

EXTRAORDINARY

# COMMISSIONERS' DECISION MAKING MEETING

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Tuesday, 24 May 2016 at 6.30 p.m.  
C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London,  
E14 2BG

The meeting is open to the public to attend.

**Members:**

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

**Public Information:**

The public are welcome to attend these meetings.

**Contact for further enquiries:**

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## Public Information

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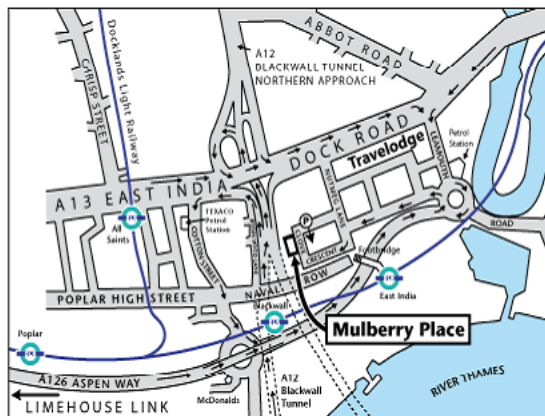
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## A Guide to Commissioner Decision Making

### **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](http://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, 27 May 2016**

**LONDON BOROUGH OF TOWER HAMLETS**  
**COMMISSIONERS' DECISION MAKING MEETING**

**TUESDAY, 24 MAY 2016**

**6.30 p.m.**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST (Pages 1 - 4)**

**3. 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]

**4. EXERCISE OF COMMISSIONERS DISCRETIONS (Pages 5 - 10)**

**5. REPORTS FOR CONSIDERATION**

<b>5.1</b>	<b>Stepney City Farm Accessibility Improvement Works</b>	<b>11 - 46</b>	
<b>5.2</b>	<b>Capital Grant Release from the Whitechapel High Street Fund to the London Small Business Centre to deliver workspace and business support services at 206 Whitechapel Road, Whitechapel</b>	<b>47 - 86</b>	<b>Spitalfields &amp; Banglatown; Stepney Green; Whitechapel</b>
<b>5.3</b>	<b>Extension to Early Years MSG Funding</b>	<b>87 - 104</b>	<b>All Wards</b>
<b>5.4</b>	<b>The Tower Hamlets Education Partnership (THE Partnership)</b>	<b>105 - 112</b>	<b>All Wards</b>
<b>5.5</b>	<b>MSG 2015/18 Performance Report - September/December 2015</b>	<b>113 - 166</b>	<b>All Wards</b>
<b>5.6</b>	<b>Post Commissioner Grants Decision Making and Scrutiny Arrangements</b>	<b>167 - 172</b>	
<b>5.7</b>	<b>Grants Forward Plan 2016/17</b>	<b>173 - 178</b>	

**6. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

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# 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, Corporate 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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<b>Commissioner Decision Report</b> <b>24 May 2016</b>	
<b>Report of:</b> Zena Cooke, Corporate Director Resources	<b>Classification:</b> Unrestricted
<b>Exercise of Commissioners Discretion</b>	

<b>Lead Member</b>	Rachel Saunders
<b>Originating Officer(s)</b>	Everett Haughton
<b>Wards affected</b>	All wards
<b>Key Decision?</b>	No
<b>Community Plan Theme</b>	<b>One Tower Hamlets</b>

## **EXECUTIVE SUMMARY**

This report sets out details of decisions made under the exercise of Commissioners Discretion. Such decisions are required to be the subject of a noting report at a subsequent Commissioners Decision Meeting in Public.

## **RECOMMENDATIONS:**

The Commissioners are recommended to:

1. Confirm their decisions under Commissioners Discretion as set out in appendix 1.

### **1. REASONS FOR THE DECISIONS**

- 1.1 Agreed procedures require that reports be submitted to Commissioners Decision Meetings in Public to confirm/note grant funding decisions taken under Commissioners Discretion.
- 1.2 The reporting of decisions taken under Commissioners Discretion assists in ensuring that Members and Public are made aware of, and therefore able to scrutinise Commissioners decisions.

### **2. ALTERNATIVE OPTIONS**

- 2.1 Agreed procedure requires decisions taken under Commissioners Discretion to be presented to a Commissioners Decision Meeting in Public.

- 2.2 To deviate from this procedure would require a sound reason. It is not considered that there is any such reason, have due regard of the need to ensure that Members are kept informed of all decisions made by Commissioners under their discretionary powers.

### **3. DETAILS OF REPORT**

- 3.1 The decisions made under Commissioners discretion are set out in the attached appendix 1. These decisions relate to Emergency Funding and Home Repairs Grant applications considered outside of Decision Making Meetings in Public.

- 3.2 These decisions were taken outside of scheduled meetings in public in order that grants awarded to organisations that are facing emergencies can be made in a timely manner.

### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 On the 16<sup>th</sup> March 2016 and 3<sup>rd</sup> May 2016 Commissioners considered grant requests totalling £63,937.56 - these are detailed in Appendix 1 attached. A total of £24,837.56 (£12,358 in the form of a loan) of the requests was approved and £39,100 was rejected. The amounts approved will be funded through existing budgets within the 'Home Improvement grants' budget and 'Emergency Funding' provision.

### **5. LEGAL COMMENTS**

- 5.1. Whilst the Commissioners are empowered to exercise their discretion in private, agreed procedures require that such decisions should be reported to Commissioners Decision Meetings in Public for ratification. This self-imposed procedure has been implemented in the interests of transparency.
- 5.2. There are no immediate legal implications arising from this report.

### **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. This report is concerned with the notification of Commissioners decisions under their discretions; and as such has no direct One Tower Hamlets implications. The extent to which there are One Tower Hamlets considerations arising from the original recommendations, these would have been addressed as part of those considerations.

### **7. BEST VALUE (BV) IMPLICATIONS**

7.1 Best Value implications associated with each of the Commissioners discretions as set out in Appendix would have been identified and evaluated as an integral part of the process which led to the decisions.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

8.1 There is no sustainable action for a greener environment implications arising from this report.

## **9. RISK MANAGEMENT IMPLICATIONS**

9.1 The risk management implications associated with each of the Commissioners discretions as set out in Appendix 1 would have been identified and evaluated as an integral part of the process which led to the decisions.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

10.1 Crime and disorder reduction implications, if any, associated with the decisions as set out in Appendix 1 would have been an integral part of the process which led to the decisions.

## **11. SAFEGUARDING IMPLICATIONS**

11.1 Safeguarding implications including risks or benefits, if any, associated with each of the decisions as set out in Appendix 1 would have been identified and evaluated as an integral part of the process which led to the decisions

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- NONE

#### **Appendices**

- Appendix 1 – details of the decisions made under the Commissioners discretionary powers

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

- None

#### **Officer contact details for documents:**

- N/A

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## EXERCISE OF COMMISSIONERS DISCRETION

The following decisions were made by Commissioners outside of a meeting in public. In accordance with agreed procedure this information is being formally presented to the Commissioners Decision In Public Meeting of 24 May 2016

Date Considered	Name of Grant & Description	Organisation / Recipient	Decision	Grant Requested	Amount Awarded	Directorate	Officer Contact
16 March 2016	Home Repairs Grants	5 x individual grants as set out below:	Agreed				
		1 - Mr B – Installation of hot water immersion heater along with 3 x storage heaters - £2598.36 inclusive fees		£2598.36 inclusive fees	£2,598.36	D & R	Martin Ling X 0469
		2 - Mrs D – Installation of new combination boiler - £3628.50 inclusive fees		£3628.50 inclusive fees	£3,628.50	D & R	
		3 - Ms T – New boiler hot water cylinder – £2300.00 inclusive fees		£2300.00 inclusive fees	£2,300.00	D & R	
		4 - Ms B – Ceiling track hoist warranty - £547.52 inclusive fees		£547.52 inclusive fees	£547.52	D & R	
		5 - Ms M – Stair-lift warranty - £285.18 inclusive fees		5 - Ms M – Stair-lift warranty £285.18 inclusive	£285.18	D & R	

<b>Date Considered</b>	<b>Name of Grant &amp; Description</b>	<b>Organisation / Recipient</b>	<b>Decision</b>	<b>Grant Requested</b>	<b>Amount Awarded</b>	<b>Directorate</b>	<b>Officer Contact</b>
3 May 2016	Emergency Funding – Phase 6	Praxis	Approved	£15,158	£3,120	Resources	Mohammed Ahad 020 7364 2762
3 May 2016		East London Asian Family Counselling	No funding approved	£20,000	£0	Resources	Mohammed Ahad 020 7364 2762
3 May 2016	Emergency Funding – Phase 7	Women's Environmental Network	Loan approved	£19,420	£12,358 (Loan)	Resources	Mohammed Ahad 020 7364 2762



<p><b>Commissioner Decision Report</b> 24<sup>th</sup> May 2106</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Aman Dalvi - Corporate Director of Development &amp; Renewal</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Stepney City Farm Accessibility Improvement Works</b></p>	

<b>Originating Officer(s)</b>	Jonathan Taylor
<b>Wards affected</b>	Stepney
<b>Key Decision?</b>	No
<b>Community Plan Theme</b>	<b>A Great Place to Live</b>

## Executive Summary

This report relates to the release of £36,000 to Stepney City Farm to deliver accessibility improvement works at the farm. The proposed works will meet an identified need to upgrade the pathways to ensure inclusivity for all areas of the farm. The improvements will open up areas of the farm for improved usage and allow mobility for wheelchairs and pushchairs around the whole site. This will enable the Farm to provide an improved service to the local community, primarily school children and volunteers, but also the elderly and disabled who utilise the farm services.

Project funding for the improvement works has been secured through a s106 contribution associated with the nearby Ocean Estate Redevelopment. The proposals comply with the terms of Paragraph 1, Schedule Eighteen of the s106 agreement relating to the Ocean Estate redevelopment (planning ref PA/09/02584 and PA/09/02585 and PA/11/01294) as varied on 6th February 2014 (ref PA/13/00730).

The terms of the s106 agreement required the projects to be identified and agreed with the Developer, with the scope of the 'improvement works to Ben Johnson Road or other improvement works in the vicinity of the Ocean Estate'. Approval for the projects, including up to £121,000 for improvement works at Stepney City Farm, was agreed in September 2014 and the s106 contribution received by the Council October 2014.

The £36,000 proposed funding is split over two parts:

- i: Accessibility Audit to identify the improvement works - £1,080; and
- ii: Delivery of Works - £34,920.

The Planning Contributions Overview Panel approved the funding of the Accessibility Audit (£1,080) in February 2015 and Accessibility Improvement Works (£34,920) in October 2015.

**Recommendations:**

The Commissioners are recommended to:

1. Approve the grant funding of £36,000 to Stepney City Farm to improve the pathways and surfaces around the farm and ensure the community facility is accessible to all.

## **1. REASONS FOR THE DECISIONS**

- 1.1 Stepney City Farm is a working farm and community meeting place and provides opportunities for children and adults to meet farm animals, learn how to grow food and try out arts and crafts. The farm also hosts school groups four days a week during term time as well as activities during the school holidays. Local residents formed the charity Stepney City Farm in 2009 and lease the land from the Council. The farm is on land owned by the Council as trustee for the King George's Fields, Mile End charity.
- 1.2 The proposed accessibility improvements will meet an identified need to improve access around the farm and enable the farm to provide an improved service to the local community, primarily school children and volunteers, but also the elderly and disabled who utilise the farm services. The grant funding is to be supplemented with additional funding secured by Stepney City Farm to deliver site wide pathway and drainage improvements.
- 1.3 The approval of this report, which includes funding for improvements at Stepney City Farm, will provide the following benefits:
- The release of £36,000 from the s.106 contribution provides Stepney City Farm with the funding it requires for the accessibility improvements
  - It will enable Stepney City Farm to access additional funding from Veolia Environmental Trust (Veolia funding criteria requires at least 20% of project funding to be already secured)
  - It will allow the Farm the ability to expand the tour programme and to be fully inclusive to the whole community
  - The improvements will reduce the Farm's on-going maintenance expenditure as the current wood chip pathways require regular top up
  - It will ensure that the finances are spent in accordance with the s106 obligation and deliver projects as agreed with the s106 contributors
- 1.4 The project has been identified and agreed with the s106 contributors, prior to release of the funds to Tower Hamlets in accordance with the s106 agreement.
- 1.5 The project was approved by the Planning Contributions Overview Panel (PCOP) in February 2015 (Accessibility Audit) and in October 2015 (Accessibility works). The Project Initiation Documents (PID) are presented in Appendix A – Accessibility Audit PID, and Appendix B – Accessibility Improvement Works PID.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The finances have been secured through the s106 process with the projects identified and agreed with the s106 contributors prior to release of the finances to the Council, with up to £121,000 ring-fenced for improvement works to the farm.
- 2.2 The projects have been agreed with Stepney City Farm and based on their needs £36,000 of the £121,000 has been identified for the accessibility works.
- 2.3 The total cost of delivering the accessibility improvements is anticipated to be £55,000, with additional funding requirements being sought by Stepney City Farm from the Veolia Environmental Trust.
- 2.4 Whilst Stepney City Farm are confident of securing the finances from the Veolia Environmental Trust, and the proposals meet the Veolia Environmental Trust eligibility criteria, should the Veolia Environmental Trust bid be unsuccessful the farm would be responsible for seeking alternative funding options.

## **3. DETAILS OF REPORT**

- 3.1 Stepney City Farm is a working farm and community meeting place and provides children and adults with an opportunity to meet farm animals, learn how to grow food and try out arts and crafts. The farm also hosts school groups four days a week during term time as well as activities during the school holidays.
- 3.2 The Farm provides a valuable outdoor experience for visitors of all backgrounds and ages. The access improvement works that are proposed will deliver improvements for the farm to be inclusive and accommodate all disabled people as well as those with children and pushing prams or buggies.
- 3.3 The existing situation at the farm presents difficulties in the terrain the accessibility improvement works would include:
  - removal of the current wood chip pathway (currently topped up regularly to a depth of approximately 6 inches)
  - installation of a sub-base for new path surface
  - drainage improvement works to identified areas of the site
  - rubber bonded mulch surface (50mm thick)
  - level improvements from the kerbs to pathways

- 3.4 The £36,000 proposed for the accessibility improvement works is to be funded through s106 contributions. The proposals comply with the terms of Paragraph 1, Schedule Eighteen of the s106 agreement relating to the Ocean Estate redevelopment (planning ref PA/09/02584 and PA/09/02585 and PA/11/01294) as varied on 6th February 2014 (ref PA/13/00730).
- 3.5 The variation undertaken in February 2014 was a result of the developer's inability to fulfil the sustainability requirements of the planning permission.
- 3.6 The February 2014 agreement obliged the developer to pay the Council a £250,000 'Ben Johnson Road Contribution' for carrying out Ben Johnson Road Improvement Works: *"improvement works to Ben Johnson Road or other improvement works in the vicinity (within or adjacent to Ocean Estate) to be carried out by the Council in accordance with a scheme to be approved ...in accordance with Schedule 18 of this agreement"*.
- 3.7 Schedule 18 required the Council to prepare a proposed scheme and submit it for approval by the s.106 Contributors. The financial contribution was paid to the Council in two £125,000 equal shares from each developer on approval of the proposed scheme, which reflected the intentions of all parties for the contribution to be used towards sustainability projects. The £36,000 funding for the Stepney City Farm accessibility improvement works will be drawn from the £250,000 contribution.
- 3.8 The proposed scheme was approved by both parties in September 2014 and the Council received payment totalling £250,000 in two £125,000 instalments from the developers on 15/10/2014 and 31/10/2014.
- 3.9 The September 2014 approved scheme included up to £121,000 being ring-fenced for improvement works to the farm.
- 3.10 The initial plans for the improvement works to the Farm included £11,000 allocated to accessibility improvements (Accessible pathway to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience), of which £900 (+vat) was to fund the accessibility audit to inform the works to be undertaken.
- 3.11 In order to deliver comprehensive improvement works to the pathways, as identified in the accessibility audit, the £25,000 initially proposed for renewable energy technologies has been reallocated to accessibility improvements. The renewable energy proposals are not considered feasible due to recent Government (Department for Energy and Climate Change) changes to renewable energy subsidies (FiT subsidy reduction of 87% from 1st January 2016) which have resulted in the delivery of renewable energy on site not being cost-effective.
- 3.12 Therefore the total budget available for the accessibility improvement works from the s106 contribution is £36,000. The cost of delivering the accessibility improvements is anticipated to be £55,000, with additional funding

requirements being sought by Stepney City Farm from the Veolia Environmental Trust.

- 3.13 The £36,000 funding is split over two parts: Accessibility Audit - £1,080; Delivery of Works - £34,920. The Planning Contributions Overview Panel (PCOP), following legal review and development of a Project Initiation Document (PID), approved the funding of the Accessibility Audit (£1,080) in February 2015 and Accessibility works (£34,920) in October 2015.
- 3.14 The need to provide the accessibility improvements was identified and agreed with the s.106 contributors prior to the funds being released to the Council. An outline of proposed works was submitted to the parties for agreement and approval was granted in September 2014 with the s106 contribution received by the Council in October 2014.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report seeks the approval of the Commissioners to release funding of £36,000 of specific Section 106 resources to Stepney City Farm as a contribution towards works to improve accessibility to the site. The Section 106 contribution will be used to part fund the works, with additional financing being sought from the Veolia Environmental Trust.
- 4.2 This proposal will utilise an element of the Section 106 resources that have been secured in relation to a specific development on the Ocean Estate. The developers have met their Section 106 obligations and as a result resources totalling £250,000 are held by the Council to be applied in accordance with the terms of the Section 106 agreement. As part of the process, the proposed use of resources has been approved by the Section 106 contributors.
- 4.3 At the Decision Making Meeting held on 20<sup>th</sup> May 2015, the Commissioners approved an allocation of £50,000 of these ringfenced Section 106 resources to provide Stepney City Farm with a match funding contribution to enable it to secure resources from the Big Lottery to develop an Ecopod classroom on the site.
- 4.3 As a Section 106 payment in respect of a capital project, in order that the funds can be released this scheme will need to be included within the capital programme in accordance with the Council's Financial Regulations. As the sum is below the threshold of £250,000 delegated to the Corporate Director, if the proposal is approved, the capital estimate can be adopted via a Corporate Director's Action.

#### **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 this payment. Therefore the payment is discretionary and is 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 31<sup>st</sup> 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 The payment of the grant is 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 and the general power of competence supports the payment of the grant.
- 5.7 In fact, the payment of the grant support the public sector Equality Duty under section 149 of the Equalities Act 2010 ('the 2010 Act'). This duty requires public authorities, when carrying out their public functions, to have due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. One of the protected characteristics is disability. It is noted that Stepney City Farm hosts school groups four days a week during term time as well as activities during the school holidays. The Council has a variety of education functions and pursuant to section 88 of the 2010 Act the Council has a duty to develop accessibility strategies to facilitate better access to education for disabled pupils. The payment of this grant supports this duty.
- 5.8 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. Best Value considerations have also been addressed in paragraph 12 of the report.

- 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 proposed grant falls under the *de minimis* threshold for the purposes of European restrictions on State aid.
- 5.11 As stated in 5.7 above, 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 proposed accessibility improvements will meet an identified need at the Farm to improve inclusivity and accommodate all disabled people as well as those with children and pushing prams or buggies. This will enable the Farm to provide an improved service to the local community, school children and volunteers, but also the elderly and disabled who utilise the farm services.
- 6.2. The proposals would not adversely affect people with protected characteristics and would enhance the current facility for the entire community to enjoy and benefit.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 The delivery of this project ensures the Council meets its s106 obligations and spends funds in accordance with the agreement.
- 7.2 The funding enables Stepney City Farm to access additional funding from Veolia Environmental Trust (Veolia funding criteria requires at least 20% of project funding to be already secured). This is considered to offer best value to the Council as it is both an effective and economic way to deliver site wide improvement by allowing access to additional funding.



## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 The new pathway surface to be delivered at the Farm will be made of 100% recycled rubber and offers a sustainable choice with low carbon footprint. The rubber is also porous and will help deliver improvements to drainage at the farm.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 There is a risk that if the project is not approved, the benefits identified in sections 1 and 3 will not be realised to the detriment of the local community, visitors and volunteers.
- 9.2 The total cost of delivering the accessibility improvements is anticipated to be £55,000, with additional funding requirements being sought by Stepney City Farm from the Veolia Environmental Trust.
- 9.3 Whilst Stepney City Farm is confident of securing the finances from Veolia as the proposals meet the eligibility criteria, should the Veolia bid be unsuccessful the farm would seek alternative funding options.
- 9.4 Without approval of the project the criteria for accessing additional funding would not be met and the Farm would lose the ability to improve inclusivity at the farm. In addition the Council's s106 obligations would not be met as the finances have been ring-fenced specifically for works at the farm.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 There are no crime or disorder implications.

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 The Stepney City Farm is an established community asset and a registered charitable organisation.
- 11.2 There are no safeguarding implications

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## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- NONE

### **Appendices**

- A - Accessibility Audit Project Initiation Document

- B – Accessibility Improvement Works Project Initiation Document

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

- NONE

**Officer contact details for documents:**

- NONE

**PROJECT INITIATION DOCUMENT**

**January 2015**

**Stepney City Farm Access Audit**

## Project Initiation Document (PID)

<b>Project Name:</b>	Stepney City Farm		
<b>Project Start Date:</b>	Jan 2015	<b>Project End Date:</b>	Jan 2016
<b>Relevant Heads of Terms:</b>	Environment and public Realm		
<b>Responsible Directorate:</b>	Development and Renewal		
<b>Project Manager:</b>	Jonathan Taylor		
<b>Tel:</b>	02073645812	<b>Mobile:</b>	
<b>Ward:</b>	Stepney		
<b>Delivery Organisation:</b>	Stepney City Farm		
<b>Supplier:</b>	Proudlock Associates		
<b>Amount of S106 available for this Project:</b>	£1080		
<b>S106 Planning Agreement Number(s):</b>	PA/13/00730		
<b>Date of Approval:</b>	6th February 2014		

### Distribution List

Organisation	Name	Title
LBTH D&R	Aman Dalvi	Corporate Director
LBTH D&R	Owen Whalley	Service Head – Planning and Building Control
LBTH D&R	Dave Clark	Head of Programmes, Performance and Accountability
LBTH D&R	Andy Scott	Acting Service Head – Economic Development
LBTH D&R	Anne-Marie Berni	Infrastructure Planning Manager
LBTH Legal	Fleur Francis	Principal Planning Lawyer
LBTH D&R	Anna McGill	Planning Obligations Officer
LBTH D&R	Helen Green	Planning Obligations Officer
LBTH D&R	Andy Simpson	S106 Programme Manager
LBTH CLC	Gulshana Khatun	CLC S106 Project Manager

### Related Documents

ID	Document Name	Document Description	File Location
<b>If copies of the related documents are required, contact the Project Manager</b>			
	Proposal for Access Consultancy	Scope of works and fee proposal for undertaking Access audit	M:\STRAT & INNOV\SUSTAINABLE DEVELOPMENT\SUS DEV PROJECTS\S106 Ocean Estate\Stepney City Farm

## CONTENTS

PROJECT INITIATION DOCUMENT .....	1
1.0 Purpose of the Project Initiation Document .....	5
2.0 Section 106 Context .....	5
3.0 Legal Comments .....	6
4.0 Overview of the Project .....	7
5.0 Business Case.....	7
6.0 Approach .....	7
7.0 Deliverables.....	8
8.0 Local Employment and Enterprise Opportunity .....	8
9.0 Project Budget.....	<b>Error! Bookmark not defined.</b>
10.0 Benefits Realisation.....	9
11.0 Governance and Organisational Structure .....	10
12.0 Project Reporting Arrangements .....	10
13.0 Quality Statement.....	11
14.0 Key Project Stakeholders .....	11
15.0 Stakeholder Communications.....	11
16.0 Key Risks .....	11
17.0 Project Approvals .....	12
18.0 Project Closure .....	13
Lessons learnt .....	14

## **1.0 Purpose of the Project Initiation Document**

- 1.1 This document provides details of the proposal for Stepney City Farm which will entail an access audit for the community farm to identify measures to provide better public access and promote more use of the space. The current pathways around the site are not considered to be DDA compliant with varying levels and surfaces present.
- 1.2 Stepney City Farm is a working farm and community meeting place and provides opportunities for children and adults a chance to meet farm animals, learn how to grow food and try out arts and crafts. The farm also hosts a farmers' market, a café and shop.
- 1.3 The audit would be an appraisal of access, egress and accessibility of all public facilities and services including external walkways and seating, exhibit information, signage.
- 1.4 The access audit will identify barriers to access for disabled people and make recommendations for improvements. A detailed report will be produced setting out a set of recommendations.
- 1.5 The works will enhance the local communities ability to use the farm and associated facilities.

