6.2 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 Event Fund 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.
- 6.3 An equality analysis has been completed [Appendix A]; the equalities Event Participants' Equalities Data is also attached [Appendix B].
- 6.4 Residents and organisations will be targeted across the borough and encouraged to organise events in all wards.

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 most cases it helps to lever in other funding and assistance in kind for community activity. However with the small grants recommended for the Queen's 90th Birthday, the events are likely to have low costs attached and may not have the need for additional cash support. The Event Fund

supports valuable community led activity supporting a range of key strategic objectives of the Council in a cost effective manner which would otherwise be unlikely to take place (annually it supports circa 40 – 50 community events and with the ring fencing of the grant, we would expect this to increase to 60 – 70 events in 2016 - 17).

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

N/A

9. RISK MANAGEMENT IMPLICATIONS

7.1 The Council retains a proportion of grant which is offered on receipt of monitoring information. Any group not providing required information would lose their second payment and may not be eligible for future funding. The Grant process is audited as determined by corporate risk management arrangements. In this case, the initial grants would be up to £200 for the first payment, and £50 on receipt of the completed evaluation.

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

- There are no linked reports

Appendices

- Appendix A Equality Analysis
- Appendix B Event Participants' Equalities Data

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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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 - Queen's 90th Birthday, £5000 ring fenced for community events.

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: 15 / 03 / 16
(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?

Through this report, the service seek permission from the Commissioners to ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise community events and street parties to celebrate the Queen's 90th Birthday.

The service also seek permission for the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund, i.e. Street Parties would not necessarily have arts content. However, they do meet other Council objectives around community cohesion. In order to

support events for the Queen's 90th Birthday, the service acknowledge that some of the Event Fund Criteria will not be met in full and seek permission to waive certain criteria against this ring fenced pot of monies.

'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 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*
- *All feedback monitoring is collated on a spreadsheet when Evaluations are received and qualitative evaluation is checked. Applicants are required to submit their Evaluations directly onto*

the Grants website and reports can be generated which will demonstrate quantitative and qualitative data as required.

- **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. Work will be done with the TH Council for Voluntary Service to engage with the community organisations, some of whom will be less familiar with the application process, or with ward areas where participation is low to encourage participation. Support and guidance with completing application forms will be provided through THCVS.

- **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.

Presentation of Event Fund procedures at the TH Arts networking evening on 23rd Feb 16 led to feedback from members of the community re. the Event Fund and potential for funding.

- **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>The Queen’s 90th Birthday celebrations are expected to cross all communities in the borough as they are very much community led and aimed at local residents representing all groups in all wards.</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. With the Queen’s 90th Birthday, it is expected that some of the applications will be for street parties organised by local residents, in which case the individuals will have provision already in place for any known access requirements. (Mandatory Criteria 4.e). Events in community centres and venues will be required to demonstrate commitment to providing accessible events and remove barriers to participation.</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> <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	‘Events fund 2016/2017: guidelines and criteria’ requires applicants to demonstrate support for the

Reassignment		<p>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>

		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.
Other Socio-economic Carers	Positive	Recommended applications either are free or include free activities, which are accessible to all people.

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:

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

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.





Page 28

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

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


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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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 – Ring Fence of £5000 for events celebrating the Queen’s 90th Birthday.
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="text-align: center;">  Proceed with implementation </div> <p>An Equality Analysis is attached.</p>

Page 31

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 to: 1. Approve the ring fence of £5000 for community events to celebrate the Queen’s 90 th Birthday for grants of up to £250.

			<p>2. To relax certain criteria to remove barriers to participation, and considering the expected nature of events.</p> <p>3. To move the deadline to give sufficient time for grants to be publicised and community to apply.</p> <p>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.</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>An Equality Analysis (Appendix A) identifies the positive impact on the protected characteristics.</p> <p>Monitoring forms provide an audience profile.</p> <p>Ring-fencing a proportion of the annual budget for a specific month, lowering event fund grant amounts and increased marketing for the fund will increase amount of time staff will spend on supporting application process, assessing applications, writing reports and follow up post events.</p> <p>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.</p>
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
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 will evaluate the data and information provided by the applicants and recommend events making high scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	In the past, Royal events such as the Queens Golden Jubilee, have generated a lot of interest from communities seeking to come together and celebrate.

3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The Event Fund Application Form' includes expected benefits and impact on the different protected characteristics. The 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 impact on different groups?	Yes	See above.
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	The report includes the Alternative Options section.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	All groups funded must fill in the Event Fund 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.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	See above.
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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