## **2.0 Section 106 Context**

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations / S106 agreements are legal agreements negotiated, between an LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 The Directorate of Development and Renewal in Tower Hamlets Council has put in place a corporate structure, leading to a transparent process for assessment, negotiation, agreement, expenditure and monitoring of section 106 resources.
- 2.3 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the development at the Ocean Estate

development (PA/13/00730).

- 2.4 The agreement obliged the Developer to pay the Council a £250,000 "Ben Johnson Road Contribution" for carrying out the Ben Johnson Road Improvement Works: *"improvement works to Ben Johnson Road or other improvement works in the vicinity (within or adjacent to Ocean Estate) to be carried out by the Council in accordance with a scheme to be approved by Bellway and East Thames Homes in accordance with Schedule 18 of this agreement"* .
- 2.5 Schedule 18 required the council to prepare a proposed scheme within 8 months of the date of the agreement and to submit for approval by Bellway and East Thames Homes. The financial contribution was to be paid to the Council in two £125,000 equal shares from each developer on approval of the proposed scheme.
- 2.6 In September 2014 the Council submitted the proposed scheme to Bellway and East Thames Homes. The scheme was approved by both parties in September 2014.
- 2.5 The Council received payment totalling £250,000 in 2x £125,000 payments from both the respective developers on 15/10/2014 and 31/10/2014.
- 2.6 The s106 requires the Council shall commence the improvements no later than eight months following approval of the proposed scheme, therefore the expiry for this contribution is 28<sup>th</sup> May 2015.
- 2.7 It is proposed to use £1080 of this contribution.

### **3.0 Legal Comments**

- 3.1 This PID complies with the terms of the s106 deed of variation entered into in connection with the development at Ocean Estate pursuant to PA/13/00730, and reflects the parties intentions at that time that the contribution detailed would be used towards improvement works to Ben Johnson Road or other improvements in the vicinity (within or adjacent to Ocean Estate). The agreement required the Council to agree the proposed scheme with Bellway and East Thames Homes and this PID confirms that this approval has been provided.
- 3.2 In terms of the public sector equality duty set out at s149 of the Equality Act 2010, it should also be noted that the scheme itself will have a positive impact on those with disabilities by providing equality of access to this facility.



- 3.3 These comments are limited to addressing compliance with the terms of the s106 agreement (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate

#### 4.0 Overview of the Project

- 4.1 This PID relates to the release of £1080 set aside to deliver improvements to Ben Johnson Road and its immediate environs. The proposed access audit is the initial piece of work required to deliver the improvements to the pathways around Stepney City Farm. The project to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience has been identified and agreed with both East Homes Limited and Bellway Homes Limited prior to release of the funds to Tower Hamlets. The £900 is part of the £11,000 agreed with the farm and contributors to be spent on delivering an *'accessible pathway to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience'*.

#### 5.0 Business Case

- 5.1 Paragraph 1 of section 2.3.6 of the S106 agreement required the proposed scheme for improvement works to be submitted to and agreed with Bellway Homes Limited and East Homes Limited prior to the funds being release to Tower Hamlets. This was undertaken and an outline of proposed works submitted to the parties for agreement (See Appendix A).
- 5.2 The commencement of the works, and undertaking of the Access Audit to begin the process of delivering projects from the fund, is considered in accordance with part 3 of para 2.3.6 of the S106 which requires the Council to commence the improvement works no later than eight months following approval of the proposed scheme.
- 5.3 The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.

#### 6.0 Approach

- 6.1 The project will be executed by Stepney City Farm who have undertaken the procurement process in accordance with their procedures and included the attainment of 3 quotes for the works. Quotes have been obtained from three disability, access and equality specialists.

- 6.2 A project manager will be appointed to monitor the works and sign them off when completed

## 7.0 Deliverables

- 7.1 The access audit will quantitatively and qualitatively assess how well the location performs in terms of inclusion, access and ease of use by a wide range of potential users. The work will include examination of any existing relevant documentation including plans, drawings, health and safety file, accident report book, previous audits, fire safety risk assessments or certificates where provided. The work will take account of any known disabled users or particular access issues that are identified and indicated prior to or during the on site inspection. The audit will identify a set of measure to improve access on and around the City Farm which will be agreed with the Council prior to delivery through further S106 funding.

## 8.0 Local Employment and Enterprise Opportunity

- 8.1 Stepney City Farm have obtained quotes have been obtained from three disability, access and equality specialists. The access audit will identify measure to improve visitor experience and access for the local community.
- 8.2 The project will help to increase visitor numbers to the Stepney City Farm and the wider borough area adding to existing visitor attractions and facilities in this area.
- 8.3 All employment and enterprise opportunities will be explored and maximised where possible. Tower Hamlets employment and enterprise team will be contacted to help identify initiatives and opportunities for local employment for the delivery off the audits recommendations.

## 9.0 Programme Timeline

- 9.1 Project Budget

<b>Table 1</b>
<b>Financial Resources</b>

Description	Amount	Funding Source	Funding (capital/revenue)
Access Audit	£1080*	S106 - PA/13/00730	Revenue
<b>Total (including VAT)</b>	<b>£1080</b>		

\* Any residual balance after the project is delivered will be returned to the s106 portfolio

## 9.2 Financial Profiling

Table 2									
Financial Profiling									
Description	14/15				15/16				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Access Audit				£1080					
<b>Total</b>									<b>£1080</b>

## 9.3 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Access Audit	£1080	February 2015
<b>Total</b>		<b>£1080</b>	

## 9.4 Realisation

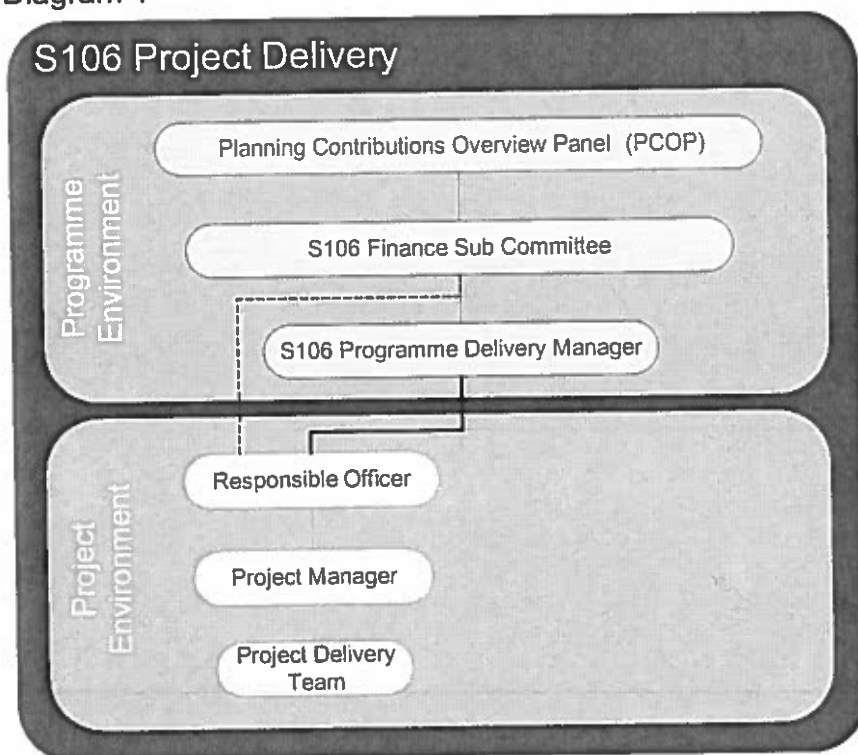
Table 4	
Benefit	Measure
The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.	
.	

Table 4	
Benefit	Measure

## 10 Governance and Organisational Structure

The governance structure that provides for the delivery of programme/project funded in whole or in part by S106 resources is set out in diagram 1 below.

Diagram 1



Project Manager to complete the following - The governance arrangements for this project is set out below:

- Project Sponsor – Abdul Khan
- Project Manager – Jonathan Taylor

## 11 Project Reporting Arrangements

Table 7

Group	Attendees	Reports/Log	Frequency
Stepney City Farm	Jonathan Taylor, Katherine Sharp	Project development , programme and implementation	Monthly Meetings

**12. Quality Statement**

12.1 The access audit will conform with Stepney City Farm controls, policies and procedures.

**13. Key Project Stakeholders**

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
Stepney City Farm	Accountable for the successful delivery of project as well as maintenance of the site.	Email, phone	weekly

**14. Stakeholder Communications**

14.1 To the key stakeholders that have made a large contribution into this project will be kept in touch with as different projects are delivered through the S106.

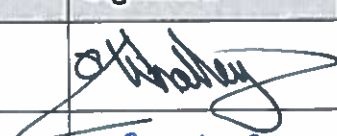

**15. Key Risks**

15.1 The key risks to this project are provided in the Table 9 below.

Table 9
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Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Commencement of works in accordance with S106 requirements	Works to commence within 8 months of receiving funds (25 <sup>th</sup> May 2015)	Loss of £250,000 funding	Access audit confirmed and works ready to commence asap from date release of funding	1	3	3
2							
3							

## 16. Project Approvals

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, <i>Name, Title</i> . The risks identified are understood and acknowledged.			
Role	Name	Signature	Date
Delegated PCOP Chair	Owen Whalley		25/04/16
<del>Acting Service Head, Resources</del>	<del>Dave Clark</del> CHRIS HOUNK		21/4/16

**PROJECT INITIATION DOCUMENT**

**October 2015**

**Stepney City Farm Access Audit:  
Improvement Works**

## Project Initiation Document (PID)

<b>Project Name:</b>	Stepney City Farm		
<b>Project Start Date:</b>	November 2015	<b>Project End Date:</b>	Jan 2016
<b>Relevant Heads of Terms:</b>	EIST		
<b>Responsible Directorate:</b>	Development and Renewal		
<b>Project Manager:</b>	Jonathan Taylor		
<b>Tel:</b>	02073645812	<b>Mobile:</b>	
<b>Ward:</b>	Stepney		
<b>Delivery Organisation:</b>	Stepney City Farm		
<b>Supplier:</b>	LBTH		
<b>Amount of S106 available for this Project:</b>	£34,920		
<b>S106 Planning Agreement Number(s):</b>	PA/13/00730		
<b>Date of Approval:</b>	29 <sup>th</sup> October 2015		



### Distribution List

Organisation	Name	Title
LBTH – D&R	Aman Dalvi	Corporate Director
LBTH – D&R	Owen Whalley	Service Head – Major Project Development
LBTH – D&R	Dave Clark	Head of Programmes, Performance & Accountability
LBTH - D&R	Andy Scott	Interim Service Head – Economic Development
LBTH – D&R	Matthew Pullen	(Acting) Development Implementation Team Leader
LBTH – D&R	Helen Green	S106 Programme Coordinator
LBTH – Legal	Gillian Dawson	Principal Planning Lawyer
LBTH Legal	Marcus Woody	Planning Lawyer
LBTH - D&R	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH - CLC	Afiya Begum	Strategy, Policy & Performance Officer
LBTH - D&R	Anna McGill	S106 Planning Obligations Officer
LBTH CLC	Thorsten Dreyer	Strategy & Business Development Manager - Culture, Public Realm and Spatial Planning

### Related Documents

ID	Document Name	Document Description	File Location
<b>If copies of the related documents are required, contact the Project Manager</b>			

## CONTENTS

PROJECT INITIATION DOCUMENT .....	1
1.0 Purpose of the Project Initiation Document .....	5
2.0 Section 106 Context .....	5
3.0 Legal Comments .....	6
4.0 Overview of the Project .....	7
5.0 Business Case.....	9
6.0 Approach .....	9
7.0 Deliverables.....	9
8.0 Local Employment and Enterprise Opportunity .....	9
9.0 Project Budget.....	<b>Error! Bookmark not defined.</b>
10.0 Benefits Realisation.....	11
11.0 Governance and Organisational Structure .....	11
12.0 Project Reporting Arrangements .....	12
13.0 Quality Statement.....	12
14.0 Key Project Stakeholders .....	13
15.0 Stakeholder Communications.....	13
16.0 Key Risks .....	13
17.0 Project Approvals .....	14
18.0 Project Closure .....	15
Lessons learnt .....	16

## **1.0 Purpose of the Project Initiation Document**

- 1.1 This document provides details of the proposal for Stepney City Farm to provide better public access and promote more use of the space. The current pathways around the site are not considered to be DDA compliant with varying levels and surfaces present.
- 1.2 Stepney City Farm is a working farm and community meeting place and provides opportunities for children and adults a chance to meet farm animals, learn how to grow food and try out arts and crafts. The farm also hosts a farmers' market, a café and shop.
- 1.3 The proposals include improvements to surfaces to facilitate access, egress and accessibility to all areas and facilities at the farm.
- 1.4 The proposals are based on the findings of the access audit, undertaken by the farm which identified barriers to access for disabled people and made recommendations for improvements.
- 1.5 The works will enhance the local community's ability to use the farm and associated facilities.

## **2.0 Section 106 Context**

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations / S106 agreements are legal agreements negotiated, between an LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 The Directorate of Development and Renewal in Tower Hamlets Council has put in place a corporate structure, leading to a transparent process for assessment, negotiation, agreement, expenditure and monitoring of Section 106 resources.
- 2.3 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed provisions of a the Deed dated 6 February 2014 creating Planning Obligations and undertakings for the development at the Ocean Estate development (PA/13/00730).

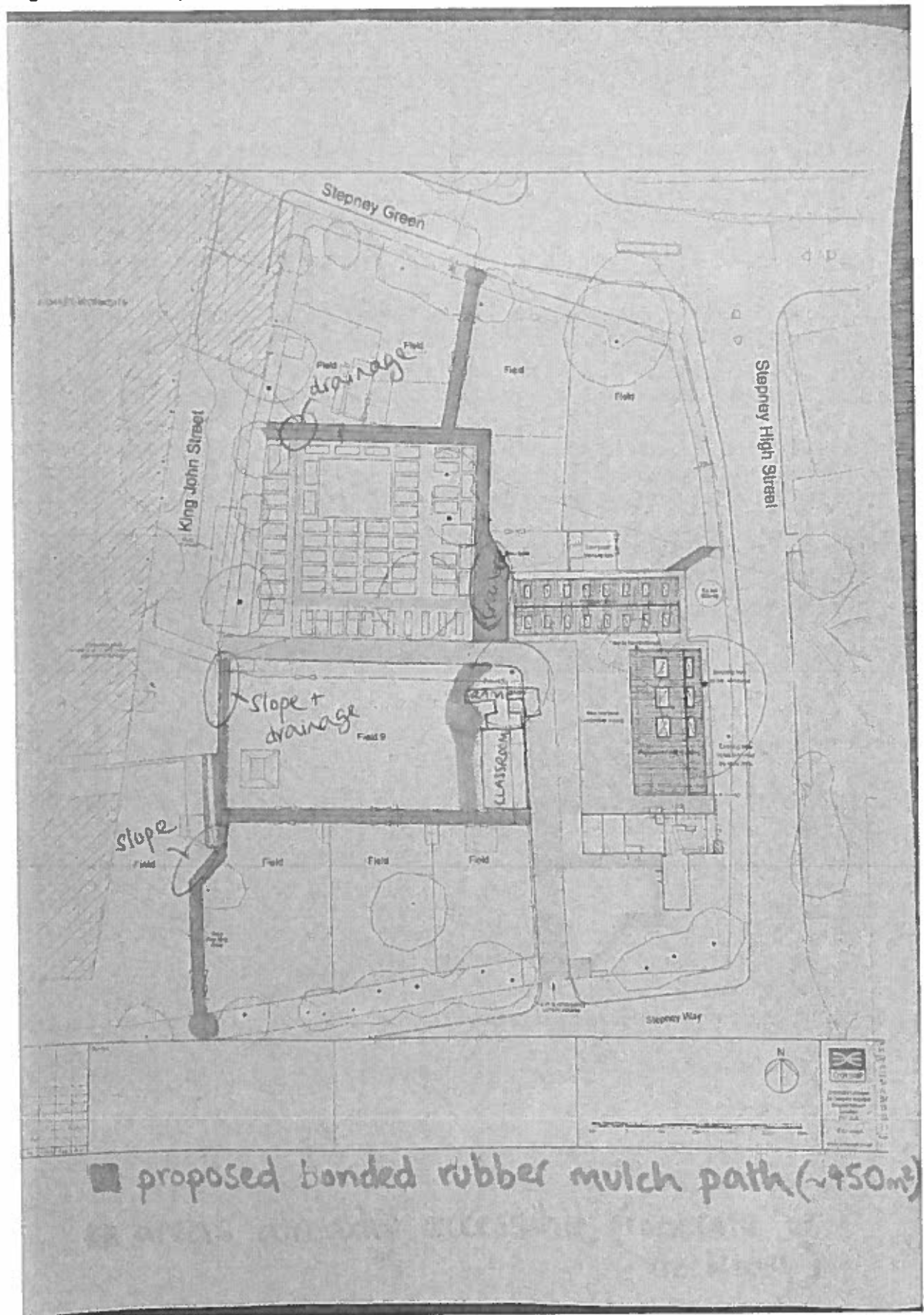
- 2.4 The agreement obliged the Developer to pay the Council a £250,000 "Ben Johnson Road Contribution" for carrying out the Ben Johnson Road Improvement Works: *"improvement works to Ben Johnson Road or other improvement works in the vicinity (within or adjacent to Ocean Estate) to be carried out by the Council in accordance with a scheme to be approved by Bellway and East Thames Homes in accordance with Schedule 18 of this agreement"*.
- 2.5 Schedule 18 required the council to prepare a proposed scheme within 8 months of the date of the agreement (i.e. by 6 September 2014) and to submit for approval by Bellway and East Thames Homes. The financial contribution was to be paid to the Council in two £125,000 equal shares from each developer on approval of the proposed scheme.
- 2.5 In September 2014 the Council submitted the proposed scheme to Bellway and East Thames Homes. The scheme was approved by both parties in September 2014, with up to £121,000 ring-fenced for improvement works to the farm.
- 2.6 The Council received payment totalling £250,000 in 2x £125,000 payments from both the respective developers on 15/10/2014 and 31/10/2014.
- 2.7 From the £121,000 allocated to the farm, £1080 funded an access audit in March 2015. It is proposed to use £34,920 of the residual balance to deliver the capital works that were identified in the access audit.
- 2.8 The s106 requires the Council shall commence the improvements no later than eight months following approval of the proposed scheme, therefore the deadline was by 28<sup>th</sup> May 2015 (however the agreement itself does not require the Council to refund any of the contribution if it failed to start the works). Works commenced in March 2015, when access audit was undertaken.
- 3.0 Legal Comments**
- 3.1 This PID complies with the terms of the s106 agreement referred to paragraph 2.3 above. It reflects the parties' intentions at that time that the monies to be spent would be used towards access improvements approved by Bellway Homes and East Homes Limited. The improvements contemplated by this PID have been so approved and so we are satisfied that the spending of the contribution on them accords with the purpose for which it was paid.
- 3.2 These comments are limited to addressing compliance with the terms of the s106 agreement (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately

if appropriate.

#### **4.0 Overview of the Project**

- 4.1 This PID relates to the release of £34,920 set aside to deliver improvements to Ben Johnson Road and its immediate environs. The improvements to the pathways around Stepney City Farm will provide an accessible route around the farm to improve visitor experience, as agreed with both East Homes Limited and Bellway Homes Limited prior to release of the funds to Tower Hamlets.
- 4.2 As previously noted the allocation of finances to the farm from the overall £250,000 S106 contribution was £121,000, split into delivering 4 main projects.
- 4.3 Historically only £11,000 was allocated to accessibility improvements (Accessible pathway to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience), of which £900 (+vat) was to fund the accessibility audit to inform the works to be undertaken. A budget of £25,000 was allocated to a Renewable Energy, however this can no longer be implemented as recent Government (Department for Energy and Climate Change) changes to renewable energy subsidies (FiT subsidy reduction of 87% from 1<sup>st</sup> January 2016) has resulted in the delivery of renewable energy on site not being cost-effective.
- 4.4 It is therefore agreed to allocate this £25,000 to the Accessibility improvement works project to enable the delivery of more comprehensive and intensive improvements works to the pathways, as identified in the audit. The total budget available will be £34,920.
- 4.5 The improvements will include the delivery of a recycled rubber mulch pathway and cover the areas shown in Figure 4.1.
- 4.6 The total for the proposed works is anticipated to be approximately £55,000. The additional funds for delivery of the works are being sought by Stepney City Farm from the Veoila Environmental Fund. The pathway improvement works are considered to meet the eligibility criteria and requirements of the Veoila Environmental Fund and Stepney City Farm are confident of securing the additional funds to deliver a comprehensive upgrade to the pathways. Should the additional funds not be available the Sustainable Development team will agree a smaller improvement package for the farm to deliver.
- 4.5 It is proposed the £34,920 is given to the farm through a grant and an appropriate clause attached to the release of the funds, either demonstrating additional funds have been secured or agreeing a reduced scope of works.

Figure 4.1 – Proposed Pathway Improvements



## **5.0 Business Case**

- 5.1 Paragraph 1 of section 2.3.6 of the S106 agreement required a proposed scheme for improvement works to be submitted to and agreed with Bellway Homes Limited and East Homes Limited prior to the s106 funds being release to Tower Hamlets. This was undertaken and an outline of proposed works submitted to the parties for agreement (See Appendix A).
- 5.2 The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.

## **6.0 Approach**

- 6.1 The project will be executed by Stepney City Farm who the will follow their procurement process in accordance with their procedures.
- 6.2 A project manager will be appointed to monitor the works and sign them off when completed.

## **7.0 Deliverables**

- 7.1 The proposed pathway works will improve the deliverables of the farm in terms of inclusion, access and ease of use by a wide range of potential users.
- 7.2 The work will include:
- Ground preparation works
  - Digging out the existing woodchip
  - Provision of 100% recycled bonded rubber mulch pathways
  - Tap boards both sides of the path 100mm tall
  - Drainage improvements (where necessary)
- 7.3 The work will take account of recommendations outlines within the access audit and deliver a set of measure to improve access on and around the City Farm.

## **8.0 Local Employment and Enterprise Opportunity**

- 8.1 The project will help to increase visitor numbers to the Stepney City Farm and the wider borough area adding to existing visitor attractions and facilities in this area.

- 8.2 All employment and enterprise opportunities will be explored and maximised where possible. Tower Hamlets employment and enterprise team will be contacted to help identify initiatives and opportunities for local employment .

## 9.0 Programme Timeline

### 9.1 Project Budget

<b>Table 1</b>			
<b>Financial Resources</b>			
<b>Description</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Funding (capital/revenue)</b>
Capital Path works	£34,920	S106 - PA/13/00730	Capital
Capital Path works	£20,080	Stepney City Farm to secure from Veolia Environmental Fund	Capital
<b>Total excluding VAT</b>	<b>£34,920</b>		

### 9.2 Financial Profiling

<b>Table 2</b>									
<b>Financial Profiling</b>									
<b>Description</b>	<b>15/16</b>				<b>16/17</b>				<b>Total</b>
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	
Pathway improvements					£34,920				£34,920
<b>Total</b>									£34,920

### 9.3 Outputs/Milestone and Spend Profile



<b>Table 3</b>			
<b>Project Outputs/Milestone and Spend Profile</b>			
<b>ID</b>	<b>Milestone Title</b>	<b>Baseline Spend</b>	<b>Baseline Delivery Date</b>
1	Pathway Improvements		July 2016
<b>Total</b>			

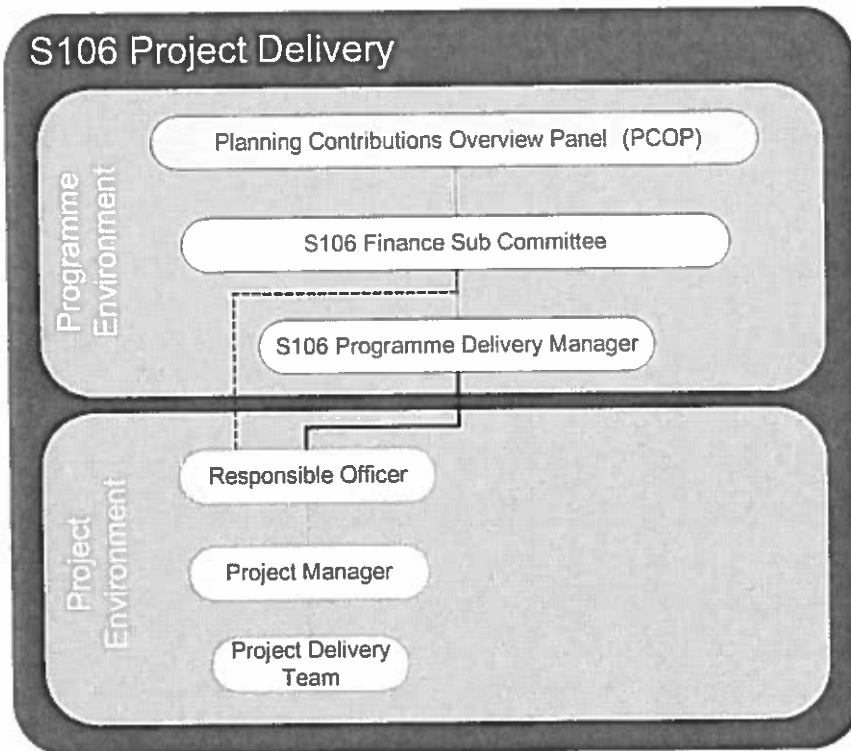
#### 9.4 Realisation

<b>Table 4</b>	
<b>Benefit</b>	<b>Measure</b>
The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.	Delivery of pathways to meet access audit requirements
.	

#### 10 Governance and Organisational Structure

The governance structure that provides for the delivery of programme/project funded in whole or in part by S106 resources is set out in diagram 1 below.

Diagram 1



Project Manager to complete the following - The governance arrangements for this project is set out below:

- Project Sponsor – Abdul Khan
- Project Manager – Jonathan Taylor

## 11 Project Reporting Arrangements

<b>Group</b>	<b>Attendees</b>	<b>Reports/Log</b>	<b>Frequency</b>
Stepney City Farm	Jonathan Taylor, Katherine Sharp	Project development , programme and implementation	Monthly Meetings

## 12. Quality Statement

- 12.1 The access improvements will conform with Stepney City Farm controls, policies and procedures.

### 13. Key Project Stakeholders

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
Stepney City Farm	Accountable for the successful delivery of project as well as maintenance of the site.	Email, phone	weekly

### 14. Stakeholder Communications

14.1 The key stakeholders that have made a large contribution into this project will be kept in touch with as different projects are delivered through the S106.


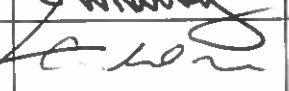
### 15. Key Risks


15.1 The key risks to this project are provided in the Table 9 below.

Table 9							
Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Delivery of works in accordance with S106 requirements	Works to designed to provide improvements to the Ben Johnson	Non-fulfillment of S106 requirements	Works identified and confirmed and ready to commence asap from date release of	1	3	3

<b>Risk No.</b>	<b>Risk</b>	<b>Triggers</b>	<b>Consequences</b>	<b>Existing Internal Controls – to be confirmed</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Total</b>
		Road and surrounding area		funding			
2							
3							

**16. Project Approvals**

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, <i>Name, Title</i> . The risks identified are understood and acknowledged.			
<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Delegated PCOP Chair	Owen Whalley		25/04/16
Service Head,	Chris Holme		21/4/16

<p><b>Commissioner Decision Report</b> 24 May 2016</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Aman Dalvi Corporate Director, Development and Renewal</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Report Title:</b> Whitechapel High Street Fund as grant to London Small Business Centre to deliver capital refurbishment and accessible workspace at 206 Whitechapel Road (SITE 2)</p>	

<b>Originating Officer(s)</b>	Duncan Brown, Strategic Project Manager, Whitechapel Delivery Team
<b>Wards affected</b>	Whitechapel, Stepney Green, Spitalfields-and-Banglatown, Bethnal Green
<b>Key Decision?</b>	Yes
<b>Community Plan Theme</b>	A great place to live; A fair and prosperous community; A safe and cohesive community

## EXECUTIVE SUMMARY

In July 2015, the Council entered into a jointly sponsored funding agreement known as the Whitechapel High Street Fund (WHSF) with the Greater London Authority (GLA) valued at £1.123 million to be spent in the geographical boundary of the Whitechapel Vision Masterplan SPD area by April 2017. The agreement consists of £520,000 awarded by the GLA matched by a £603,000 contribution from the Council (LBTH). Of this funding, £725,000 is allocated as capital funding for the refurbishment and reuse of vacant and underused spaces in order to contribute towards the delivery of workspace within the Whitechapel area.

Of the £725,000 amount, the Council has until 30<sup>th</sup> September 2016 to allocate approximately £400,000 of unspent GLA match funding towards capital projects, or it must return these monies back to the GLA. Therefore timescales are critical to project spend being delivered within this timeframe.

Following a six month pre-qualified site selection process (*Call for Spaces*) that commenced in September 2015 and bid selection process (*Call for Bids*) thereafter, this report recommends funding be released against **SITE 2** (Royal Mail Group owned vacant unit at 206 Whitechapel Road) from the Whitechapel High Street Fund as grant directly towards the London Small Business Centre, to procure and deliver refurbishment works to enable new accessible workspace provision.

## RECOMMENDATIONS

The Commissioners are recommended to:

- 1 Approve a capital grant allocation of £227,000 to the London Small Business Centre (party 1) to undertake shop front upgrades and internal refurbishment

works at the Royal Mail Group (party 2) owned unit at 206 Whitechapel Road (SITE 2) to deliver and occupy approximately 280sqm (3,010sqft) of vacant space to deliver publicly accessible workspace provision to serve the local resident community subject to a signed lease agreement of no less than 3 years between party 1 and 2.

- 2 Receive notification of final detail of grant agreement relating to 206 Whitechapel Road (SITE 2) at a future Commissioners' Decision Making Meeting in Public and authorise the Corporate Director of Development and Renewal and Corporate Director of Resources to approve the details of the agreement prior to disbursement of funds to the London Small Business Centre.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The decision is required in order that the Council (LBTH) as the accountable body on behalf of the GLA through the Whitechapel High Street funding agreement, is authorised to draw down on the monies to dispense a capital grant to a third party not for profit charitable organisation, the London Small Business Centre (LSBC). This will trigger the delivery of a refurbishment scheme to provide publicly accessible workspaces and business support functions for local residents at the 206 Whitechapel Road high street site, subject to a separate lease agreement. The result will be the delivery of the key project outputs set out as numerical targets enshrined within the Whitechapel High Street funding agreement of which the Council is a key signatory.

## **2. ALTERNATIVE OPTIONS**

- 2.1 In consultation with officers of the Council and through an advisory meeting with the Commissioners on 9<sup>th</sup> February 2016 the following options were considered prior to the grant route being chosen by officers for this selected project. The following options are considered less preferable in the method of funding delivery:
- 2.2 **Option 2 - The Council take a direct lease interest in the property and undertake capital works and procure a workspace provider.**

This approach was initially considered as the preferred route to utilise the Whitechapel High Street funding as it allowed the council to exert full control and management of spend on the proposed property at Site 2 via its existing procurement frameworks. However on further investigation and internal advice from the Council's Asset Management section it was determined that there was insufficient legal interest for the Council to obtain the head lease at 206 Whitechapel Road. Additionally in undertaking works to a third party owned property it was also deemed a disproportionate risk balanced against the scheme benefits of occupancy and in terms of liability for works.

- 2.3 **Option 3 - The Council undertake the capital works only.**  
Similar to Option 2, the Council was deemed to have an insufficient legal interest in the property at 206 Whitechapel Road to undertake capital works and associated liabilities on the third party property owned site which is beyond the direct control and ownership of the Council.
- 2.4 **Option 4 - Do nothing**  
This would risk losing a large proportion of the outstanding £400,000 of GLA capital funding towards bringing employment opportunities and business support functions to residents of the borough via new workspace delivery.

### **3. DETAILS OF REPORT**

- 3.1 The Whitechapel High Street Fund (WHSF) workspace programme is aimed at enabling new and improved workspace, the creation of new jobs, new start-up businesses, supporting SME's and enabling apprenticeship opportunities in accordance with agreed targets in the WHSF agreement between the GLA and LBTH. The committed outputs to be delivered by April 2017 include:
- **Delivery of 850sqm of new or improved workspace**
  - **the creation of 100 new jobs,**
  - **10 new start-up businesses,**
  - **75 local SME's supported**
  - **1 new apprenticeship**
- 3.2 In order to progress the WHSF workspace programme, the Council's Whitechapel Vision Delivery team in September 2015, publicly launched the 'Enterprising Whitechapel' project initiative which was specifically set up as an open and public online workspace portal for both landlords and potential workspace providers and occupants to be able to access workspace opportunities in the area.

### **SELECTION PROCESS FOR PARTICIPATING LANDLORDS AND BIDDERS**

#### **STAGE 1: VACANT BUILDING REGISTER - CALL FOR SPACES**

- 3.3 In order to advertise the opportunity afforded by WHSF capital investment programme, the Council (through its Whitechapel Delivery Team) and the GLA jointly launched an open and public 'Call for Spaces' on 1<sup>st</sup> September 2015 to invite participation of all land owners in the Whitechapel masterplan area via Expressions of Interest written submissions to the Council. The advert sought to invite and incentivise participation in the voluntary workspace programme offering benefits such as vacant building business rate cover, capital upgrades to property, security from squatting, maintenance and utilities costs covered, short term and flexible lease terms in cases of eventual site redevelopment. (See Appendix A)

- 3.4 To qualify for the Vacant Building Register and any subsequent capital investment by making the spaces available to occupy, the guidance requested that sites were no less than 200m<sup>2</sup> (approx. 2,150ft<sup>2</sup>) in size and could be made available for a minimum of two years. It was also required that properties had existing service provision and/or could be reconnected to standard services without major works, and that access to the resulting spaces could be allowed outside of normal working hours. These conditions were set with the Call for Spaces guidance because there were considered the minimum threshold for financial viability for landlords and also to achieve best value for the Council and GLA regarding public capital funding investment alongside programme outputs.
- 3.5 The following media channels were used in the open Call for Spaces as publicly advertised on 1<sup>st</sup> September 2015:
- LBTH website ([www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk))
  - Enterprising Whitechapel website (<http://www.enterprisingwhitechapel.org/news/disused-spaces-in-whitechapel-to-be-transformed-for-businesses/>;  
<http://www.enterprisingwhitechapel.org/landowners/>)
  - LBTH twitter and social media feeds (<https://twitter.com/TowerHamletsNow/status/639029224708304896>)
  - LBTH press release (<https://twitter.com/TowerHamletsNow/status/639029224708304896>)
  - Further coverage in East End Life, The East London Advertiser and Building Construction Design
- 3.6 The Call for Spaces triggered Expressions of Interest from a number of local institutional landlords including publicly and privately owned sites within Whitechapel. The below vacant sites were qualified and vetted as suitable to accommodate workspace provision and therefore registered under the Expression of Interest. The Council itself registered (SITE 3 and 4) under the programme as listed in Figure 1.

**Figure 1: Registered and eligible sites for workspace occupancy**

SITE	ADDRESS	OWNERSHIP
<b>SITE 1</b>	Outpatients Building & Annexe, Stepney Way	Barts Health NHS Trust
	The Old Dental Hospital, Stepney Way	Barts Health NHS Trust
	Princess Alexandra House, Ashfield Street	Barts Health NHS Trust
<b>SITE 2</b>	<b>Former Post Office space office, 206 Whitechapel Road</b>	<b>Royal Mail Group Limited</b>



<b>SITE 3</b>	Old Stepney Library, Sidney Estate	London Borough of Tower Hamlets
<b>SITE 4</b>	Whitechapel IDEA Store, Whitechapel Road	London Borough of Tower Hamlets
<b>SITE 6</b>	Davenant Centre	The Davenant Trust
<b>SITE 7</b>	Jagonarri Centre	The Davenant Trust

## **PROVIDER SELECTION CRITERIA**

### **STAGE 2: WORKSPACE PROVIDERS – CALL FOR BIDS**

- 3.7 Following the registration of viable sites through the ‘Vacant Building Register – Call for Spaces’ process, the Whitechapel Vision Delivery Team produced guidance to be distributed to potential workspace providers in tandem with a site-by-site ‘Call for Bids’ process to apply for occupation on the registered sites. (See Appendix B). A bid package was provided to all interested and registered workspace providers regarding the details of Site 2 at 206 Whitechapel Road, including site plans and a site specification. Although there was no obligation to do so, the Enterprising Whitechapel selection process aimed to replicate a competitive tender procurement as closely as possible to ensure open and competitive bids were submitted and evaluated on equal terms against set criteria in consultation with LBTH Legal Contracts team.
- 3.8 Workspace providers who had registered interest in the Enterprising Whitechapel initiative were notified that any bids would be scored on two main elements, these include evidence regarding the supporting business plan (50%) and community benefits plan (50%). (See Appendix B)
- 3.9 A Call for Bids was created for Site 2 at 206 Whitechapel Road based on details agreed with Royal Mail Group (RMG) as landlord, following their successful registration of the property under the Vacant Building Register. The terms for occupation set by RMG with an all-inclusive service charge were set at £30/sq ft, on a lease lasting a minimum of 5 years from April 2016, with a break clause executable on 3 years as of April 2019.
- 3.10 The Site 2 Call for Bids site pack included a site specification detailing required service charges and excluded costs, access and security requirements, health & safety stipulations, cleaning and maintenance obligations, proposed lease terms and any other constraints.
- 3.11 Bidders were asked to specify what their proposed refurbishments to the building would entail, working with the existing fabric of the building and complying with Royal Mail requirements regarding security and access. Outline costings of this refurbishment were requested which would form the basis of their grant funding requirements.
- 3.12 The specification for bidders stipulated that the space at 206 Whitechapel Road would be required to enable business support, new employment,

apprenticeships, an exhibition/ events area which can be flexibly used by the Council for consultation & engagement events, and possibly a small ancillary café.

3.13 **The Call for Bids on SITE 2 was publicly issued on 20th November 2015,** through the following channels:

- An email to 44 registered workspace providers
- Page on publicly accessible Enterprising Whitechapel website (<http://www.enterprisingwhitechapel.org/space/206-whitechapel-road-royal-mail-building/>)
- Tweet sent by GLA Regeneration to all members of the GLA Open Workspace Providers Group linking to Enterprising Whitechapel website ([https://twitter.com/Open\\_Workspaces/status/668854987926151168](https://twitter.com/Open_Workspaces/status/668854987926151168))

3.14 Bidders were advised of a two-week bid period, with a deadline for requests for clarification by **27<sup>th</sup> November 2015** and a site visit was held on **27<sup>th</sup> November 2015** to help inform bids and collect questions of clarification.

3.15 The bid deadline was set at **4:00pm on 4<sup>th</sup> December 2015** however upon request by multiple interested workspace providers the deadline for submissions was extended by one working week to **4:00pm on 11<sup>th</sup> December 2015**.

### **STAGE 3: ASSESSMENT OF BIDS**

3.16 In total 34 Expression of Interest were registered on SITE 2 , however further to 4:00pm deadline on 11<sup>th</sup> December 2015, bids were received from the following 2 bidder organisations:

1. **Bidder 1 – The London Small Business Centre**
2. **Bidder 2 - Shoreditch Works**

3.17 With the consent of the GLA an LBTH officer panel was assembled to evaluate the bids consisting of three panelists: a Project Manager, Project Officer and Strategic Project Manager within the Council's Whitechapel Delivery Team. Following assessment according to these requirements, Bidder 1 (London Small Business Centre) scored the highest marks for their workspace and business support proposal for 206 Whitechapel Road as follows:

1. **Bidder 1 (London Small Business Centre)- Score: 79.5%**
2. **Bidder 2 (Shoreditch Works) - Score: 46%**

3.18 The submitted winning bid by Bidder 1 responded well to the brief and the requirements of the site, while Bidder 2 submitted a bid which had insufficient detail to qualify as a suitable workspace provider partner. This was reflected in the panel's respective scores as above.

- 3.19 Committed outputs of Bidder 1 include the refurbishment of approximately 280sqm of vacant space for employment workspace. This total floorspace occupation will meet approximately 35% of the Whitechapel High Street Fund target requirements which are set at 850sqm. The nature of the operation of LSBC also means it will achieve over the length of its lease (minimum 3 years) the support for in excess of 75 local businesses and 10 new starts ups. In terms of the application for grant monies the LSBC applied for totalled £100,000 to undertake capital works at Site 2. While it was considered a relatively low capital request to undertake works, the Panel accepted that is was not unviable but required further clarification and investigation regarding technical feasibility to verify actual costs. Flexibility was also given to all bidders regarding their supporting capital costed proposals due to the time limited bid period and the constraint of not being able to obtain detailed survey costs on 206 Whitechapel Road. Such an exercise would have incurred significant costs to bidding applicants and time delays to the project programme.
- 3.20 Subsequently on **15<sup>th</sup> January 2016**, the Panel recommended the London Small Business Centre be selected as the workspace provider at 206 Whitechapel Road to undertake capital works to the property and as such was notified on this date.
- 3.21 At a meeting of **23<sup>rd</sup> January 2016**, the GLA as project sponsor were notified of the outcome of the bidder recommendation and endorsed the Panel's decision.

#### **STAGE 4: TECHNICAL CLARIFICATION AND VETTING**

- 3.22 Further to the successful bid application submitted by LSBC, the Council has since undertaken a technical appraisal and verification particularly regarding the capital works costs. As set out in paragraph 3.19 the LSBC lodged a £100,000 request for capital grant within their bid proposal. However, in vetting this cost amount against a more detailed and accurate technical cost feasibility study, officers were advised by the Council's in house Building & Architecture Technical Services (BATS) team that is was low and more capital monies would be required to bring in line with real costs for refurbishment following further surveys and inclusive of additional fees.
- 3.23 As a result the revised lodged costs by LSBC in April 2016 have now increased to £227,000 and is in line with the Council's own technical appraisal dated April 2016 which reflects a similar value for capital works. While this is a material increase in costs as originally applied for by approximately £127,000, it does reflect LSBC subsumed and increased liability as the lead commissioner of capital works and therefore additional costs are justified to this level in terms of covering their revised professional fees and contingency, which they have agreed to take on as new responsibilities.
- 3.24 During the Call for Bids, the Royal Mail Group (RMG) as the subject landlord owner of 206 Whitechapel Road were made aware of all project bidders but had no role in the overall assessment of bids. Upon Panel decision, the RMG

were notified of the Council officer recommendation at the end of January 2016 and therefore agreed to meet with LSBC as a prospective tenant (without prejudice) at a meeting held on 25<sup>th</sup> February 2016. The RMG was and is still under no obligation to agree to enter into a lease with the LSBC, yet none-the-less RMG in the spirit of the Enterprising Whitechapel programme has held subsequent meetings between the two organisations. As of 13<sup>th</sup> May 2016, both parties have shared head of terms at Site 2 and agreed outline lease terms which is contingent on the capital funding being allocated by the Council. Dialogue between two parties has paused until such time as the outcome of the 24<sup>th</sup> May 2016 Commissioner Decision meeting is known. A letter from Royal Mail Group sets out the positive dialogue to date and in principle arrangement to work with the London Small Business Centre towards a lease agreement. (See Appendix C).

## **DUE DILLIGENCE**

### **Organisational Profile: London Small Business Centre**

- 3.25 The London Small Business Centre (LSBC) formerly East London Small Business Centre has been supporting both new and existing small businesses in the capital since 1978. LSBC was established as a public-private partnership to help stimulate improved economic well-being through enterprise. Its aim is to unlock and nurture the entrepreneurial talent within the local community, with 75% of the businesses it supports based in East London. Their work is guided by the social return achieved through the encouragement of enterprise. LSBC's not-for-profit and charitable status has meant that over the last 37 years it has worked for the benefit of local communities by increasing its reach and depth of services. Over the past 20 years they have supported 22,000 businesses, lent £15m worth of small business financing, trained 13,000 would-be entrepreneurs and given 70,000 hours of 1-to-1 advice.
- 3.26 LSBC is a registered charity (No. 1024795; Charity no. 2837557). As confirmed by its publicly available accounts from 2015, the charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The charity's governing body is the Board of Directors and Trustees, whose members are elected by the members of the association. New trustees are appointed by the Board of Trustees, and are drawn from the business and professional community with strong links to East London and the aims of the Charity.
- 3.27 The principle objectives and aims of the Charity as listed in the accounts available from the Charity Commission in 2015 were those of advancing the education and training of persons resident in East London and relieving poverty by the provision of assistance in setting up in business to persons resident in East London. In pursuance of its aims and objectives, the Charity acts as lender of last resort, using funds donated by the private sector which are held in trust and managed by the Charity. During the year the Charity continued to outreach to disadvantaged communities across East London,

offering advice, training and financial support to unemployed and ethnic minority clients. The Charity uses volunteers to forward its charitable aims and activities for specific purposes such as contributing to independent loan fund panels, and the Charity's governance, and it is delivering an initiative with private sector supporters to include mentoring for start-ups

### **Declaration of Interest and other Financial Due Diligence**

- 3.28 As part of the Call for Bids process, LSBC were asked to complete a Business Questionnaire, covering organisational information, grounds for exclusion, economic & financial standing, and reference & supplier capability. (See Appendix D). Subsequently LSBC have been asked to declare any pecuniary interest by a variety of individuals involved in their organisation, both of which are to be listed as pre-grant award conditions in a prospective Grant Offer Letter.
- 3.29 The Grant Offer Letter to LSBC is to include a number of pre-grant award conditions to ensure that the grant funding achieves value for money. These are to be submitted to and approved by the Council, and include:
- **An agreed lease with Royal Mail Group, including a satisfactory length and conditions**
  - **A detailed refurbishment plan agreed with Royal Mail Group, with delivery timetable**
  - **A detailed plan for delivery of outputs, including monitoring arrangements and detailing businesses supported and jobs created**
- 3.30 On-going grant conditions are to include the quarterly submission of required monitoring information as per GLA evidencing requirements, and continued occupation of 206 Whitechapel Road for the use agreed and producing the agreed outputs.
- 3.31 As per the Council's standard terms and conditions of grant agreements section 9.1, the Council may withhold, suspend or cancel payment of the Grant Award and/or require repayment of all or part of the Grant Award if the above conditions are not met.

## **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report seeks the approval of the Commissioners to release funding of £227,000 from the Whitechapel High Street Fund to the London Small Business Centre (LSBC) to support the capital works that are required in order to provide publicly accessible workspace at the former Royal Mail offices at 206 Whitechapel Road.
- 4.2 The proposed funding allocation will be a grant payment and therefore requires Commissioner approval under the terms of the Government directions of 17 December 2014.

- 4.3 The report outlines the processes that were initially put in place to identify suitable sites for workspace provision within the Whitechapel area, and then to seek bids for the running of the particular site. The Whitechapel High Street Fund was established with total financing of £1.123 million, funded from a Council contribution of £603,000 supported by a grant of £520,000 from the GLA. Following slippage from previous years, the terms of the GLA grant mean that the Council must commit funding by 30<sup>th</sup> September 2016 to maximise the match funding. If Commissioner approval is provided for this proposal, it is important that binding commitments are not entered into with the LSBC until the GLA has confirmed that it is content to finance this particular initiative, and also that funding is not released until evidence is provided that the property lease arrangements between the LSBC and the Royal Mail Group have been legally agreed.
- 4.4 The initial funding bid from the LSBC was for the sum of £100,000. This was however submitted without the benefit of a full site survey being undertaken. Following an assessment of the bid in conjunction with the council's technical officers, the required grant has been increased to £227,000 (paragraphs 3.22 and 3.23). Funding of this higher level is available from the Whitechapel High Street Fund and the bid reassessment does not impact upon the assessment of the second bid which was not considered suitable for the requirements of the project (paragraph 3.18).

## **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<sup>th</sup> 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).

- 5.5 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 are capable of being supported under the Council's powers.
- 5.6 Under section 1 of the Localism Act 2011 the Council has the general power of competence. This means that the Council has the power to do anything that an ordinary human being could do, unless statute specifically restricts the Council from acting in the way it wishes. Therefore, in the absence of specific legislation to the contrary it would appear to be within the Council's power to issue these grants, subject always to the directions of the Secretary Of State For Communities and Local Government.
- 5.7 The Council is required to ensure that the opportunity to receive grant funding is made available but the public generally. The details of the report show that a fair and open procedure has been undertaken to determine the recipients of the grant, with the opportunity advertised generally and applications measured against the specified criteria. This has been followed up with a rigorous appraisal of the bids to determine the winning recipient.
- 5.8 Also the Council has a duty under Section 3 of the Local Government Act 1999 to ensure that all agreements into which it enters satisfies the Council's Best Value duty. Therefore, the grant agreement with the provider must contain robust monitoring and performance clauses ensuring that value for money is achieved through the grant. The evaluation process also assists the discharge of this duty although the details of the bid must be reflected in the final grant agreement to ensure that the promised outcomes for the grant money are delivered by the grant recipient. Information relevant to Best Value implications is contained in paragraph 7 of the report.
- 5.9 Also, the Council must ensure that the terms of the grant agreement into which it enters reflect any requirements set down and placed on the Council by the GLA This is to ensure that in the event of a failure in the provision the Council will have the same rights of recourse against the grant recipient as the GLA will have against the Council.
- 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. Certain activities are considered to be compatible with EU law however and which includes "aid

having a social character” (see Article 107(2)(a) of TFEU). In this case, the grants would have a social character and are therefore not prohibited

- 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.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 The Whitechapel Vision Delivery Team have selected the preferred workspace provider as part of the Enterprising Whitechapel project as part of the criteria set out in Appendix B, including scores on elements of the LBTH Social Cohesion Toolkit, as well as their contribution to overarching WHSF outputs. This involved engagement with representatives from the Council’s Community Cohesion, Engagement and Commissioning Team who provided expert advice on its use and relevance to all assessment processes and projects in the Whitechapel Delivery Plan. All of these criteria and outputs relate strongly to One Tower Hamlets Considerations, particularly in terms of employment and apprenticeships targets, for which equalities and diversity will be monitored on a quarterly basis.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 Officers have taken every measure to ensure best value and return to the Council. More broadly the economic and social benefits of providing workspace within Site 2 at 206 Whitechapel Road will help ensure longer term savings to the Borough. In order to provide a comprehensive response on best value all of the issues relating grants, as highlighted in the Council’s **Best Value Strategy and Action Plan (March 2015)** are addressed in the table below:

<b><u>London Small Business Centre bid relating to use of 206 Whitechapel Road as workspace &gt; Best Value Assessment</u></b>
<b>*Headings taken from the LBTH Best Value Strategy and Action Plan (March 2015)</b>
<b>1. Ensure clear needs analysis and strategic focus for grant giving</b>
a) A full ‘Call for Spaces’ was carried out to identify qualifying spaces across the whole of the Masterplan area
b) All bidders were made aware of specific community and economic objectives of the HSF fund and were asked to justify how they would contribute to meeting these objectives through their bid submission
c) Through the Enterprising Whitechapel report, it was identified that there is a need for flexible/affordable workspace in the town centre and that it is



underperforming in this regard against comparable town centres and neighbouring areas. The Whitechapel High Street Fund seeks to address this through capital investment in vacant or underused buildings.

## **2. Governance and decision making around grants**

- a) Officer assessment was based on bid criteria as set out in this report and according to GLA bid specification at the point of overall grant award.
- b) Council Grants Register 2016/17
- c) Whitechapel Delivery Council Officer Steering Group (quarterly)
- d) Council Capital Asset Management Board (bi-monthly)
- e) Development & Renewal Directorate Management Team meeting (weekly)
- f) GLA programme review meeting and monitoring (monthly and quarterly)

## **3. Role, terms of reference, conduct of Corporate Grants Programme Board**

- a) The role of the fund and criteria for application was approved by the GLA. A comprehensive and bidding criteria was provided to all applicants
- b) This fund is not applicable to the Corporate Grants Programme Board but advice has been sought from the Third Sector Programmes Team who help oversee the Board so as to ensure alignment

## **4. Standardised application and publicity about assessment/eligibility**

- a) A standardised application pack was provided to all eligible bidders, including a guidance note on the Enterprising Whitechapel project, describing in detail eligibility requirements and assessment criteria and process.
- b) All publicity relating to the High Street Fund was approved through the LBTH Communications Team

## **5. Role of member engagement**

- a) Members have had no role in assessment
- b) Mayoral and Lead member briefing notifications (regular)

## **6. Declaration of Interest**

- a) Preferred bidders have been required to fill in a Declaration of Interest Form approved by officers in the Third Sector Programmes Team
- b) All Officer assessors will also be required to fill in a Declaration of Interest form
- c) Officers are in possession of the applicants financial accounts

## **7. Documentation of rationale for changes**

- a) Where bid amounts have changed, as specified in this report, it has related to technical demands of the building only and these changes have been

reassessed by experts with in the Council

**8. Application of eligibility and quality thresholds**

- a) The criteria of the fund was set out in documentation to all bidders who were asked to set out in documentation eligibility for funding and their ability to deliver on bid outcomes
- b) All costs submitted by bidders have been subject to qualified experts within the Council's Architectural Team

**9. Awards above requested amount**

- a) All awards for funding have been assessed in relation to technical capital costs submitted by the applicant

**10. Grant management and monitoring**

- a) Council Officers will provide full oversight and monitoring/ evaluation of the grants programme including technical capital outputs as well community and economic grant objectives.
- b) GLA programme review meeting and monitoring (monthly and quarterly)

**11. Formal agreements and record keeping**

- a) Council Officers will monitor and evaluate progress of refurbishments and outputs as agreed, and as stipulated in the Grant Offer Letter and standard grant terms & conditions
- b) All release of funding will be in accordance with a full Grant Agreement approved but the Council's Legal Team and setting out terms and conditions

**12. Standardise monitoring requirements**

- a) All monitoring will be subject to standardised monitoring requirements as stipulated in the Grant Offer Letter and in compliance with GLA evidencing requirements.

**13. Consider benefits of consolidation**

- a) The co-location of the London Small Business Centre in vacant premises belonging to Royal Mail has been demonstrated to represent a good consolidated use of 206 Whitechapel Road that delivers comprehensive community and economic benefit.

**8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 Reuse of this currently unused space could, through the terms of the grant agreement, will serve as platform for a number of organised workshops/ day time events and training which will be designed to relate to public health and environmental community participation. This would also have clear benefits in terms of wider social cohesion.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 There is a risk that the selected provider may decide to end occupancy before the end of the lease period, or that the capital grant would not lead to the delivery of project outputs as described. As per paragraph 3.31 above, this risk will be dealt with by the funding contract requiring the return of funds in the case where refurbishments are not carried out as agreed, the specified period of occupancy is not met, or where outputs are not achieved.
- 9.2 Advice from Asset Management Officers within the Council was that it was preferable for the Council to not take a Head Lease on both buildings due to the level of risk. This has been addressed through an approach which requires the Council to directly undertake a grant funding agreement with the provider for capital works, requiring a capital estimate to be raised and approved by the Corporate Director.
- 9.3 In the event that the funding highlighted in this report is not programmed for expenditure, there is a risk that the GLA will withdraw their offer of match funds to the Council at the end of September 2016. This would potentially mean that the GLA would not seek to select Tower Hamlets Council in future funding rounds. This risk is being managed through regular updates with the GLA and through the appropriate project management being put in place in the lead up to delivery.
- 9.4 The GLA advise that the funding expenditure deadline can only be extended to September 2016, beyond which date there is a risk the funding allocation for this project will be reassigned. Therefore, subject to the necessary reporting procedures and the commencement of the works, funding will need to be transferred to the London Small Business Centre before full completion of works prior to September 2016. The risk of funding being provided without confirmation outputs will be mitigated through a funding contract drawn up by LBTH Legal services that will specify a claw-back arrangement based on any of the technical specification not having been met and/or the community and economic objectives of the bid not being delivered.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 Using and securing a previously unoccupied space will contribute to natural surveillance within the high street and minimise the sense of neglect vacant spaces can bring to a centre. The events, training and job outputs that the project will engender will make a contribution to wider social cohesion which in turn will contribute to reducing the likelihood of crime and disorder.

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 London Small Business Centre relieves poverty by the provision of assistance in the setting up in business of persons who by their social and economic circumstances are in need and suffer voluntary unemployment and to advance the education and training of persons in the skills required for employment and self-employment. The activities that they undertake are closely aligned to the approach set out in London Multi-Agency Adult Safeguarding Policy and Procedures (2015) which prioritises working with adults at risk of abuse and neglect to have greater control in their lives to both prevent it from happening, and to give meaningful options of dealing with it should it occur.

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- NONE

#### **Appendices**

- Appendix A) WHSF Vacant Building Register Call for Spaces – Guidance Note
- Appendix B) Enterprising Whitechapel Call for Bids – Guidance Note
- Appendix C) [LETTER FROM Royal Mail Group]
- Appendix D) LSBC Enterprising Whitechapel Business Questionnaire

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

- Enterprising Whitechapel Report 2015

#### **Officer contact details for documents:**

- Duncan Brown, x3308
- Chris Horton, x5249
- David Lee, x3301



# WHITECHAPEL VACANT BUILDINGS REGISTER- CALL FOR SPACES GUIDANCE NOTE

*\*Please note that this document is issued as guidance only and is subject to change and alteration by the Whitechapel Vision Delivery Team\**

## 1.0 Background

- 1.1 Whitechapel is at the historic heart of Tower Hamlets but also has a long history of challenges around acute social and economic deprivation. In order to address these issues, the Council in 2012 embarked on the development of a 15 year regeneration masterplan strategy for the area. Known as the 'Whitechapel Vision', its aim is to deliver a convergence agenda that combats adverse issues and delivers tangible social impacts through careful management of the expected economic growth and investment in Whitechapel resulting in part from the arrival of Crossrail. It is the Council's aim that this Vision sets a clear and distinctive strategic direction from the area, supporting future regeneration and sharing the fruits of inward investment with the local community.
- 1.2 To help catalyse the delivery of this masterplan, the Council submitted a bid to the GLA's High Street Fund (HSF) initiative and won funding to be applied to the provision of flexible/affordable workspace in the town centre, tackling a demonstrated lack of such space in the area. The Whitechapel HSF programme will see focussed work with partners to identify currently empty or underused buildings and bring them back into productive space for small- or medium-sized enterprises (SMEs). The Council will identify suitable spaces in the town centre and, with capital funds from this programme, carry out refurbishment work to deliver spaces of a suitable standard for temporary accommodation.
- 1.3 For the purposes of the Whitechapel HSF project, flexible/affordable workspace will be defined as new or repurposed space to be made accessible to a mix of users for a wide variety of uses, including but not limited to: cultural/creative industries, tech start-ups, media activities and community and non-profit uses, as well as more traditional co-working shared workspaces.
- 1.4 To facilitate the reuse of vacant or underused buildings the Council seeks to create a Vacant Buildings Register. Landowners are invited to submit expressions of interest which will be collated and evaluated by the Whitechapel Vision Delivery Team, with the strategic aim of revitalising the town centre and providing a base of flexible and affordable workspace. This will ensure that the opportunities arising from the HSF programme are made available to a wide variety of local landlords.
- 1.5 In order to create a 'critical mass' of flexible/affordable workspace in the town centre, Round 1 of the Vacant Building Register will focus on buildings with available floorspace of 200sqm / 2150sq ft or greater.

Subsequent rounds may then be rolled out to expand this to smaller units (i.e. individual shopfronts).

- 1.6 Applications to the Vacant Building Register will be assessed with best value for money in mind. This may mean that buildings which require extensive refurbishment to achieve a suitable standard are disqualified, unless the resulting space will present a significant offer which can be shown to add value to the programme generally. The Council will also seek to deliver a suitable mix of flexible/affordable workspace typologies.

## 2.0 Benefits of temporary occupation

An empty property can cost its owner significant amounts per year in maintenance, utilities charges, business rates and reduced value if its low use or vacancy is causing its deterioration. It can cost even more if it causes a problem to neighbours or if it falls into unauthorised use. An empty property can also attract vandalism, increased risk of fire, unnoticed leaks or damp penetration and on-going security costs. For town centres with vacant or underused buildings, boarded up frontages result in lower footfall and perception problems which impacts negatively on the local community and local businesses.

Temporary occupation of vacant or underused buildings can mitigate many of these issues in the following ways:

- 2.1 **24/7 Security and Building Protection** – Flexible/affordable workspace can provide 24/7 security for buildings which would otherwise lie vacant and remain at risk of unauthorised use or squatting. By providing spaces which may be activated at all hours of the day they provide an added security over other meanwhile uses such as live-in 'Guardian' schemes which may only provide oversight during certain hours of the day and also come with a host of other difficulties, among these the perception of 'boarded up' or abandoned frontages.
- 2.2 **Maintenance** – Spaces to be put into meanwhile use will be refurbished to an appropriate standard for temporary occupation, with the added benefit that buildings will not fall into decay and will be maintained in a useable state. Problematic leaks, infiltrating damp and other issues would be mitigated through occupancy and identified early rather than going unnoticed.
- 2.3 **Health & Safety, Security and Access upgrades** – Works may be undertaken on your property to ensure that health & safety, security and access arrangements are up to required standards before they are occupied by a workspace provider.
- 2.4 **Business rates** – some affordable/flexible workspace providers are registered as charitable entities, allowing these organisations to take on any local business rates responsibilities and subsequently seek mandatory business rate relief. Others would take responsibility for business rates payments themselves or split costs amongst tenants. The Whitechapel Vision team will assist with rates relief where appropriate.
- 2.5 **Utilities and service charges** – It is expected that temporary occupation of units with flexible/affordable workspaces would help to cover the costs

of utilities and services in occupied areas, delivering a significant cost savings for landlords.

- 2.6 **Flexible lease terms and guaranteed handback** – Lease terms with the Council would respond to landowners' redevelopment timescales and would therefore include appropriate break clauses. The Council would then issue sub-leases to workspace providers and manage this relationship, ensuring that site constraints and working requirements are respected and that landlords can enjoy guaranteed handback on vacant/underused spaces.
- 2.7 **Demonstrating alternative uses** – temporary uses may prove useful in trialling variable floorspace arrangements or occupancy, thereby demonstrating the feasibility of alternative or non-traditional uses of buildings.
- 2.8 **Activating frontages** – Through re-animating boarded frontages and increasing footfall the entire area will benefit along with its residents and businesses. A variety of new users in occupied buildings will facilitate the activation of the town centre and will only make any new developments in the area more viable.

### 3.0 Qualifications for vacant and underused buildings – Round 1

- 3.1 For the first round of the Whitechapel Vacant Buildings Register, properties will need at least **200sqm / 2150 sq ft** of usable space. This requirement may be relaxed in subsequent rounds to include smaller units and vacant shops.
- 3.2 In order to facilitate a self-sustaining and viable affordable workspace offer, properties should be available for a minimum of **two years** but longer terms are welcomed.
- 3.3 Eligible spaces should be connected to standard services (electricity, plumbing, etc). If these are capped off or not in current use, it may be possible to undertake works to restore services subject to funding availability.
- 3.4 Access to flexible workspace areas should be made possible 24/7. Access out of hours would be subject to strict conditions on noise & nuisance, health & safety and security.

### 4.0 The Council's contribution to temporary use arrangements

- 4.1 The Council, in partnership with the GLA through the Whitechapel High Street Fund, seeks to facilitate the provision of workspace that is as flexible and affordable as possible, and is ideally available for an initial period of at least 2 years.

- 4.2 The Council will seek best value for money at all stages of the Whitechapel HSF Project, and all submissions of interest to the Vacant Buildings Register will be evaluated on this basis.
- 4.3 The Council intends to undertake a competitive process to select appropriate workspace providers for spaces on the Vacant Building Register once these are confirmed. Successful applicants will need to present a viable business case for their operations, a Community Benefits Plan which promotes social cohesion and delivers on project outputs, and supporting documentation including articles of association and evidence of insurance.
- 4.4 If required, funding may be made available through the HSF for refurbishment works to bring spaces up to a standard appropriate for short term occupancy. The scope of refurbishment required will be outlined in partnership with the GLA and in dialogue with workspace providers.
- 4.5 Enabling works will be undertaken where necessary to ensure that health & safety standards are met. Workspace providers will also be required to demonstrate that they hold all necessary insurance before occupation as the Council will not accept health & safety liability for spaces once these are operational.
- 4.6 The Council will lease suitable spaces from landlords and issue operating licenses to workspace providers, to include conditions which ensure that spaces are used and managed appropriately.
- 4.7 The Council will assist in marketing workspaces once these are prepared for temporary accommodation, as well as holding one or more events to promote these meanwhile activities and ensuring that meanwhile uses continue to provide value for money to the local community.

## 5.0 Next steps / indicative timeline

- Vacant Building Register collated: September 2015
- Competitive process for workspace providers: September/October 2015
- Finalise lease arrangements: Autumn 2015
- Scoping and design work for refurbishments: Autumn 2015
- Delivery of refurbishments and soft furnishings: Autumn/Winter 2015/16
- Occupation of flexible/affordable workspaces: by Spring 2016

## 6.0 Submission details

Please complete the Vacant Building Register application form in full, ensuring that details are provided therein on the following:

- Floorspace details, including floorplans in editable CAD format, demonstrating areas which are currently vacant
- Access and security arrangements



- Health & Safety details, including requirements and obligations on future occupiers
- A constraints log, including any issues you foresee regarding the provision of flexible workspace

Completed application forms can be sent electronically to David Lee, Project Officer, Whitechapel Vision Delivery Team at [David.Lee@towerhamlets.gov.uk](mailto:David.Lee@towerhamlets.gov.uk)

*\*Please note that this document is issued as guidance only and is subject to change and alteration by the Whitechapel Vision Delivery Team\**

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# ENTERPRISING WHITECHAPEL- CALL FOR BIDS

## Guidance Note – Selection of Workspace Providers and Applications for Capital Investment

*\*please note this is meant as a guidance note and that site-by site specifications will take precedent where applicable. For this reason this guidance will remain under review throughout the delivery of the Whitechapel High Street Fund project\**

### **1. Background – Use of Vacant/Underused Buildings in Whitechapel**

- 1.1 Whitechapel is at the historic heart of Tower Hamlets but also has a long history of challenges around acute social and economic deprivation. In order to address these issues, Tower Hamlets Council in 2012 embarked on the development of a 15-year masterplan for the area. Known as the Whitechapel Vision, its aim is to deliver a convergence agenda that combats adverse issues and diverse tangible social impacts through careful management of the expected economic growth and investment in Whitechapel resulting in part from the arrival of Crossrail. The Vision sets a clear and distinctive strategic direction for the area, supporting future regeneration and sharing the fruits of inward investment with the local community.
- 1.2 To help take forward the delivery of the masterplan, the Whitechapel Delivery Team submitted a bid to the GLA's High Street Fund (HSF) initiative and won funding to be applied to the provision of flexible/affordable workspace in the town centre. The Whitechapel HSF programme will see focussed work with partners to identify currently empty or underused buildings and bring them back into productive space for small- or medium-sized enterprises (SMEs). The Council will identify suitable spaces in the town centre and contribute capital funds from this programme to carry out refurbishment work to deliver spaces of a suitable standard for temporary accommodation.
- 1.3 For the purposes of the Whitechapel HSF project, flexible/affordable workspace will be defined as new or repurposed space used for a variety of places of work, including but not limited to: cultural/creative industries, tech start-ups, media activities and community and non-profit uses, maker spaces and workshops as well as more traditional co-working spaces.
- 1.4 We are now seeking bids for workspace provider partners to manage and operate buildings in order to create flexible/affordable workspace in Whitechapel. Applications are invited on a case-by-case basis on individual sites through the Enterprising Whitechapel website.

### **2. Progress to date**

- 2.1 To facilitate the reuse of vacant or underused buildings and to open this opportunity as widely as possible, the Whitechapel Delivery Team has invited expressions of interest from local landowners, in order that their buildings are considered for capital investment and temporary use as workspace.
- 2.2 Expressions of interest (EOIs) were invited through the [Enterprising Whitechapel](#) website, and responses have been received from key strategic landowners. The website also provides information to prospective workspace providers and to local residents and businesses who might eventually find a space in the repurposed buildings.
- 2.3 For the initial invitation to the [Vacant Building Register](#) the following requirements were specified:



- Minimum 200sqm usable space
- Available for a minimum of 2 years
- Existing connections to basic services (or able to be restored without major works)

2.4 EOIs to the Vacant Building Register have been received and assessed by the Whitechapel Delivery Team site-by-site on a best value for money basis. The emphasis is on delivering a 'critical mass' of affordable workspace in town centres and therefore buildings which require major remedial works in order to be made available to workspace providers.

### **3. The Council's contribution to Affordable Workspace**

3.1 The Council, in partnership with the GLA through the Whitechapel High Street Fund, seeks to facilitate the provision of workspace that is as flexible and affordable as possible. The Council will seek best value for money (in terms of return on investment and affordability to end users) at all stages of the Whitechapel HSF Project, and all selection decisions around properties and workspace providers will be made on this basis.

3.2 In some cases the Council may take a head lease and issue a sub-license to a successful provider to facilitate the management and operation of the building, supporting refurbishment through direct capital investment in the building. In others cases the Council may instead broker a lease between the landlord and workspace provider directly and seek to support the refurbishment of spaces through grant funding to the provider and/or landlord. The chosen approach is dependent on assessment by the Council's Asset Management officers.

3.3 The Whitechapel Delivery Team will seek to negotiate leases of a sufficient length to form a viable offer to workspace providers and allow the implementation of business plans which are self-sustaining. This is proposed as a 2-year minimum, but ideally leases of 3 to 5 years will be targeted.

3.4 Refurbishments will be targeted towards helping to bring buildings up to a suitable standard for temporary accommodation. Capital investment will focus on enabling works and necessary upgrades to health & safety, security and access arrangements, rather than a full fit-out. It is anticipated that the full scope of required refurbishments will be determined in partnership with successful workspace providers and landlords.

3.5 Ongoing revenue funding is not available to support workspace providers throughout the length of their activities on sites. Workspace providers will therefore need to provide a robust business plan that demonstrates viable operations over the length of the proposed lease and this will inform the selection process for workspace providers.

3.6 Capital spend will be applied to eligible buildings in order to bring them up to a suitable standard for temporary accommodation. On-going revenue funding is not available to support workspace providers throughout the length of their activities, and successful providers must therefore be able to show a robust business plan to cover on-going operation. Capital investment will be focused primarily on enabling works and necessary upgrades to health & safety, security and access arrangements, rather than full fit-out. However as per above it is anticipated that the full scope of required refurbishments will be decided on in partnership with successful applicants.

3.7 The Whitechapel Vision Delivery Team will assist in marketing workspaces once these are prepared for use by workspace providers via the [Enterprising Whitechapel](#) website.



#### **4. Sites**

- 4.1 Sites being identified through the [Vacant Building Register](#) vary widely in their size, layout and crucially in their condition, with some requiring extensive works to achieve a suitable standard and others ready for occupation. Bids will be invited on spaces as they become available, with workspace providers who have previously registered their interest in the Enterprising Whitechapel project notified and sent bid packs as sites are announced. Available buildings will also appear on the [Sites](#) page of the Enterprising Whitechapel website.
- 4.2 For each site and after registering their interest in the project, prospective applicants will receive bid packs containing:
- A Site Location Plan including floorplans which note available areas
  - a Site Fact Sheet containing information on lease terms, constraints regarding health & safety, access and security, and all payable costs including rent, services charges and rates
  - a Business Questionnaire to confirm eligibility to bid
  - a LBTH Social Cohesion Toolkit
- 4.3 The Whitechapel Delivery Team has commissioned feasibility studies on key sites within the Vacant Building Register, which may be used to evaluate the scope and cost of refurbishments included in bids. Details therein on restoring services and/or basic fit-out may also be shared as part of the bid pack.
- 4.4 Applicants will not only be required to respond to the requirements of specific sites, but will also be asked to submit proposals which address the project-wide criteria as described in the next section.

#### **5. Proposed Use of Sites and Definition of Flexible/Affordable workspace**

- 5.1 The Whitechapel Vision Delivery Team is seeking bids to create and manage high quality places of work. Workspace providers will be chosen through an open, competitive process designed to score their proposed use of vacant/underused buildings, sound business plans, contributions to project goals and ability to meet required costs.
- 5.2 Although high quality places of work are sought, it is not expected that this is achieved through an expensive or high-specification fit-out. Creative bids are sought which propose targeted and efficient investment in order to deliver spaces of a suitable standard for interim use.
- 5.3 Innovative proposals are encouraged and it should be noted that for the purposes of this project there is significant flexibility around the term 'workspace'. This could include: more traditional small office space; coworking space for social enterprises and SMEs; studios for artists or designers; workshops or maker space; low-spec laboratories; training and mentoring space; exhibition galleries; conference/meeting rooms.
- 5.4 Bids which are creative in their approach to project outputs around job creation, business support activities and new startup businesses are also encouraged. It is hoped that beyond these stated goals, proposals will describe how events and other activities will help to open up new spaces and engage with the community. The Whitechapel Vision Delivery Team welcome bids which include holistic approaches to these challenges; however please note that it is not expected that any one provider can tick every box in terms of stated outputs. However, any stated output will need to include details on how they will be achieved and evidenced.



5.5 The aim of the Whitechapel High Street Fund is to create **flexible/affordable workspaces**. For the purpose of the Enterprising Whitechapel project, the affordability of spaces will be based on the following **maximum** costs to end users:

- *Studio rents*: not to exceed £25/square foot/annum
- *Coworking rates*: not to exceed £300/month; £100/week; £25/day
- *Offices and other workspace*: not to exceed £40/square foot/annum

Please note that these are meant as rough benchmarks guidelines only; however bids which propose lower costs to end users will achieve higher scores. It is recognised that there is a wide variety of workspace types and pricing models within these types and that costs for end users will be highly dependent on the service charges and other expenses required on a site-by-site basis. For this reason, end user costs that deviate from these guidelines will be considered on a case by case based on their merit; however proposals that approach market rents based on typology and area will not be considered as the purpose of Enterprising Whitechapel is to deliver *flexible/affordable workspace*.

5.6 Proposals which include innovative approaches to revenue retention for the Enterprising Whitechapel project are encouraged. This could entail a profit-sharing model in order to recycle funds into further workspace initiatives elsewhere in the town centre. The Whitechapel Vision Delivery Team reserves the right to advise on options for revenue retention as part of any grant funding agreement or sublease with a workspace provider if the viability of such an arrangement can be demonstrated.

5.7 The Whitechapel Vision Delivery Team also reserves the right to require additional outputs or community benefits as part of a grant funding agreement or sublease if the viability of the additional costs this would create can be demonstrated and/or where return on investment is seen on insufficient and/or where estimated capital costs are significantly higher than other awarded projects.

5.8 All allocations of capital investment, whether through grant funding or direct investment through a sub-lease, will be conditional on the ultimate approval of the landowner and on the GLA as funding partner, as well as the satisfactory completion of lease/sublease terms and conditions. For this reason the Whitechapel Vision Delivery Team reserves the right to vary an eventual grant funding agreement or sublease from proposals submitted at any stage in order to enable effective delivery and to follow due diligence with regards to public investment.

## **6. Criteria for Workspace Provider selection**

6.1 The project team, composed of LBTH Whitechapel Delivery Team, LBTH Asset Management, LBTH Building and Technical Services and GLA project officers, will score all elements of the proposal.

6.2 The process of workspace provider selection will be flexible and subject to change on a site-by-site basis, and the Council reserves the right to make changes based on the amount and quality of responses received from a call for bids. The Council also reserves the right to reject all bids for a given site and re-issue an invitation for subsequent bids in order to ensure a best value for money approach.

Applications from workspace providers will be determined based on three main elements:

### **A. Guiding Vision and Business Plan - 50%**

6.3 Bids will be required to detail workspace providers' vision for a particular site, including proposed plans for promoting, animating and curating use of the space in keeping with the aims of the project. Your vision for the site will also need to address site-specific concerns and work within the constraints described in the bid pack.



- 6.4 Further, workspace providers must submit a fully costed business plan for the site which demonstrates sustainability for the duration of the license; as most sites will either be guaranteed for 2 years or include a break clause at 2 years, this should form the basis of the business plan, with any positive or negative implications of extending this period also indicated. Please note that business plans should focus on revenue-based programmes to manage space with the assumption that Enterprising Whitechapel capital funds can assist with the initial outlay for refurbishment costs. Please see sections 3.3 and 3.4 for further clarification.
- 6.5 Bids should clearly state how much capital funding is being requested of the Enterprising Whitechapel project and describe how this will be spent along with funds available from workspace providers to match this investment. Match funds can include ongoing revenue costs associated with a building (i.e. covering rents, rates and service charges).
- 6.6 Your business plan should be proportional to the undertaking, reflecting any required rent and service charges stated for each space. You should also outline your approach to business rates (if applicable on a site-by-site basis), including your charitable status if applicable. Please ensure that proposed rates for end-users (daily, monthly, per square foot per annum, etc. as appropriate as well as all other applicable fees) are described, with higher marks awarded to proposals which aim to provide genuinely affordable workspace.
- 6.7 Finally, your application should include an approach to refurbishment and fit-out of the space. The Whitechapel High Street Fund allows for capital investment to carry out enabling works and fit-out if required, though workspace providers are encouraged to submit proposals which include contributions to this and business plans which reduce the capital costs of the larger programme will receive higher scores.
- 6.8 The scoring breakdown for the **Guiding Vision and Business Plan** element will be as follows, with each category receiving a score out of 5:
- **Sustainable model of income**, based on proposed business plan, predicted occupancy rates and end user charges. – 15%
  - **Proven ability to pay business rates, service charges and all other stated costs**, based on evidence of past delivery of workspace and information provided on the Business Questionnaire. -10%
  - **Affordability for end users** – the Council has recorded benchmarks for affordable workspace as per above and will assess whether there is adequate demonstration of affordable costs for end-users. - 25%
  - **Return on Investment** – Points will be awarded for proposals which include profit-sharing or revenue retention models (to offset capital costs) which the Whitechapel Vision Deliver Team may apply to future workspace initiatives on other sites. – 25%
  - **Overall vision for use and activation of the site, including proposed refurbishments** – 25%
- B. Community Benefits Plan – 50%**
- 6.9 Proposals will include a Community Benefits Plan, which details workspace providers' proposals for crucial social outputs to be achieved through the operation of affordable workspaces. Proposals should promote social cohesion, informed by the *Getting along together* LBTH Social Cohesion Toolkit. This could be achieved by:
- Developing 'meaningful interaction' between people of different backgrounds;
  - Helping to tackle local myths, rumours and attitudes that harm cohesion;
  - Addressing concerns about fairness and unfairness;
  - Engaging with hard to reach groups and communities;
  - Encouraging participants into onward progression routes;
  - Developing people's sense of belonging and pride in their neighbourhood or developing community resilience.



6.10 Workspace providers must also demonstrate contributions to overall project goals as part of the Whitechapel High Street Fund project. Among other outputs, the Whitechapel HSF must provide:

- 100 new jobs
- 75 businesses supported
- 10 new startup businesses

\*please note these are **project wide targets** and need not be achieved on each individual site\*

6.11 In particular, workspace providers are required to provide detailed estimates of new jobs and businesses created and demonstrate how they will be achieved – i.e. what sort of business support might be supported, how a new business will be created and how you will demonstrate this result. Successful applicants will also need to adhere to [GLA evidencing requirements](#) by the end of the 2016/17 financial year to ensure that project objectives can be met.

6.12 The scoring breakdown for the **Community Benefits Plan** element will be broken down as follows, with each category receiving a score out of 5:

- **Commitment to equalities and diversity policies supported by the Council** (including those relating to staff representation) – 10%
- **Contribution to fitness / public health and environmental objectives** – 10%
- **Contribution to overall Whitechapel High Street Fund project targets** (as per project-wide outputs described above) – 35%
- **Commitment to running events for the community and encouraging community participation** – 10%
- **Project impact on the site and immediate area**, assessed in potential for crime reduction and reduced risk of dilapidation – 5%
- **Promotion of Social Cohesion** (as informed by the 6 social cohesion goals above, with a 5% score against each) – 30%

### C. Supporting Documentation

6.13 Bids are required to include all required supporting documentation for workspace providers, including confirmation of their articles of association, accounts, certificates of public liability and employer's liability insurance. Although this element will not be scored, applications that fail to demonstrate an organisation which is solvent and viable will be disqualified.

6.14 Supporting Documentation should be provided in tandem with, and according to the instructions within, the appended Business Questionnaire.

## 7. How to Apply

7.1 Workspace providers are asked to register their interest to submit a bid via the [contact form](#) on the Enterprising Whitechapel website or by emailing [Whitechapel.vision@towerhamlets.gov.uk](mailto:Whitechapel.vision@towerhamlets.gov.uk). Registered workspace providers will then be sent a bid pack.

7.2 Prospective providers should not seek to publicise their proposals in any way during the selection process. The Council will need to retain control over the publicity of proposals to ensure transparency.

7.3 Proposals may be submitted by an individual workspace provider or by consortia of workspace providers. Where sites are large and there provide the opportunity to deliver a wide variety of uses within one building combined applications are encouraged.

7.4 Proposals for a given site will be accepted over a 3-week period. The successful bid will be announced within two weeks of the close of the competition period.





7.5 Deadlines for questions of clarification will be stated on a site-by-site basis, with responses sent to all registered workspace providers.

7.6 An Open Day will be organised on a site-by-site basis to inform bids.

7.7 Bids are to be submitted to [David.Lee@towerhamlets.gov.uk](mailto:David.Lee@towerhamlets.gov.uk) or [Whitechapel.Vision@towerhamlets.gov.uk](mailto:Whitechapel.Vision@towerhamlets.gov.uk) **only**.

7.8 The Whitechapel Vision Delivery Team reserves the right to advise on bids throughout the application process, particularly during and post assessment phase, in order to ensure value for money. We may advise on:

- The cost of individual items in a business plan
- Proposed refurbishment costs
- Proposed project outputs
- Perceived viability of models of income
- Possible models of profit sharing or revenue retention

We will not advise on:

- Likely scores on any individual element of the criteria in a given bid
- Any details relating to other competitive bids

## 8. Confidentiality

This guidance note, all appendices and any clarifications are confidential and should not be passed to any person or organisations outside of your bid team.

All site details including floorplans, health & safety information, security & access information, constraints log and any other site-specific information contained in the bid pack are confidential and should not be passed to any person or organisations outside of your bid team

## 9. Unsuccessful Bids

It is the intention of the Whitechapel Vision Delivery Team to release a number of sites in stages to be considered for capital investment as part of the Enterprising Whitechapel programme. Should a workspace provider submit an unsuccessful bid for one site they will be encouraged to resubmit for a subsequent site and they will receive feedback on previous applications to assist with this.

## 10. Appendices

Appendix A – LBTH Business Questionnaire

Appendix B – LBTH Social Cohesion Toolkit

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10<sup>th</sup> May 2016

**Royal Mail Group**

Duncan Brown  
London Borough of Tower Hamlets  
Town Hall  
Mulberry Place  
PO Box 55739  
5 Clove Crescent  
London E14 2BG

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[martin.gafsen@royalmail.com](mailto:martin.gafsen@royalmail.com)

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Cc

Laurie Wiseman [LaurieW@smallbusinesscentre.org.uk](mailto:LaurieW@smallbusinesscentre.org.uk)


Jonathan Girling [JonathanG@smallbusinesscentre.org.uk](mailto:JonathanG@smallbusinesscentre.org.uk)

Dear Duncan

**Re: Whitechapel Delivery Office, 206 Whitechapel Road London E1 1AA**

I am pleased to confirm that we are currently in positive dialogue with London Small Business Centre (LSBC) with a view to granting LSBC a lease of part of the ground floor of our Whitechapel Delivery Office, at a rent of £60,000 (+VAT if applicable) per annum, to expire 31 December 2019. The terms of the lease and details of the proposed fit out are currently the subject of discussions.

Yours sincerely



Martin Gafsen  
Group Property Director  
Royal Mail Group Limited



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## **Enterprising Whitechapel Business Questionnaire**

This questionnaire is issued in connection with a competitive process for the selection of workspace provider partners under the Enterprising Whitechapel programme.

For more information on the selection process and the Enterprising Whitechapel programme generally, please see *Enterprising Whitechapel – Call For Bids guidance note*.

### **Notes for completion**

Please answer every question. Failure to do so may result in your bid being disqualified. If a question does not apply to you please write N/A and provide an explanatory comment.

Not all questions requiring supporting documents up front at this stage (for example certificates and statements). However, you may be asked to provide these documents at a later stage and before lease arrangements are made, so it is advisable you ensure they can be made available upon request. You may also be asked to clarify your answers or provide more details about certain issues.

### **Consortia Arrangements**

If two or more workspace providers intend to submit a bid as a consortium, the following information must be provided:

- Full details of the consortium arrangement
- Full responses in all sections in respect of each of the consortium's constituent members as part of a single composite response

The Delivery Team recognises that arrangements in relation to consortia may (within limits) be subject to future change, especially as lease arrangements are eventually finalised. Potential workspace providers should therefore respond in the light of the arrangements as currently envisaged.

## 1. Details of your organisation

Full name of business or organisation – or of the business or organisation acting as lead where a consortium bid is being submitted	East London Small Business Centre trading as London Small Business Centre
Contact name:	Laurie Wiseman
Address:	Universal House, 88-94 Wentworth Street, London
Post code:	E1 7SA
Country:	UK
Phone:	020 7456 0439
Mobile:	07831 264053
Email:	lauriew@smallbusinesscentre.org.uk
Registered office address (if different from above)	As above
Company or charity registration number	ELSBCEntre Company No. 1400613 ELSBCharity Registered No. 1024795 Charity No. 2837557
VAT registration number	645652914
Name of immediate parent company	N/A
Name of ultimate parent company	N/A
Please indicate if your business is:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Private Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Voluntary sector business <input checked="" type="checkbox"/> Social Enterprise <input checked="" type="checkbox"/> Charity <input type="checkbox"/> Other
If 'Other' please provide details:	N/A
Consortia and sub-contracting	a. <input checked="" type="checkbox"/> Your organisation is bidding to provide the services required itself. b. <input type="checkbox"/> You intend to bid as a consortium

## 2. Grounds for Mandatory Exclusion

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

Conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The offence of bribery, where the offence relates to active corruption	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Bribery within the meaning of section 1 or 6 of the Bribery Act 2010	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:</p> <ul style="list-style-type: none"> <li>I. The offence of cheating the Revenue</li> <li>II. The offence of conspiracy to defraud</li> <li>III. Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978</li> <li>IV. Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006</li> <li>V. Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994</li> <li>VI. Defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994</li> <li>VII. An offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993</li> <li>VIII. Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968</li> <li>IX. Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006</li> <li>X. Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006</li> <li>XI. Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002</li> <li>XII. An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996</li> <li>XIII. An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### 3. Grounds for Discretionary Exclusion

Is any of the following true of your organisation?

Being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him/her or has made any composition or arrangement with or for the benefit of his/her creditors or has not made any conveyance or assignment for the benefit of his/her creditors or appears unable to pay or not have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject or any similar procedure under the law of any other state	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation committed an act of grave misconduct in the course of your business or profession?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or in any other relevant State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation failed to fulfil obligations relating to the payment of taxes under the law or any part of the United Kingdom or of any relevant State?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your organisation been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your business or organisation comply with the Immigration, Asylum and Nationality Act 2006, ensuring that your staff are eligible to work in the UK?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



#### 4. Economic & Financial Standing

Potential workspace providers' responses to this section may be used to undertake an assessment of your organisation's economic and financial standing.

##### Financial Information

Please indicate which <b>one</b> of the following you would be willing to provide <b>in the case of a successful bid only</b> :	<input type="checkbox"/>
a. A copy of your audited accounts for the most recent two years	<input checked="" type="checkbox"/>
b. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	<input type="checkbox"/>
c. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	<input type="checkbox"/>
d. Alternative means of demonstrating financial status if trading for less than a year	<input type="checkbox"/>

##### Insurance

Employer's liability insurance is a legal requirement (except for businesses employing only the owner and/or close family members) and this should be at least £5 million. Please confirm that you have this in place:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you do not have this insurance in place, confirm here that you will obtain it if your bid is successful:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5. References & Supplier Capability

Responses in this section will be used to undertake an assessment of your organisation's technical and professional ability to provide the goods/services.

### Experience & Workspace Examples

Please provide detailed of up to three relevant schemes you have undertaken which are relevant to the requirements of Enterprising Whitechapel. Ideally examples should have been performed within the past three years. Contact details should be provided for partner organisations or landlords if possible and they should be prepared to confirm the accuracy of the information provided below.

<b>Example 1</b>	
Scheme name	Start up Loan Company
Start and finish dates:	2011 to present
Referee name and position:	Jessica Lupo, Head of Performance
Referee contact details:	Jessica.lupo@startuploans.co.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£300k per annum. Delivery partner for start up loans throughout London. Delivering £2.5m start up capital to more than 300 start ups.
<b>Example 2</b>	
Scheme name	London South Bank University
Start and finish dates:	2014 - Present
Referee name and position:	Daisy Chatterton, Head Strategic Projects
Referee contact details:	chatterd@lsbu.ac.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£60k per annum. Supporting growing businesses in London with one to one advice.
<b>Example 3</b>	
Scheme name	Creative United
Start and finish dates:	2013 - Present
Referee name and position:	Mary-Alice Stack, Chief Executive
Referee contact details:	Mary-alice.stack@creativeunited.org.uk
Brief description of the scheme (up to 150 words, including evidence as to your capability in this market):	£75k per annum. Business advice project for London's creative businesses.
If you cannot provide three references, please briefly explain why (100 words max):	
Click here to enter text.	

## **6. Additional Capability Questions**

Workspace providers may be asked to respond to additional capability questions by either the Council via the Whitechapel Delivery Team or by a prospective landlord.

## **7. Declaration**

I declare that to the best of my knowledge the answers submitted in this Business Questionnaire are correct. I understand that the information will be used in the process to assess my organisation's suitability to bid for an Enterprising Whitechapel opportunity and I am signing on behalf of my organisation. I understand that the Whitechapel Delivery Team may reject this questionnaire if there is a failure to answer all relevant questions fully or if I provide false or misleading information.


### **Form completed by**

**Name: Laurie Wiseman**

**Date: 10 December 2015 Signed Electronically by Laurie Wiseman**

**Signature:**

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<p><b>Commissioner Decision Report</b> 24<sup>th</sup> April 2016</p>	
<p><b>Report of:</b> Debby Jones, Corporate Director Children's Services</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Notification Report on Early Years Service Grant Funding 2015/2016</b></p>	

<b>Originating Officer(s)</b>	Jo Green
<b>Wards affected</b>	All wards
<b>Key Decision?</b>	No
<b>Community Plan Theme</b>	A Prosperous Community

### Executive Summary

The Early Years Service operates a number of grant schemes to support existing childcare providers and to develop new provision. The funding for these grants is from the Dedicated Schools Grant, which is managed by Schools Forum.

The table below lists the expenditure for all Early Years funding streams in 2015/2016:

Funding Stream	Expenditure 2015/16
Inclusion	14,118
Childminding	450
Training	-
Special Projects	-
Capital	317,291
Ex-MSG Extension	298,247
Parachute Payments	13,663
<b>Total</b>	<b>643,769</b>

Further details of the funding are set out in the report below.

### Recommendations:

The Commissioners are recommended to:

1. Note the content of this report on Early Years Grant Expenditure.

## 1. **REASONS FOR THE DECISIONS**

For noting only.

## 2. **ALTERNATIVE OPTIONS**

2.1 None.

## 3. **DETAILS OF REPORT**

3.1 Funding for Inclusion, Childminders, Training and Special Projects

3.1.1 The Commissioners Decision Meeting on the 29<sup>th</sup> of July 2015 agreed that the operation of the Inclusion Funding, Childminder Grants, Training Grants and Special Project funding streams be approved. The Commissioners also approved that the Service Head for Learning and Achievement be authorised to award grants under the schemes in accordance with the agreed processes.

### **Purpose of Early Years Service Grant Funding**

The Early Years Service operates a number of grant funding programmes to support childcare provision within Tower Hamlets. These awards are non-statutory, but do work towards supporting national targets or statutory obligations.

#### **a) Inclusion Funding**

Supports access and inclusion of children with significant additional needs (Special Educational Needs) by supporting childcare providers in funding: additional focused support; specific equipment and/ or adaptations to the environment within the setting.

#### **b) Childminder Grants**

Start-up grant to new childminders offers support to local residents in starting up a childminding business by providing the initial paper work, public liability insurance.

#### **c) Training Grants**

Supports those employed in the Private Voluntary and Independent (PVI) Early Years workforce to achieve a higher level childcare related qualification to improve the quality of childcare and early education provision in the borough.

#### **d) Special Project Funding**

The Early Years Service undertakes several special projects a year to concentrate on areas of work to support development in childcare provision and which relate to key objectives in the team plan. Grants may be awarded to childcare providers to enable them to participate in the projects.

The table below sets out the expenditure of each grant award made.

<b>Early Years Grant Funding Expenditure 2015-16</b>					
<b>Funding Stream and Awards</b>	<b>2015/16</b>				
	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>Year Total</b>
	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>
<b>Inclusion Funding</b>					
Lincoln Hall Playgroup		2,153			2,153
Lincoln Hall Playgroup		2,153			2,153
Munchkins			2,751		2,751
Little Unicorns Day Nursery			1,494		1,494
Lincoln Hall Playgroup			846		846
Mudchute Nursery			1,000		1,000
Elaine Fairman (Childminder)			590		590
Headstart Day Nursery			1,733		1,733
Noah's Ark Nursery				410	410
Barkantine Community Nursery				540	540
Vernon Pre-School Playgroup				450	450
<b>Inclusion Funding Sub-Total</b>	-	4,305	8,413	1,400	14,118
<b>Childminder Grants</b>					
Gemma Ramzan			150		150
Juliana Asajeviciene			150		150
Anne Oldfield				150	150
					-
<b>Childminder Grants Sub-Total</b>	-	-	300	150	450
<b>Training Grants</b>					
					-
<b>Training Grants Sub-Total</b>	-	-	-	-	-
<b>Special Project Funding</b>					
					-
<b>Special Project Funding Sub-Total</b>	-	-	-	-	-
<b>Grand Total</b>	-	4,305	8,713	1,550	14,568

### 3.1.2 Quarter 1 Grant Awards

No awards were made in Quarter 1 as the approval process was not in place.

### 3.1.3 Quarter 2 Grant Awards

#### Inclusion Funding

The following awards were made in Quarter 2 of 2015/16:

Childcare Provider	Funding Award	Description	Approved By	Date
Lincoln Hall Playgroup	£2,152.50	To provide additional focused support for a child attending the playgroup who has chronic lung disease and is dependent on oxygen supply.	Terry Parkin (Service Head)	1/10/15
Lincoln Hall Playgroup	£2,152.50	To provide additional focused support for a child attending the playgroup who has been diagnosed with Autism and in addition has global developmental delay.	Terry Parkin (Service Head)	1/10/15
<b>Q2 Sub-Total</b>	<b>£4,305.00</b>			

#### Childminder Grants

No funding awards in Q2 2015/16 for this funding stream.

#### Training Grants

No funding awards in Q2 2015/16 for this funding stream.

#### Special Project Funding

No funding awards in Q2 2015/16 for this funding stream.

### 3.1.4 Quarter 3 Grant Awards

#### Inclusion Funding

The following awards were made in Quarter 3 of 2015/16:

Childcare Provider	Funding Award	Description	Approved By	Date
Munchkins	£2,750.88	Additional worker to provide additional focussed support for a child's learning & development.	Terry Parkin (Service Head)	4/11/16
Little Unicorns Day Nursery	£1,494.00	Additional support worker to fund two children attending Little Unicorns	Terry Parkin (Service Head)	6/1/16
Lincoln Hall Playgroup	£845.62	1-to-1 support for a child who has difficulties with social communication and	Terry Parkin (Service Head)	6/1/16



		interaction.		
Mudchute Nursery	£1,000.00	Additional practitioner to allow key person to support a child with delay in the development of communication and language skills.	Terry Parkin (Service Head)	6/1/16
Elaine Fairman (Childminder)	£590.00	To purchase a double buggy to enable a childminder to care for a child dependent on oxygen.	Terry Parkin (Service Head)	6/1/16
Headstart Day Nursery	£1,732.50	Additional support worker to support a child with significant communication & language delay.	Terry Parkin (Service Head)	6/1/16
<b>Q3 Sub-Total</b>	<b>£8,413.00</b>			

### Childminder Grants

Childcare Provider	Funding Award	Description	Approved By	Date
Gemma Ramzan	£150.00	To support a new childminder in setting up their provision and registering with PACEY	Terry Parkin (Service Head)	11/1/16
Juliana Asajeviciene	£150.00	To support a new childminder in setting up their provision and registering with PACEY	Terry Parkin (Service Head)	11/1/16
<b>Q3 Sub-Total</b>	<b>£300.00</b>			

### Training Grants

No funding awards in Q3 2015/16 for this funding stream.

### Special Project Funding

No funding awards in Q3 2015/16 for this funding stream.

### 3.1.5 Quarter 4 Grant Awards

#### Inclusion Funding

The following awards were made in Quarter 4 of 2015/16:

Childcare Provider	Funding Award	Description	Approved By	Date
Noah's Ark Nursery	£410.00	The purchase of a support chair for a child with Microcephaly.	Terry Parkin (Service Head)	January 2016
Barkantine Community Nursery	£540.00	1-to-1 support for a child who has delay in speaking and social	Terry Parkin (Service Head)	March 2016

		communication which is impacting his interaction with others.		
Vernon Pre School Playgroup	£450.00	To support a child with who has a very immature swallow action and as a result needs one-to-one support with eating and drinking.	Terry Parkin (Service Head)	March 2016
<b>Q4 Sub-Total</b>	<b>£1,400</b>			

### Childminder Grants

The following awards were made in Quarter 4 of 2015/16:

Childcare Provider	Funding Award	Description	Approved By	Date
Anne Oldfield	£150.00	To support the childminder in setting up their childcare provision, cover essential Public Liability Insurance costs/Tool kit of relevant document/Fire Blanket also provide membership to PACEY	Terry Parkin (Service Head)	February 2016
<b>Q3 Sub-Total</b>	<b>£150.00</b>			

### Training Grants

No funding awards in Q3 2015/16 for this funding stream.

### Special Project Funding

No funding awards in Q3 2015/16 for this funding stream.

### **3.2 Early Years capital funding for two-year-old places**

Through the Early Learning for 2 year olds programme (EL2), all local authorities in England have a statutory duty to ensure the provision of free part-time early education for the 20% most disadvantaged two-year olds from September 2013 and the 40% most disadvantaged two-year olds from September 2014.

The offer is for 570 hours of free early education for each eligible two year old. If taken over 38 weeks in a year, this represents 15 hours per week. The policy is an extension to the existing universal entitlement for three and four year olds.

In Tower Hamlets 2,145 children are eligible for an Early Learning for Two Year Olds place. At the end of December 2015, just short of 1000 children were in placements. However, this level of take-up of places still means that Tower Hamlets has one of the lowest levels in terms of percentage take-up. So much work still needs to be done to ensure that as many children as possible are benefiting from this offer.

An allocation of £1.3m capital funding was awarded by the DfE to allow the borough to support childcare providers in adapting, extending and potentially opening new premises in order to increase the number of places available for funded two year olds. The EL2 Capital Global Works Programme was approved by Cabinet on 10<sup>th</sup> of April 2013.

As Councils had been block funded for the revenue they received for the DfE, and many Councils were not meeting their placement targets, the DfE made it known that they would support revenue contributions to capital from revenue underspends. In light of this a £2.5m revenue contribution to capital from the Dedicated Schools Grant (DSG) was proposed to and approved by Schools' Forum. This was then ratified by the DfE in June 2014 thereby increasing the EL2 Capital funding budget to £3.8m.

The awarding of funding to new projects was stopped in 2014 pending agreement of a funding process. The process was agreed by Commissioners at their meeting on 27<sup>th</sup> May 2015.

The EL2 Capital Programme Management Group has been working to develop potential capital projects with partners from the private and voluntary sector to increase the number of childcare places available for two-year olds funded through the EL2 programme.

We are currently working on 21 projects of which we are confident will be delivered. These projects will provide 795 two-year-old places and a further 319 three-year-old places at a cost of £2.29m. Other projects are being worked on but are still at a very early stage and we cannot be confident that they will go ahead.

The places being created are in relatively small individual projects by a range of providers, and the providers have different levels of experience in carrying out capital projects. Many of the projects are not within the Council's control; in these cases we are awarding grants to childcare providers in non-council buildings. These factors increase the complexity and risks to the programme.

There have been some delays in individual projects. In many of the projects in LBTH buildings lease issues have arisen, which has delayed implementation. There have also been issues around commissioning in other cases. In non-LBTH building projects a number of problems have resulted in delays. Examples are: the contractor going out of business, budget estimates being well under tender amounts resulting in redesign to bring costs down, providers changing projects they wish to do, failed planning applications. Project management arrangements are in place to minimise the delays as far as possible.

The following tables show:

Expenditure on each approved project to date

Funding award to approved projects, project description and progress to date.

Early Years Capital Expenditure on 2yo Projects								
Childcare Provider Name & Project	Expenditure Full Year	Expenditure Full Year	Expenditure Q1	Expenditure Q2	Expenditure Q3	Expenditure Q4	Total expenditure	Total Project Expenditure
	2013/14	2014/15	2015/16	2015/16	2015/16	2015/16	2015/16	
Global Kids – Burdett Rd	42,365	-	-	-	-	-	-	42,365
Selective Learning – Winterton House	80,474	45,807	-	-	-	-	-	126,281
City Gateway – Gateway Tots Mastmaker Court	-	-	-	-	-	18,241	18,241	18,241
Lincoln Hall – Fern Street	-	-	-	-	-	-	-	-
Date Palm	-	-	-	-	-	-	-	-
LBTH- White Horse One O'clock Club	-	-	7,186	2,083	865	73,107	83,241	83,241
Calvary Charismatic Baptist Church – Calvary Pre-School	-	-	-	34,130	-	-	34,130	34,130
Global Kids – Limehouse	-	-	-	-	11,913	-	11,913	11,913
Harmony @ Account 3 – Birkbeck Street	-	-	-	20,777	40,203	-	60,980	60,980
Somali Integration Team – Chicksand Playgroup	-	-	-	-	34,782	36,440	71,222	71,222
Ocean Somali Community Association- Mile End Rd	-	-	-	-	-	-	-	-
Early Years Network Tower Hamlets – Weavers Pre-School	-	-	-	-	-	-	-	-
Limehouse Project	-	-	-	-	-	-	-	-
St Matthias Community Centre	-	-	-	-	-	21,790	21,790	21,790
LBTH – Bethnal Green Gardens	-	-	-	-	505	15,269	15,774	15,774
City Gateway - Hind Grove	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>122,839</b>	<b>45,807</b>	<b>7,186</b>	<b>56,990</b>	<b>88,268</b>	<b>164,847</b>	<b>317,291</b>	<b>485,937</b>

Early Years Capital 2yo Projects								
Childcare Provider Name & Project	EL2 Capital Funding Awarded	Childcare Provider Match Funding	Total Project Costs	New EL2 Places Created	Total Childcare Places Created	Approved by	Approval date	Project Description and Progress
Global Kids – Burdett Rd	<b>£43,875</b>	£14,625	£58,500	72	100	Service Head / Finance Manager / Chief Legal Officer & Director	Dec-13	Conversion of a newly built site, specifically: the demolition of some walls to improve accessibility and layout; creation of: a new reception area; new children's and adults' WC facilities; a staff office area; installation of: a serving hatch and worktop area in kitchen; a sink for the wet-play area and new floor covering; new storage cupboards; construction of 2 new sheds in the outdoor area. Project was completed in March 2014; setting has been operational since then.
Selective Learning – Winterton House	<b>£153,836</b>	£51,279	£205,115	72	120	Service Head / Finance Manager / Chief Legal Officer & Director	Dec-13	Conversion of an old office building to make it suitable for sessional childcare provision through: the removal of internal partition walls; replacement of flooring; replacement of plumbing, drainage and heating; creation of children's WC's and baby-change areas; replacement of electrics; decoration. Project was completed in July 2014; setting has been operational since then.
City Gateway – Gateway Tots Mastmaker Court	<b>£19,320</b>	£114,900	£134,220	40	62	Service Head / Finance Manager / Responsible Procurement Officer/ Chief Legal Officer & Director	May-14	Contribution towards the preparation and fit out of a self-contained childcare unit with its own dedicated outdoor area, within newly developed building that provides a space for its community-based service provision. Project was completed in August 2014; setting has been operational since then. Payment not made till proper accounts submitted.
Lincoln Hall – Fern Street	<b>£170,000</b>	£75,846	£245,846	55	80	Service Head / Finance Manager / Chief Legal Officer & Director	Dec-13	Alteration and adaptation work within the Fern Street Settlement Centre, specifically: the removal of the existing partitions, to create one large space; to create space for an office for the playgroup; the removal of some of the existing cupboards and new openings formed; new WC and baby-change facilities; new flooring over the existing; and installation of new access doors to the front and rear garden areas. Project has been delayed while lease is being agreed between Fern Street Settlement and LBTH. Draft lease has been issued. Meeting planned with the Settlement to resolve issues.
Date Palm	<b>£19,700</b>	£21,958	£41,658	48	48	Service Head / Finance Manager & Director	Jan-16	Expand and refurbish a space used for 3 and 4 year old children and to prepare the space for the 2 year olds. Works included: removing toilet to create space for installation of nappy changing table, removal of stud wall, opening up and installing an extra door to the toilets, painting, flooring and sound proofing, levelling outdoor path to make suitable for buggies. Project completed - financial monitoring being undertaken.
LBTH- White Horse One O'clock Club	<b>£300,000</b>	-	£300,000	40	60	Cabinet	Sep-15	Enabling project to allow development of the Ocean site for childcare. This project is for a Children's Centre. Project is currently being implemented. Expansion of building with 50% increase in footprint. Creating offices, training room and stay and play/classroom.

Childcare Provider Name & Project	EL2 Capital Funding Awarded	Childcare Provider Match Funding	Total Project Costs	New EL2 Places Created	Total Childcare Places Created	Approved by	Approval date	Project Description and Progress
Calvary Charismatic Baptist Church – Calvary Pre-School	<b>£102,391</b>	£34,130	£136,521	48	80	Service Head / Finance Manager & Director	Jun-15	Conversion work to space within Church site on East India Dock Road, to create sessional childcare facilities. Works include: replacement of doors and entry system and betterment of Entrance/Foyer; creation of large play space through the conversion of 3 separate rooms; betterment of existing WCs; installation of a new disabled WC for parents & disabled access ramp; repairs to the office; landscaping of outdoor area . Project delayed due to contractor going bankrupt; new contractor appointed and project is being implemented.
Global Kids – Limehouse	<b>£14,684</b>	£4,894	£19,578	36	27	Service Head / Finance Manager & Director	Jun-15	Alterations to the provider's current building to allow more funded 2 year olds; works included: removal of an internal wall; fitting of an internal window; installation of internal storage units, CCTV system & air-conditioning system; painting and decorating throughout. Project was completed in and operation since October 2015.
Harmony @ Account 3 – Birkbeck Street	<b>£62,333</b>	£20,000	£82,333	36	60	Service Head / Finance Manager & Director	Jun-15	Internal reworking of a significant proportion of the office and training space within the provider's building to create a new space for sessional childcare provision operating alongside the current full daycare provision. Project was completed in and operational since November 2015.
Somali Integration Team – Chicksand Playgroup	<b>£114,998</b>	£8,000	£122,998	40	56	Service Head / Finance Manager & Director	Jun-15	The refurbishment of an old community club for sessional childcare. Works included: repair/ replacement of doors and frames; creation of children's and staff toilets; replacement of kitchen units, flooring, large cracked window pane; installation of a wet play sink; service and overhaul of roller shutters & window grills; refurbishment of electrics; repair of extraction & ventilation systems and heating & hot water systems. Works have been completed; childcare provision will not commence until lease has been agreed and signed. Negotiations over the terms of the lease are regarding the opening hours, use at weekends and bank holidays. The use of the garden area is also being looked into. The issues are linked to old terms and conditions and the rights of those living in the flats above.
Ocean Somali Community Association- Mile End Rd	<b>£39,147</b>	£13,049	£52,196	24	40	Service Head / Finance Manager & Director	Jun-15	Conversion of a building for sessional childcare provision; the main focus of the works are: upper-ground floor to create an internal area of 48 Sq. Mts. This will provide the primary internal play space for the new facility; construction of staff toilet and baby changing area and two toilets for children; construction of staff room and office. Project was delayed in getting landlord's permission to works; planning application submitted.

Childcare Provider Name & Project	EL2 Capital Funding Awarded	Childcare Provider Match Funding	Total Project Costs	New EL2 Places Created	Total Childcare Places Created	Approved by	Approval date	Project Description and Progress
Early Years Network Tower Hamlets – Weavers Pre-School	<b>£151,137</b>	£50,379	£201,516	48	64	Service Head / Finance Manager & Director	Jun-15	The conversion of space within a community resource centre for sessional childcare provision; specific elements include: demolition works and internal structural works; construction of: a new kitchen area; new WC utility room; mezzanine play area and office space; two outdoor play areas. Tender cost came in well above estimates. Project delayed while works reduced to meet budget, and getting lease arranged with landlord. Lease has now been signed and project is being implemented.
Limehouse Project	<b>£148,311</b>	£34,898	£183,209	40	60	Service Head / Finance Manager & Director	Nov-15	The conversion of a current community space for sessional childcare provision; the main elements of work include: strip out and preparation of the site; refurbishment of: the current staff toilet area; staff kitchen; the construction of new children's toilets; conversion of current crèche, office and meeting room space into one childcare space. Waiting for lease to be agreed with LBTH. Provider wishes for greater consideration to be given to the fact that they are a community group and would like rent lowered because of this.
St Matthias Community Centre	<b>£65,370</b>	£21,790	£87,160	48	96	Service Head / Finance Manager & Director	Nov-15	The main focus of the work is to create childcare facility within the community centre's hall space. Works include creating: two children's toilet/baby changing room; new staff room and office, new outdoor play area in the church backyard; reception at the main door entrance. Started March 2016, completion due end April 2016.
LBTH – Bethnal Green Gardens	<b>£268,860</b>	-	£268,860	40	60	Cabinet	Sep-15	Conversion of an old park rangers' station into childcare space by: demolition and alteration works to convert office into nursery space; construction of a small external extension - within the confines of the existing footprint of the site; and external works- including landscaping, installation and making good of ramp to access the building Contractors chosen through tender process. Works starting April 2016. Completion due September 2016.
City Gateway - Hind Grove	<b>£76,436</b>	£34,403	£110,839	14	26	Service Head / Finance Manager & Director	Mar-16	Conversion of hall in community centre space. Works include: new flooring, wooden panels for lower windows, pipe boxing, privacy film on windows; removal of a partition wall; conversion of toilets to create children's toilets; creation of an outdoor play space; installation of ramps to outdoor play space; creation of additional entrance to rear of property. Funding award approved. Works to start May 2016. Completion July 2016.
<b>TOTAL</b>	<b>£1,750,398</b>	£500,151	£2,250,549	701	1,039			



### 3.3 Early Years Sector Support (ex-MSG)

Extensions to the Early Years Sector Support previously provided through the MSG programme of 2012/2015 were extended to 31<sup>st</sup> August 2015 through the DSG.

The Early Years Sector Support was awarded to support voluntary playgroups and to infrastructure support and other early years activities.

The grants to playgroups ended on the 31<sup>st</sup> August and their funding was replaced by a supplement to the hourly rate for the two-year-old funding, as approved by Schools Forum.

The commissioning process for some grants has not yet been completed and the DSG funding for the six groups concerned (see Infrastructure Support Groups) has been extended until 31<sup>st</sup> July 2016.

The funding awards made in 2015/2016 are set out in the table below.

<b>Early Years ex-MSG Extension Grants 2015/2016</b>		
Playgroup grants	Burdett Estate Playgroup	2,222
	Mudchute Association	6,796
	Poplar Play Centre	12,778
	Scallywags Playgroup	2,778
	SSBA Community Trust	5,185
	Abertots Playgroup	3,333
	Island House Playgroup	3,372
	Mile End Nursery	3,333
	Lincoln Hall Playgroup	5,926
	Island House Pre-School Playgroup	2,248
	Ranwell Playgroup	6,347
	Allen Gardens Playgroup	5,215
	Avebury Playgroup	6,852
	Brayford Square Playgroup	4,630
	Wapping Playgroup	4,630
	Scallywags Parent Run Nursery	5,000
	Jagonari Women's Educational Resource Centre	8,154
Sub-total Playgroup Grants		88,799
Early Years Infrastructure support grants	Early Years Network Tower Hamlets	100,000
	Hackney Playbus	3,000
	Somali Parent and Children Play Association	8,633
	St Hilda's East Community Centre	8,000
	Toyhouse Libraries Association of Tower Hamlets	35,556
	Tower Hamlets Opportunity Group	54,259
Sub-total Early Years Infrastructure support grants		209,448
<b>Grand Total</b>		<b>298,247</b>

## Parachute Payments

To ease transition from the block grant of the MSG to the supplement to the two-year-old funding, parachute payments were agreed by Schools Forum. Payments for last year cover the period from September 2105 to March 2016. A further payment will be made in 2016/17. There will be no further payments after this. A list of payments in 2015/16 is shown below.

Parachute Payments 2015/2016		
Playgroup	Allen Gardens Playgroup	772.69
	Avebury Playgroup	1,030.26
	Brayford Square Playgroup	600.98
	St Francis Family Playgroup	919.57
	Island House Pre-School Playgroup	858.55
	Lincoln Hall Playgroup	915.78
	Munchkins Playgroup	1,030.26
	Poplar Play Centre	858.55
	Rainbow House	1,112.93
	Rainbow Playgroup	801.31
	Ranwell Playgroup	667.76
	Tate House combined	168.53
	THOG	1,748.89
	Vernon Pre-School Playgroup	600.98
	Wapping Playgroup	1,575.96
Total		<b>13,663.00</b>

## Infrastructure Support Groups 2012-16

The infrastructure support groups have had their grant awards extended to 31<sup>st</sup> July 2016. Information on the groups and the service for which the grants were awarded is listed below.

### Early Years Network Tower Hamlets

An umbrella organisation for Under 5's groups in the voluntary sector in Tower Hamlets; EYNTH provides information, resources, advice, support and training services for these groups, and works in partnership with the statutory and private sector.

The service funded through the EYS Mainstream Grant 2012-15, extended to July 2016 has been: infrastructure administrative support and advice to approximately 120 providers, including: production and distribution of regular newsletters; running and managing a bulk buy shop of resources; running an annual information and resource day for registered childcare providers and childminders; managing equipment loans or recycling of equipment; providing outreach visits to groups; managing and organising the distribution of small grants of equipment for parent / carer / toddler groups; providing a payroll service and recruitment and staffing support to member groups.

### Hackney Playbus

A mobile play project which offers play opportunities on housing estates from a double decker bus.

The service previously funded through the EYS Mainstream Grant 2012-15, extended to July 2016 has been providing play sessions for children under 10 years old from Irish Travellers Community in Eleanor Street.

### **Somali Parent and Children's Play Association**

Provides mobile play activities from various locations within the borough of Tower Hamlets; services are delivered after school hours, weekend and during school holidays. The project focuses on providing children from socially excluded backgrounds with the opportunity to participate in play activities, in particular Somali young children, the majority of whom have never accessed play provision before. The project works closely with parents in order to give them a basic understanding of the positive impacts that play would have on their children's lives.

The service previously funded through the EYS Mainstream Grant 2012-15, extended to July 2016 has been providing play sessions at Mile End Adventure Park for children from ages 8 and 12 years old; designed specifically, but not exclusively, for Somali children with special needs.

### **St Hilda's East Community Centre**

A multi-purpose community centre catering for all sections of the local community offering a wide programme of activities, including: advice services, youth projects, support for parents and pre-school children, work with older people, women's projects, volunteering placement and carers' respite.

The service previously funded through the EYS Mainstream Grant 2012-15, extended to July 2016 has been a crèche and Family Learning for children aged 6 months to 5 years.

### **Tower Hamlets Opportunity Group**

A playgroup and a registered charity that provides a borough wide service situated in Tower Hamlets. The playgroup is for children aged between 2 to 5 years and operates with a criteria that 51% of the children supported have a disability/additional needs.

The service previously funded through the EYS Mainstream Grant 2012-15, extended to July 2016 has been early years support for children with a disability/additional needs.

### **Toyhouse Libraries Association of Tower Hamlets**

Provides a range of play based, supportive services for children and their parents/carers living in Tower Hamlets; including: a mobile toy library service, soft play projects, outreach, drop-in sessions and groups.

Two specific services have previously been funded through the EYS Mainstream Grant 2012-15, extended to July 2016:

- a) **Home Visiting Mobile Toy Library** – taking a stock of toys and play resources, plus bilingual play focused staff into the home of families with pre-school aged children with special needs.
- b) **Soft Play Projects** - Active Play sessions for both children and their parents held at Mile End Play Pavilion

## **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report provides an update to Commissioners on how DSG funded Early Years grants have been spent in 2015/16. There are no additional financial implications as a result of the recommendations in this report.

## **5. LEGAL COMMENTS**

5.1 This report is for noting only advising as to the Early Years Service Grant Funding for 2015/2016 and the funding for these grants is from the Dedicated Schools Grant, which is managed by Schools Forum. There are no immediate legal implications arising from this report.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

6.1 N/A

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

7.1 N/A

## **8. RISK MANAGEMENT IMPLICATIONS**

8.1. N/A

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

9.1 N/A

## **10. EFFICIENCY STATEMENT**

10.1 There are no specific efficiency contributions as a result of these funding processes.

## **11. SAFEGUARDING IMPLICATIONS**

11.1 N/A

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- None

#### **Appendices**

- None


#### **Background Documents**

- None

**Officer contact details for documents:**

- Jo Green x4844

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<p><b>Commissioner Decision Report</b> 24 May 2016</p>	
<p><b>Report of:</b> Debbie Jones, Corporate Director (Children’s Services)</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Tower Hamlets Education Partnership (THE Partnership)</b></p>	

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

**Executive Summary**

This report provides an update on the establishment of Tower Hamlets Education (THE) Partnership. This is intended to be a schools-led partnership to accelerate school improvement by promoting and extending existing joint working. It will cement the successful collaboration – between the schools themselves and between schools collectively and the local authority and other key partners – which has brought such marked benefits to the education of children and young people in the borough over the past twenty years.

The Executive Mayor, in Cabinet, on 10<sup>th</sup> May 2016 welcomed the establishment of THE Partnership and agreed that an earmarked reserve be created from general fund balances of up to £300,000 per annum for three years, subject to THE Partnership delivering the outcomes outlined in paragraph 3.14.

This report seeks a decision from the Commissioners in respect of the approval of a grant of up to £300,000 per annum, in principle, for three years to enable THE Partnership to become self-sustaining.

In addition, the report seeks a specific decision from the Commissioners in respect of the approval of the first payment of that grant for 2016/17 of £300,000 including services in kind to THE Partnership to cover the costs of the organisation’s infrastructure in the first year of operation, as outlined in paragraph 3.8.

**Recommendations:**

The Commissioners are recommended to:

- Approve, in principle, a grant to THE Partnership of up to £300,000 per annum from the Council for a period of three years to enable it to become self-sustaining and to maintain a tight focus on improvement, as evidenced by progress in the outcomes described in paragraph 3.14;

- Approve a grant to THE Partnership of £300,000 for 2016/17 to cover the costs of the organisation's infrastructure in the first year of operation, as outlined in paragraph 3.8, with £150,000 released (upon appointment of a Finance Director to the Interim Board) to enable the initial set up and recruitment, with a further £150,000 released once the company is established, has a critical mass of members and has produced for approval a robust business plan with defined performance outcomes for each of the three years; and
- Consider a further report in September 2016, regarding THE Partnership's three year business plan and the arrangements for years two and three, prior to the release of the second £150,000 grant funding for the first year.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The decisions sought in this paper will enable THE Partnership to further develop its role in establishing a school-led system of improvement adding value to the whole Tower Hamlets education system and to become self-sustaining. THE Partnership will cement the successful collaboration which has brought considerable benefits to this borough. The Council's support for THE Partnership will be important in giving it time to becoming fully sustainable and keep the focus where it should be, that is, on accelerating improvement so that more children and young people thrive and achieve well in Tower Hamlets.

## **2. ALTERNATIVE OPTIONS**

- 2.1 To do nothing, the risks of which are highlighted in the report. A changing national policy context and the *Education and Adoption Act 2016* provide added impetus for the establishment and support for a schools-led partnership.

## **3. DETAILS OF REPORT**

### *THE Partnership*

- 3.1 The Council recognises that longstanding collaboration between schools and the local authority is a huge strength of education in Tower Hamlets. Headteachers, though primarily concerned with their own schools, have for many years shown a commitment to all Tower Hamlets children and their families.
- 3.2 In the summer of 2015, informal discussions amongst headteachers considered the implications for Tower Hamlets schools of the changing national policy context and the proposed legislation which has now been introduced in the form of the *Education and Adoption Act 2016*. The idea emerged that a schools-led partnership should be established to promote and extend existing joint working and to cement the very successful collaboration – between schools themselves and between the schools collectively and the



local authority and other key partners – which has brought such marked benefits to the education of children and young people in the borough over the past twenty years.

- 3.3 Between January and April 2016 a Steering Group involving representatives from all sectors, including governors, worked intensively on the development of the partnership model, taking into account the specific points made in responses to the initial consultation.
- 3.4 The result of this work is set out in the detailed proposal for the Tower Hamlets Education Partnership (THE Partnership), as reflected in its Prospectus and proposed Operating Model, Governance arrangements (<http://the-partnership.org.uk/>). The detailed proposal was launched with schools on Tuesday, 26 April 2016.
- 3.5 The focus of THE Partnership will be collaboration for school improvement – for all schools, not just for those experiencing difficulties – and on achieving the best educational outcomes for the children and young people of Tower Hamlets. THE Partnership’s vision and values are at one with those of the Council, and its focus on improving outcomes for our children and young people is reflected in a commitment to specific, targeted outcomes. Further, school improvement can be a system-wide endeavour. This proposal would make THE Partnership responsible for school improvement in Tower Hamlets and be accountable for that to wider community.

### Funding

- 3.6 THE Partnership’s sustainable income will come from a number of sources, principally:
  - Membership subscriptions from schools
  - Potential contracts with the local authority for specific purposes
  - Income from traded services
  - Income from bespoke assignments
  - Income from grants or awards
- 3.7 Whilst member subscriptions would represent an investment in the vision and future of THE Partnership as well as entitlement to a range of value for money services, THE Partnership is likely to take some time to grow its business and become sustainable. The Council welcomes the establishment of THE Partnership and the potential of its role in establishing a school-led system of improvement which adds value to the whole Tower Hamlets’ education system. Further, the Council is determined that there should be no slippage in either improvement or attainment levels during this time and has agreed to ensure both improvement and performance continues, to the allocation of funding for a period of three years (including benefits in kind).
- 3.8 This funding would be utilised to cover the costs of the organisation’s infrastructure and in the first year the estimated expenditure to be incurred is outlined below:

<b>Expenditure</b>	<b>£'000</b>
Staffing	114
Administrative support	32
Financial (professional advice)	27
Project management support	26
Recruitment	12
Development	28
Rent (see paragraph 3.9)	16
IT Infrastructure (including website)	20
Publications and marketing	15
Supplies and services	5
Insurance	5
<b>Total</b>	<b>£300</b>

- 3.9 The Council intends to host the organisation at the Professional Development Centre in Bethnal Green. The cost of this space, as an identified sole use room (with other shared facilities) including access to IT, cleaning, and additional venue hire and catering, would be approximately £16,000 per annum.
- 3.10 Upon the approval of the grant to THE Partnership, the Council intends to enter a formal license with the organisation which would be constructed with appropriate break clause and notice periods. Following the agreement of terms with THE Partnership, the Corporate Director (Children's Services) will instruct Asset Management and Legal Services to take this forward, including obtaining the appropriate approval from the Commissioners to agree the specific terms.
- 3.11 Whilst an agreement in principle for three years of seed funding is being sought, it is recommended that the Commissioner's approve a grant to THE Partnership of £300,000 including services in kind, as detailed above, for the first year of operation to enable the establishment of the organisation and to assist it to become self-sustaining and to maintain a tight focus on improvement.
- 3.12 It is further recommended that £150,000 is released upon appointment of a Finance Director to the Interim Board of Directors to enable initial set up and recruitment with a further £150,000 released once the company is established, has a critical mass of members and has produced a business plan, as detailed below in paragraph 3.20.
- 3.13 The Council will put in place specific and detailed monitoring and reporting arrangements to ensure the funding is used as planned, delivers the objectives and targets set and achieves value for money.

### Outcomes

- 3.14 As a condition of that grant, as reflected in the Prospectus, THE Partnership intends to deliver the following outcomes:

- All schools to be at least good, as judged by Ofsted, and the proportion of outstanding schools in Tower Hamlets to be amongst the highest in the country;
- Overall progress and attainment levels to be amongst the best in the country;
- Evidence of narrowing the gap by improving outcomes for disadvantaged groups of children and young people;
- Attendance and low exclusion figures in THE Partnership schools - among the best in the country;
- Year-on-year increase of uptake levels for THE Partnership membership with high levels of member participation and satisfaction along with strong staff motivation and commitment in member schools; and
- Evidence of strong satisfaction levels with education amongst local people.

3.15 Further, the Community Plan provides the basis for the improvement outcomes the Council will expect THE Partnership to deliver and the expectation that we would want to see all schools in the borough performing in the top quartile when compared with national benchmarks.

3.16 The Council through its continuing role in education, as enshrined in the Community Plan, and its democratic base will have a unique and special relationship with THE Partnership.

3.17 That unique, special and mutually beneficial relationship would be protected by a Memorandum of Understanding, outlining the structure under which both the Children and Families Partnership Board (CFPB) and THE Partnership work together which, in turn, would form part of the recently re-launched Local Strategic Partnership governance arrangements.

3.18 Further, it is proposed that in the consequent revised terms of reference for the CFPB, a specific sub-committee would be created as an additional layer of accountability to review THE Partnership's progress with an annual performance review built into the accountability framework.

3.19 The role of Scrutiny should become even more important in a system where all or the majority of schools are academies and operating in multi-academy trusts (MATs).

### Reporting

3.20 In addition to a comprehensive review of the quality of education in schools in Tower Hamlets, due to be reported to Cabinet in November 2016 by the Interim Board of Directors, an initial three year business plan, including confirmed subscription fees, potential income generation, planned expenditure and specific metrics to measure the outcomes outlined above, will be produced and reported to Commissioners in September 2016 to secure the release of the second tranche of year one funding.

- 3.22 Officers of the Council will expect the business plan to be submitted in sufficient time to ensure robust scrutiny and challenge is undertaken before it is signed off and presented to both the Commissioners and Cabinet.
- 3.21 Years two and three funding allocations will subsequently be released on the production of an annual roll forward business plan outlining the financial performance of the organisation alongside the achievement of targets and outcomes outlined in the initial approved business plan.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 The council's Cabinet has approved the allocation of up to £300k per year for three years to support THE Partnership to enable it to become self-sustaining and to maintain a higher focus on school improvement. The funding for the first year will be to meet initial set up costs and ongoing revenue costs of the team and related overheads that will operate the Partnership as set out in 3.8. The council will put in place specific and detailed monitoring and reporting arrangements to ensure the funding is used as planned, delivers the objectives and targets set and achieves value for money. The business plan to be produced by THE Partnership will be assessed and evaluated to ensure that it is robust and deliverable and clearly demonstrates how the organisation will become self-sustaining within the three year period. Specific review dates will also be established to enable the on-going financial and operational assessments to be undertaken and reported before future tranches of the grant funding is released.
- 4.2 The provision of funding for the first three years is considered to support and enable the organisation to firmly establish its finances by maximising the use of its services over the medium term. It should be noted that the up to £900,000 funding for THE Partnership will be provided at the Council's risk as it will not guarantee THE Partnership will successfully secure other funding for the provision of its services.

#### **5. LEGAL COMMENTS**

- 5.1. On 17 December 2014 the Secretary of State made directions 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. Therefore, whilst it is appropriate for the Mayor to make the decision for the allocation of money to be used as the seed fund, the decision to make the grant rests with the Commissioners. However, 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. Under section 1 of the Localism Act 2011 the Council has the

general power of competence. This means that the Council has the power to do anything to do what an ordinary human being could do, unless statute specifically restricts the Council for acting in the way it wishes. It appears that there is no specific legislation prohibiting the making of the grant itself. Therefore, it is within the Council's power to issue these grants, subject always to the directions of the Secretary Of State For Communities and Local Government and therefore the decision of the appointed commissioners

- 5.3. However, the Council must satisfy itself that the giving of any such grant would not constitute State Aid for the purposes of European Law. Whilst the grant itself has some of the hallmarks of state aid and would be above the de minimis threshold that applies to State Aid it is unlikely:
  - 5.3.1 That an organisation resident in another member state would be interested in providing services in the UK of a type similar to that which the Company will carry out and
  - 5.3.2 That the Company will be in a position to compete for services advertised in another member state
- 5.4. This means that it is unlikely that there is any "cross border interest" in the giving of the grant and therefore would not constitute state aid for the purposes of European Law.
- 5.5. The Council has a duty to achieve Best Value in respect of its expenditures. This is by virtue of Section 3 of the Local Government Act 1999. This has two impacts on this matter:
  - 5.5.1 The Council must satisfy itself that the giving of any grant represents Best Value. This means that it will have to ensure that any grant is properly made under terms that enable the proper monitoring of outcomes to demonstrate that the money achieves the appropriate outcomes for which it was given.
  - 5.5.2 Where the Council requires services to be provided by the Company to itself in particular then such contract cannot be directly awarded to the Company without competition.
- 5.6. However, it would be permissible for the Tower Hamlets Education Partnership to provide services to the Council where the Partnership has run the procurement and made it clear within the advert that this procurement relates to Council spend in particular.
- 5.7. The Council must also ensure that it fully understands the impact on persons with a protected characteristic that the changes in this report may represent for the purposes of the Equality Act 2010. It may therefore need to undertake desktop evaluations and where appropriate carry out equality consultations also.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The aims of THE Partnership to support collaboration and a system which benefits all children in the borough is entirely consistent with One Tower Hamlets aims.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 The use of the grant will be on the basis that it demonstrates best value.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 None identified.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 Incorporated in main report.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 None identified.

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 The Council will retain responsibility for safeguarding children and will have a duty to ensure that schools understand and discharge their safeguarding duties. Discharging this duty in a more fragmented system presents additional risks.

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### **Linked Reports, Appendices and Background Documents**


#### **Linked Report**

#### **Appendices**

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

- Tower Hamlets Education Partnership, Cabinet Report 10<sup>th</sup> May 2016  
<http://modgov.towerhamlets.gov.uk/documents/g6208/Public%20reports%20pack%2010th-May-2016%2017.30%20Cabinet.pdf?T=10>

**Officer contact details for documents:** Kate Bingham

<p><b>Commissioner Decision Report</b> 24 May 2016</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Zena Cooke, Corporate Director Resources</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>MSG Project Performance September - December 2015</b></p>	

<b>Originating Officer(s)</b>	Everett Haughton, Robert Mee
<b>Wards affected</b>	All wards
<b>Key Decision?</b>	Yes
<b>Community Plan Theme</b>	All

## **EXECUTIVE SUMMARY**

The Main Stream Grant (MSG) 2015/18 Programme was approved by Commissioners on 29 July 2015 and runs from 1 September 2015 through to 31 March 2018. The Programme is made up of 5 broad Themes covering a range of activities and services.

The activities and services are being delivered by 130 projects each of which has targeted outcomes to achieve during the course of the programme period. This performance report covers period 1 which was from 1st September to 31st December 2015 where each project has been classified as either: Green, Amber or Red based on a number of agreed performance criterion.

The report shows that overall; and despite significant changes to project management and reporting, the programme has performed reasonably well during the opening period from September through to December: with only 8 projects rated as either Amber or Red within the agreed performance management standards.

## **RECOMMENDATIONS**

Commissioners are recommended to:

1. Note the contents of the report, in particular:
  - (i) The make-up of the 2015/18 programme as set out in section 3.4
  - (ii) Key issues affecting Period 1 as set out in section 3.5
  - (iii) The online monitoring information as set out in section 3.12.2
  - (iv) Key programme performance information as set out in Appendices 1 and 2 – paragraph 3.6 refers
2. Provide guidance on any required improvements or specific information to be provided in future performance reports

3. Note that the performance report on period 2 (January to March 2016) will be presented to the Commissioners Decision Meeting scheduled for 5 July
4. Approve the withdrawal of approved grants to projects as set out in paragraph 3.12.4

## **1. REASONS FOR THE DECISIONS**

- 1.1 Regular performance updates ensure that the MSG Themes and individual projects are on track to deliver the agreed outputs and outcomes.
- 1.2 Any issues that raise concerns can be addressed by Commissioners and appropriate remedial actions agreed. Where necessary, this could include the reduction, withdrawal or reallocation of funds to ensure that the overall Programme is making the most effective use of resources and maximising the potential achievement of agreed aims and objectives.

## **2. ALTERNATIVE OPTIONS**

- 2.1 Information relating to various aspects of project and monitoring activity has been provided within the report in an effort to give Commissioners and Members a good overall understanding of how projects performed against the key elements of their Grant Agreements.
- 2.2 Commissioners may however wish to request either less or more information in relation to future quarterly performance. Future reports could therefore take either of the following approaches. Theme level highlight reports, detailed project level reports; or, a combination of the two.

## **3. DETAILS OF REPORT**

### **Background**

- 3.1 The Main Stream Grant (MSG) 2015/18 programme was approved by Commissioners on 29 July 2015.
- 3.2 The majority of approved projects had a scheduled start date of 1 September 2015 and were funded for 36 months up to end of August 2018. However, within Theme 3 (Prevention Health and Wellbeing), 4 projects were scheduled to commence on 1 October 2015 and 8 projects were scheduled to commence on 1 January 2016. Each project has a signed Grant Offer Letter setting out the targets to be achieved and details of the grant and other project funding profiled by quarter/period.
- 3.3 It should also be noted that Theme 5; Community Engagement, Cohesion and Resilience, approved funding for 19 months (1st September 2015 to 31st March 2017), with the intention to organise a further bidding round to agree a new portfolio of projects for the remaining 17 months of the programme period to run from 1st April 2017.



3.4 A breakdown of the current programme and projects is set out below. The Main Stream Grants Programme also draws in additional monies from funded organisations, either from their own funds and/or from other external funders to add value to the programme. The additional funding is confirmed within project grant agreements and the current breakdown of live projects is shown in **Chart 1** below; and the forecast spend by category is set out in **Chart 2**.

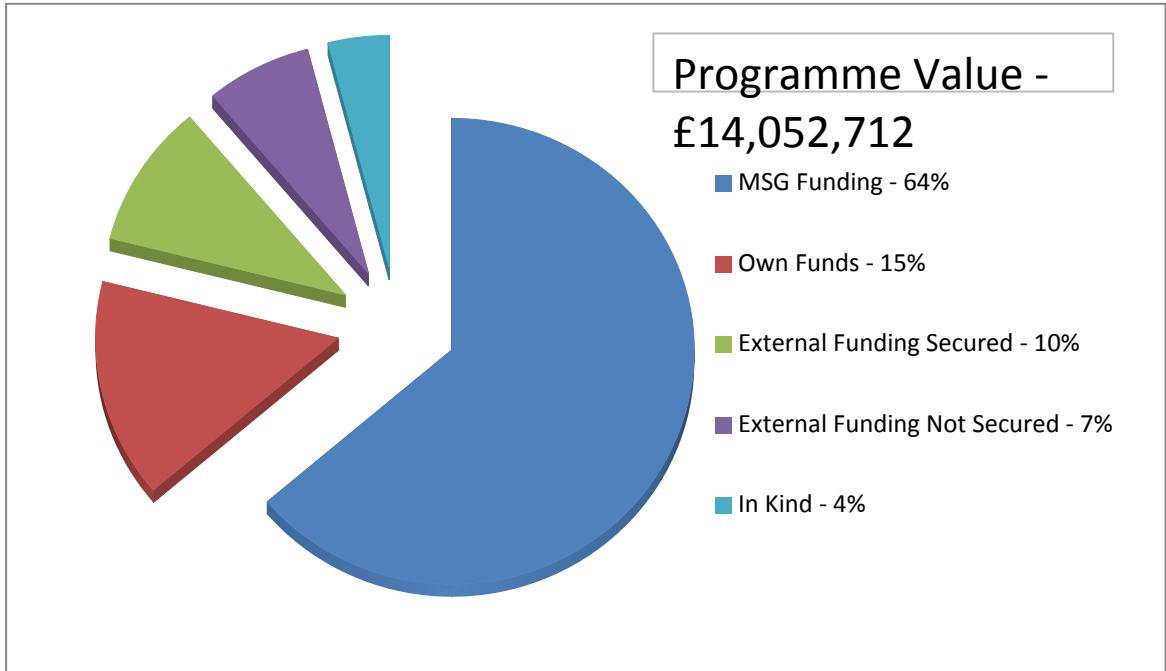
Theme	Dir.	Total Grant £*	No. of approved projects	No. of Live projects
<b>Theme 1: Children, Young People and Families</b>				
Raising Attainment	CS	185,949	11	10
Vulnerable & Excluded Children & Families	CS	542,997	6	6
Culture	CLC	313,500	10	10
Sports	CLC	313,500	7	7
Community Languages	CLC	163,146	10	10
Youth	CLC	726,000	17	17
	Sub Total	<b>£2,245,092</b>	<b>61</b>	<b>60</b>
<b>Theme 2: Jobs Skills &amp; Prosperity</b>				
Routeways to Employment	D&R	995,477	10	10
Social Welfare Advice Serves	D&R	2,671,776**	11	11
	Sub Total	<b>£3,667,253</b>	<b>21</b>	<b>21</b>
<b>Theme 3: Prevention Health &amp; Wellbeing</b>				
Lunch Clubs	AS	611,640	12	12
Prevention Health & Wellbeing	AS	1,052,940	14	14
Sports & Lifelong Learning	CLC	626,400	9	9
	Sub Total	<b>£2,290,980</b>	<b>35</b>	<b>35</b>
<b>Theme 4: Third Sector Organisational Development</b>				
Support to Council Funded Projects	RES	210,000	1	1
General Support to Organisations in the Borough	RES	300,000	1	1
Strategic Partner Project	RES	270,000	1	1
	Sub Total	<b>£780,000</b>	<b>3</b>	<b>3</b>
<b>Theme 5: Community Engagement Cohesion and Resilience</b>				
Community Engagement	LPG	165,522	11	11
	Sub Total	<b>£165,522</b>	<b>11</b>	<b>11</b>

Theme	Dir.	Total Grant £*	No. of approved projects	No. of Live projects
<b>TOTALS</b>		<b>£9,148,847</b>	<b>131</b>	<b>130</b>

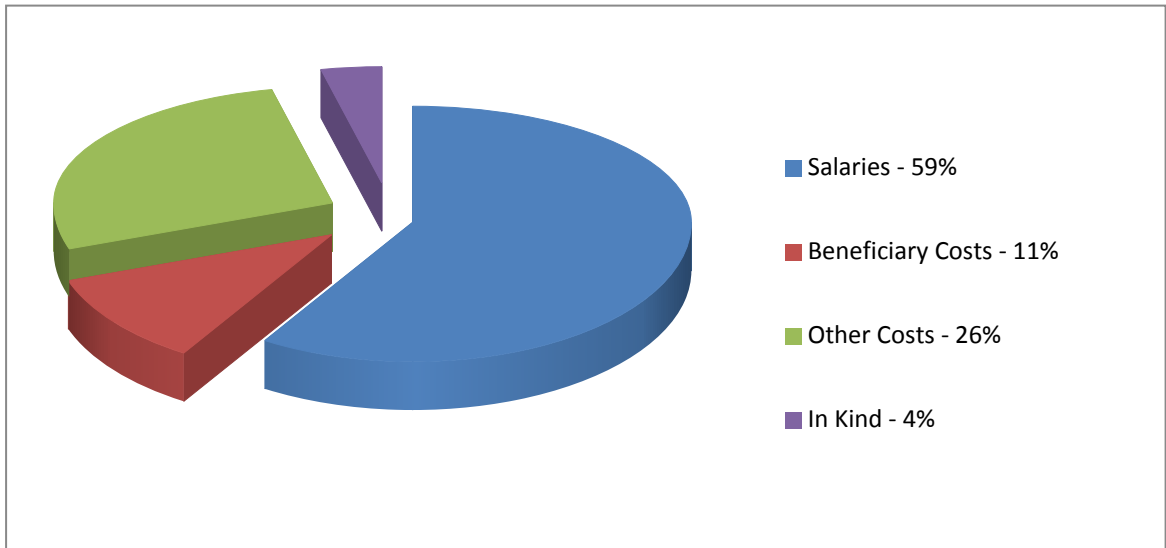
\* The figures are the budgets approved by Commissioners on 29 July 2015

\*\* Two projects were awarded additional funding totalling £8,319 pa. The decision sheet showed only the annual figure added to the Theme total (£3,650,615) rather than the 3 year lifetime amount. The correct figures are shown in the above table.

**Chart 1**



**Chart 2**



### **Key Issues Affecting Period 1 - September/December 2015**

- 3.5 A number of issues and concerns arose either during the Decision Making Meeting of 29 July 2015 or as a result of subsequent meetings. Some important programme and project management issues are also the direct result of the decisions taken at these meetings. Alternatively, some are key operational consequences of specific concerns that were raised either by Members, Commissioners or Senior Management. These matters are set out below together with details of how they have impacted upon or been addressed during Period 1 (September to December 2015) of the MSG Programme.

#### **3.5.1 Community Building Leases:**

At the 29 July 2015 meeting Commissioners agreed that a number of organisations based in Community Buildings were required to have entered into a formal and appropriate property agreement for their use of the building. These organisations are listed below.

- **Wapping Bangladesh Association** – discussion with the Council progressed enough that the January – March 2016 advance payment was able to be made. Leases were agreed on 15 January 2016.
- **Bangladeshi Youth Movement** – the organisation has agreed to the principle of vacating Berner Centre and; if their finances allow it occupying the Christian Street facility on the basis of a licence. The council is now in the process of identifying what works need to be carried out to Christian Street to make it a multi-use, versatile space.
- **Somali Senior Citizens Club** - discussion with the Council progressed enough that the January – March 2016 advance payment was able to be made. A licence has been agreed in principle.
- **Dorset Community Association** - discussion with the Council progressed enough that the January – March 2016 advance payment was able to be made. A lease was completed on 15 January 2016.
- **Limehouse Project** – discussion with the Council progressed enough that payments pre 31 March 2016 can be made. Capital works are still in progress. Discussions continuing on the Heads of Terms. Lease will be completed when capital works are completed and the valuation refreshed
- **Deaf Plus** - discussion with the Council progressed enough that the January – March 2016 advance payment was able to be made. The lease was completed in December 2015.

Subsequent to the 29 July meeting, the following organisations were added

- **Stifford Centre** - the organisation has now signed a lease agreement with the Council which was completed on 14 April 2016.
- **Osmani Trust** - the organisation is still in discussion with the Council over lease arrangements
- **Children Education Group** - the organisation is still in discussion with the Council over lease arrangements

For all of the above organisations a Pre-award condition was included in their Grant Offer Letter. This means that grant payments would not be released until such time as the condition had been extensively met by the organisation.

Organisations are able to deliver the project at risk but payments should not be made until the condition has been met. The Asset Management team have provided updates and clarification on the progress of lease arrangements with organisations; this information has enabled the Third Sector Team to determine whether or not to release the grant.

Note: organisations must be delivering projects satisfactorily for payments to be made even if conditions are met.

### **3.5.2 Geographic Coverage by Projects:**

There were questions raised, by Members at the 29 July 2015 meeting regarding whether certain organisations / projects were in fact 'able to deliver extensively across the borough' despite including this in their applications. This issue was raised on the basis that the previous track records of the organisations in question, indicated that their delivery was limited to their local areas.

As a result of the above issue, the Grant Offer Letter was significantly enhanced to ensure that this was addressed. In this regard, as part of the Grant Offer Letter negotiation process, all groups/projects were required to estimate, on a Ward-by-Ward basis, where the beneficiaries they plan to support came from.

The subsequent reporting by projects requires them to provide a breakdown of where their beneficiaries actually came from. This information is then assessed against the forecast targets.

Appendix 2 shows the Ward breakdown of beneficiaries supported during the September/December 2015 period.

Although the information indicates that in some Wards the 'actual' is well below the forecasted target, it should be noted that the forecast is merely a 4-month pro-rated figure from an annual estimate. The figures are therefore likely to change with new cohorts/beneficiaries being supported during subsequent quarters/periods. The geographic coverage of projects will continue to be monitored.

### **3.5.3 Beneficiary Targets by Projects**

There were questions raised at the 29 July 2015 meeting regarding whether certain organisations/projects were able to deliver across all equalities groups despite including this in their application.

As part of the Grant Offer Letter negotiation process groups had to estimate the numbers and make-up of the beneficiaries they plan to support using the nine protected characteristics: Age, Disability, Ethnicity, Religion or Belief, Sex, Gender, Sexual Orientation, Pregnancy/Maternity; and, Marital Status.

The subsequent reporting by projects requires them to provide a breakdown of the people they have supported on the basis of these characteristics. The information provided is then assessed against their original targets.

Appendix 2 shows the beneficiaries supported by projects in relation to some of the Protected Characteristics for the September/December period

#### **3.5.4 Organisations in Debt to the Council**

A new consideration of releasing Main Stream Grant is whether the organisation is a council debtor. Any organisation with an outstanding debt had a pre-award condition with the Grant Offer Letter which clarified that the debt must be fully cleared or the organisation must have a satisfactory repayment arrangement in place. This is also a standard on-going condition in all agreements.

As at the end of December when advanced payments for the January to March quarter were being considered, 17 funded organisations were listed as having an outstanding debt to the Council.

There are several organisations where the issue of debt has become a major concern to the Council. This included one organisation which had a long-standing debt of circa £20,000, the repayment plan was going to take in excess of 30 years to conclude; and, the organisation was in default with those repayments. This matter has now been resolved however and a satisfactory repayment plan is in place with the outstanding debt scheduled to be repaid within one year.

#### **3.5.5 The Shadwell Basin Project**

The initial application was approved for a total of £45,000 (£15k a year for three years) for a partnership made up of the Shadwell Basin Outdoor Activity Centre, Stifford Centre and The Rooted Forum.

The partnership felt the level of funding was not sufficient to deliver a viable programme of activities. Discussions took place with the Youth Service and each organisation was subsequently offered a £15,000 (£5k a year for 3 years) grant to support a revised programme to deliver separate initiatives.

- **Shadwell Basin Outdoor Activity Centre:** 'Youth Innit! – Shadwell Basin' – this project started in April 2016 and plans to make up the 7 months not covered in the first year
- **Stifford Centre:** 'Stepney Youth INNIT! @ Stifford Centre' – The project started in September 2015 but the Grant Offer Letter was only recently agreed and no payments have yet been made
- **The Rooted Forum:** 'Youth INNIT! The Rooted Forum (TRF)' – The project started in September 2015 is classed as Green and payments have been made.

#### **3.5.6 Approved Awards Declined by Organisation**

Three organisations declined the offer of grant following the decision at the 29 July 2015 meeting; these are set out below.

- **Somali Education and Cultural Project:** Theme 1; Supplementary School Classes – informed on the 25 September 2015 that they were unable to meet all the conditions for the grant and have undergone severe funding cuts recently
- **The Kipper Project:** Theme 1 Schools/Centres Youth Education Programme – The organisation’s Assistant Director Community Services, confirmed that changes within the Kipper Project meant that the organisation was unable to deliver this project
- **Milestone:** Theme 1 Youth Engagement Programme – It was confirmed that with the resignation of the Chief Executive, the organisation would be unable to deliver and meet the requirements of the grant

As a result of the above declined grants there is effectively an ‘underspend’ within Theme 1. It is therefore recommended that the Theme Lead brings forward a report on proposals for utilising those funds. In this regard, consideration will need to be given to the effect on the Theme’s overall aims, objectives and targets: including geographical and specific beneficiary factors as a result of the declinations.

### **3.5.7 Contract Negotiations**

The contractual negotiations with organisations took place after the approval of grants on 29 July 2015.

Ideally the length of time between the grant approval and the start of project delivery would be at least 3 months. This is based on the time it has taken on previous programmes and fits in with the Compact aim to give 3 month’s notice of grant awards prior to the start of project delivery.

In this case the date of approval was 29 July 2015 and the project start was 1 September 2015.

There were also, a number of additional or enhanced elements/requirements related to the Grant Offer Letter all of which were prompted by either the PwC Report, Commissioner Requirements and concerns raised by Members. The effect of this was to prolong the grant agreement negotiation process. The following are some of the items or issues that contributed to the protracted negotiation time which meant that project information was still being finalised in November 2015.

- Payment by Results
- Geographical targeting and forecasting
- Equalities targeting and forecasting
- Enhanced outcome output & milestone information

Groups were able to ‘operate at risk’ and start their delivery from 1 September 2015 but no grant payments were made until the Grant Offer Letters was signed by both parties and any Pre-award conditions met.

### **3.5.8 Payment by Results**

The Payment by Results arrangements was approved at the meeting of 29 July 2015 (details are set out within the report which is available on the Council's website via the following link:

<http://moderngov.towerhamlets.gov.uk/documents/b16444/Item%205.4%20Main%20Stream%20Grants%20201518%20Programme%2029th-Jul-2015%2018.30%20Commissioners%20Decision%20Making%20M.pdf?T=9>

The agreed arrangements were subsequently reviewed and amended following representation to Commissioners from the Tower Hamlets Council for Voluntary Services.

However, the decision to amend the RAG Rating and related Payment by Results arrangements was taken by Commissioners on 12 January 2016 and was therefore not able to be applied for the September to December period.

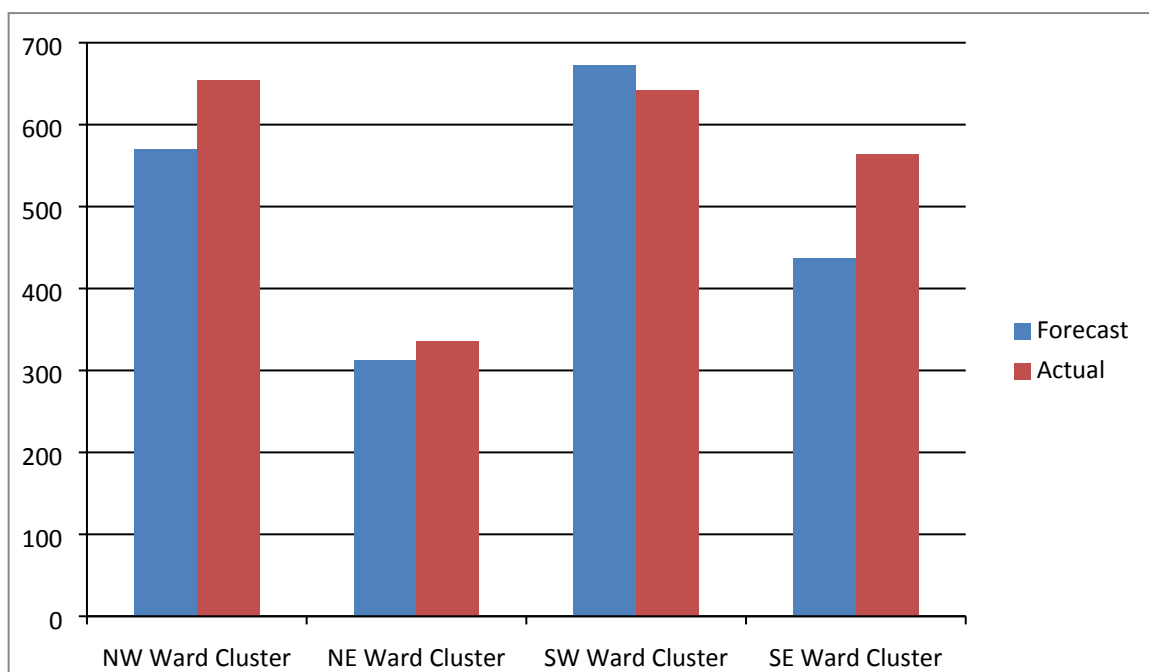
3.6 The following information provides an overview of performance within each of the 5 Themes. Further information is also attached as Appendix 1: setting out project level expenditure information; and, Appendix 2 showing programme level equalities and geographical analysis.

3.7 **Theme 1 – Children, Young People & Families:** This theme focuses on seeking the following key outcomes:

- Improved levels of participation, educational attainment and progression for children and young people.
- Children and young people are protected from harm and families are supported to provide a safe environment.
- Harmful relationships among peer/gender groups are reduced.
- Improved physical (such as reduced levels of obesity) and emotional health and wellbeing in children and young people.
- Reduced levels of substance misuse and sexual abuse, violent crime (including domestic violence) and anti-social behaviour.

### **3.7.1 Geographical Breakdown**

The table below shows the number of beneficiaries supported during the period September to December 2015 by Ward Cluster:



### 3.7.2 Raising Attainment Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
10	9	0	1

Nine of the 10 projects within this area are progressing well and have no performance concerns at this time.

One of the 10 live projects within this area is rated as Red within the Council's performance rating system, with all other projects being Green.

The Red project: Young People's Study Support The organisation (Golden Moon) is having considerable difficulty and no visible project activity has taken place and no monitoring return was received for the period.

It is also clear that no activity has taken place within period 2 (January to March 2016) No payment has been made to the organisation in relation to this project.

It is therefore recommended that the approved award to the project (£21,000 over the 3-year period) be withdrawn.

### 3.7.3 Vulnerable & Excluded Families Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
6	5	1	0

Of the six projects within this area 5 are rated Green and one is Amber. The reason why the organisation is underperforming is that project delivery started



late. However, it is anticipated that the shortfall will be made-up during the next period.

### 3.7.4 Community Languages Project Portfolio

No. of live projects Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
11	11	0	0

The following table shows that all 11 projects are rated green within the council's performance management scheme. There are currently no issue in this area.

### 3.7.5 Youth Services Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
17	13	1	1

Within this area there are 17 projects in total, 13 of which are rated as Green, 1 is amber and 1 is Red.

Additionally, 2 of the projects were part of a tripartite proposal which has since been separated and have had not signed their Grant Offer Letter in time to deliver within period 1. In relation to the Amber rated project, an agreed action plan was put in place to rectify the identified underperformance.

None of the youth service projects are Boroughwide; the Grant Specification called for project targeting at Ward Cluster level as set out below.

- **North West:** Bethnal Green, Spitalfields & Banglatown, St Peter's, Weavers
- **North East:** Bow East, Bow West, Bromley North, Bromley South, Mile End
- **South West:** Shadwell, St Dunstan's, Stepney Green, St Katherine's and Wapping, Whitechapel
- **South East:** Blackwall & Cubitt Town, Canary Wharf, Island Gardens, Lansbury, Limehouse, Poplar

Monitoring data showing where the young people supported are from is set out in the attached Appendix 4.

The Red rated project: Back on Track: Engagement and Progression is not being delivered by the organisation (City Gateway) due to an unresolvable property issue and it is therefore recommended that the offer of grant (£15,000 PA) is withdrawn.

### 3.7.6 Sports Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
7	7	0	0

All seven projects are rated Green and there are no issues at this time.

### 3.7.7 Culture Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
10	8	0	2

With this sub-theme two projects classed as **Red** for the September to December period are rated as red.

**Mile End Community Project** - No outputs for the Female Leadership and Empowerment Project were achieved during the first period as planned partnership work, essential to the project, did not materialise. The project is expecting to secure all of the outputs in the January/March period.

**The Shadwell Community Project** - The project in question is The People GAP. No monitoring return has been received. Repeated requests have been made to the group asking them to report on the activity in the quarter. A monitoring meeting was set up for March which had to be cancelled due to staff sickness. A new meeting date has now been agreed. No grant payment will be made to the organisation until it is clear that the agreed services are being delivered.

No advanced payment for the January/March period has been made to either of the above organisations. Their performance during the January to March period will determine whether or not these projects will continue to be funded.

### 3.8 Theme 2 – Jobs, Skills & Prosperity: This theme focuses on seeking key outcomes including:

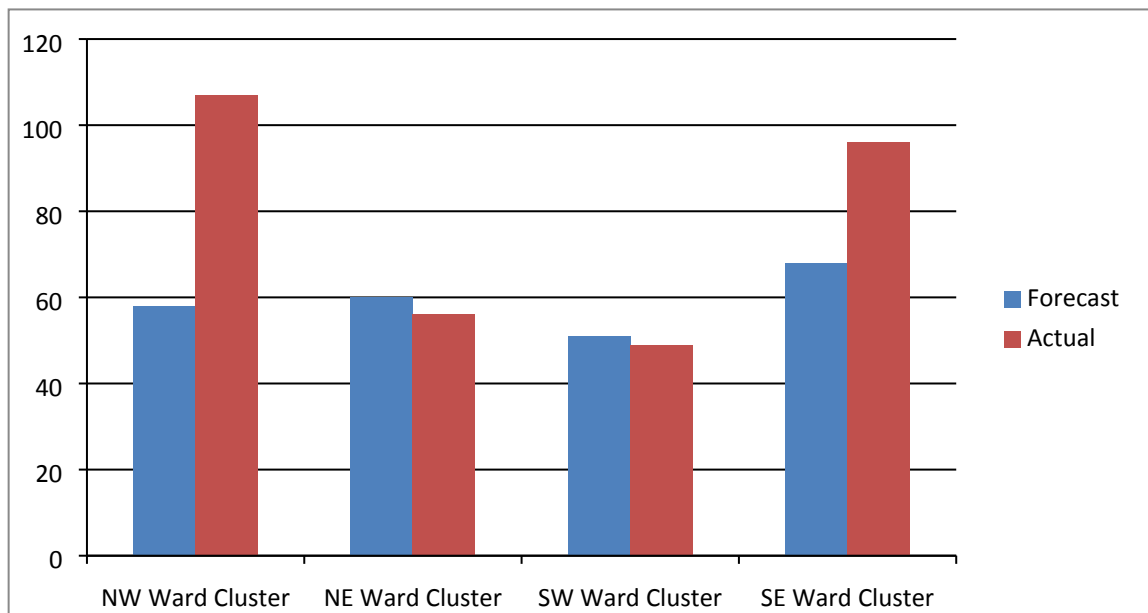
- Measurable increase in the numbers of people moved closer to the labour market and prepared for sustained employment.
- Reduce the numbers of residents in the borough with no qualifications or training
- Improved integration of pathway to work employment support services
- Reduction in numbers of residents negatively impacted by welfare reforms
- Minimisation of the number of residents facing housing repossessions
- Increase in the numbers of residents supported with addressing problem debts
- Increases in number of residents on low incomes receiving their correct benefit /tax credit entitlement
- Empowering residents and building resilience

### 3.8.1 Routeways to Employment

#### Geographical Breakdown

The table below shows the ‘number of people’ supported during the September to December period by Ward Cluster.

The actual take up of opportunities within the NW Ward Cluster (*Bethnal Green, Spitalfields & Banglatown, St Peter’s and Weavers*) and the SE Cluster (*Blackwall & Cubitt Town, Canary Wharf, Island Gardens, Lansbury, Limehouse and Poplar*) is significantly higher than the estimated forecast. It is hoped that a large percentage of beneficiaries see out the full programme of support.



#### Routeways to Employment Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
10	9	1	0

Nine of the ten projects within this area are rated Green, one is rated Amber.

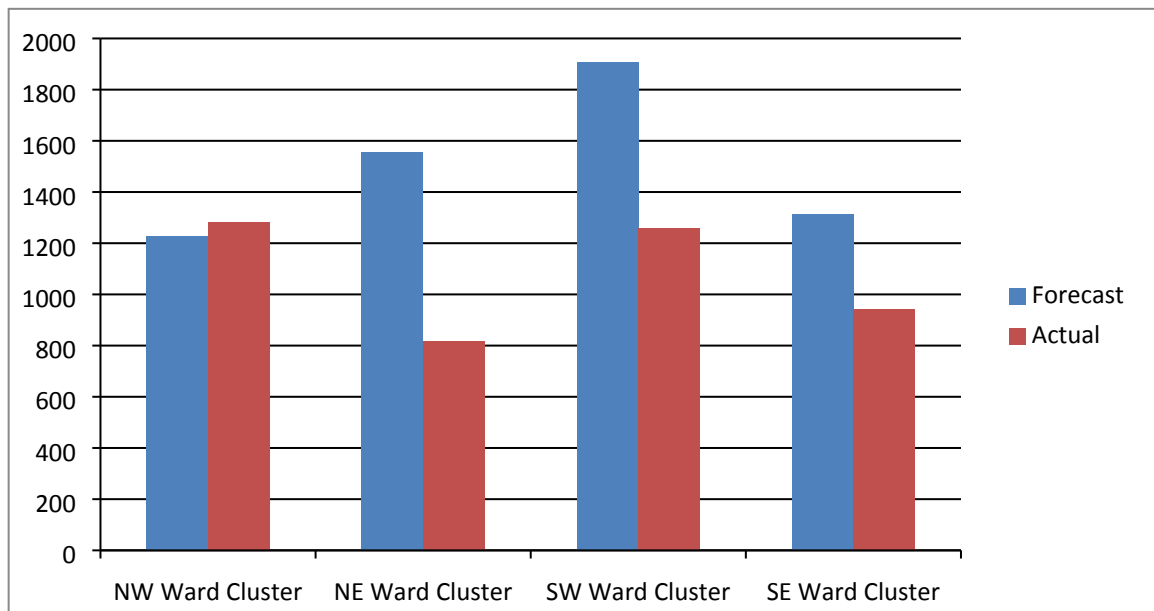
The amber rated project is showing a relatively high level of underperformance which was primarily due to the project not being fully staffed. However, the staffing has now been rectified and an agreed action plan has been put in place to make up the underperformance.

### 3.8.2 Social Welfare Advice Services

#### Geographical Breakdown

The table below shows the number of beneficiaries supported during the September to December period by Ward Cluster.

Two Providers did not submit geographical data in their return which has had a detrimental impact on the 'actual' figures, particularly within the NE and SW Ward Clusters. The missing information will be incorporated within the next report to show performance to date when it is anticipated that the overall number of people supported will have significantly improved.



#### Social Welfare Advice Service Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
11	11	0	0

All eleven projects within this area are rated Green and there are no current performance issues.

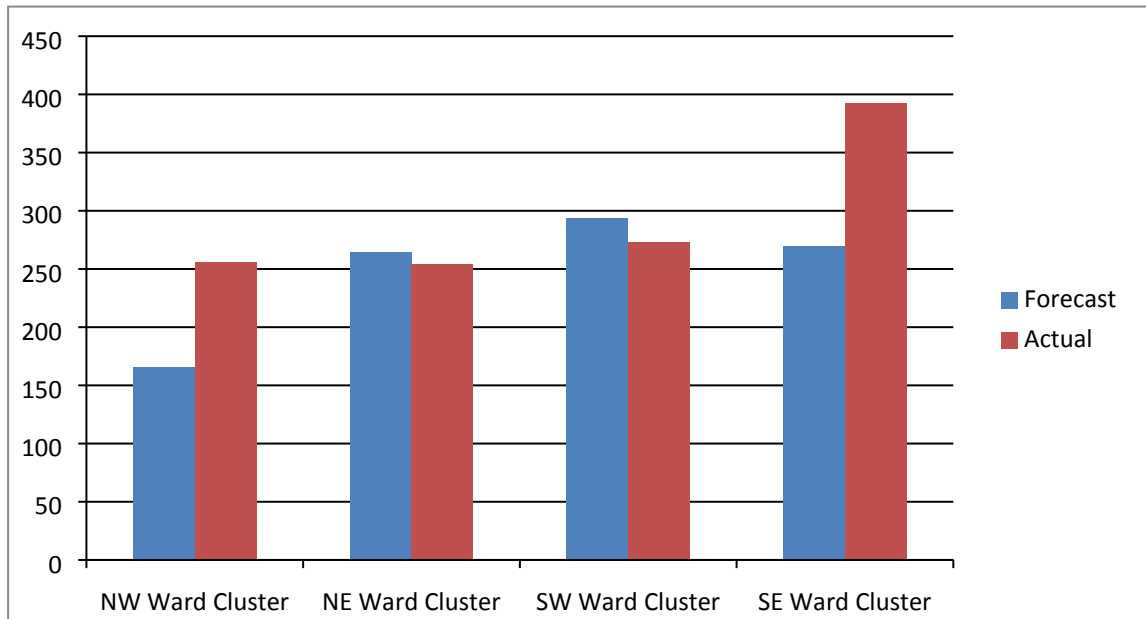
**3.9 Theme 3 – Prevention, Health & Wellbeing:** This theme focuses on seeking key outcomes including:

- Increased number of vulnerable residents leading healthier lifestyles through improved diets, taking regular exercise and related activities, including lunch club attendees
- Improved emotional health and wellbeing of children and young people and families
- Reduced loneliness and social isolation
- Greater community cohesion
- Increased knowledge about where to go for advice and information

- Improved health and well-being through access to cultural activity that brings people together, allows for self-expression including projects around memory and cross generational activity

### Geographical Breakdown

The table below shows the number of beneficiaries supported in September – December 2015 by Ward Cluster:



#### 3.9.1 Prevention, Health & Wellbeing Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
6	6	0	0

All 6 projects within this area are Green and there is no Amber or Red rated projects.

Eight projects are not shown within this report as they are not due to commence delivery until period 2 commencing January 2016.

#### 3.9.2 Lunch Clubs Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
11	11	0	0

All 11 projects within this area are rated Green. There is however one additional project which is due to commence its delivery starting in period 2: January 2016

### 3.9.3 Lifelong Learning & Sports Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
8	8	0	0

There are eight projects providing services within the September to December period all of which are rated Green. There is one additional project which will commence delivery in January.

**3.10 Theme 4 – Third Sector Organisational Development:** This theme focuses on seeking key outcomes including:

- Increased number of local VCS organisations with Quality Assurance accreditations
- Increased levels of external grant funding secured by local VCS organisations
- Increase in the number of organisation able to effectively manage grant funded activities and better demonstrate the impact of their work
- Improved sustainability of specialist resources that are used by a wide range of third sector organisations to deliver their work

#### 3.10.1 Geographical Breakdown

Theme 4 is focused on supporting organisations rather than individual beneficiaries. Geographical data has not been collected at this time. However, officers are confident that organisations from all Ward Clusters across the borough are being supported.

- In relation to support for LBTH Funded Organisations training/support sessions have been provided covering a range of activities including those outlined below.
  - Governance
  - organisational structure
  - how organisations can register as a charity
  - external funding sources
  - grant agreements
  - premises
  - volunteer management and support
  - LBTH on-line monitoring system
- Support to Council Funded Organisations:
  - To date 4 organisations have been referred for support through the monitoring process
- The Priority 1 and 2 Project delivered the following training courses during September-December 2015:

- Improving Volunteer Induction and Training: attended by 3 MSG-funded groups and 3 non-MSG-funded groups
- Introduction to Investing in Volunteers Quality Accreditation: attended by 1 MSG-funded groups and 11 non-MSG-funded groups
- Safeguarding Policies and Procedures: attended by 4 non-MSG-funded groups

94% of training participants found sessions “very useful” or “extremely useful”.

- In relation to the Strategic Partner Project, THCVS has played an important role supporting the Council in developing its Voluntary Sector Strategy.

### 3.10.2 Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as <b>GREEN</b>	No. of projects classed as <b>AMBER</b>	No. of projects classed as <b>RED</b>
3	3	0	0

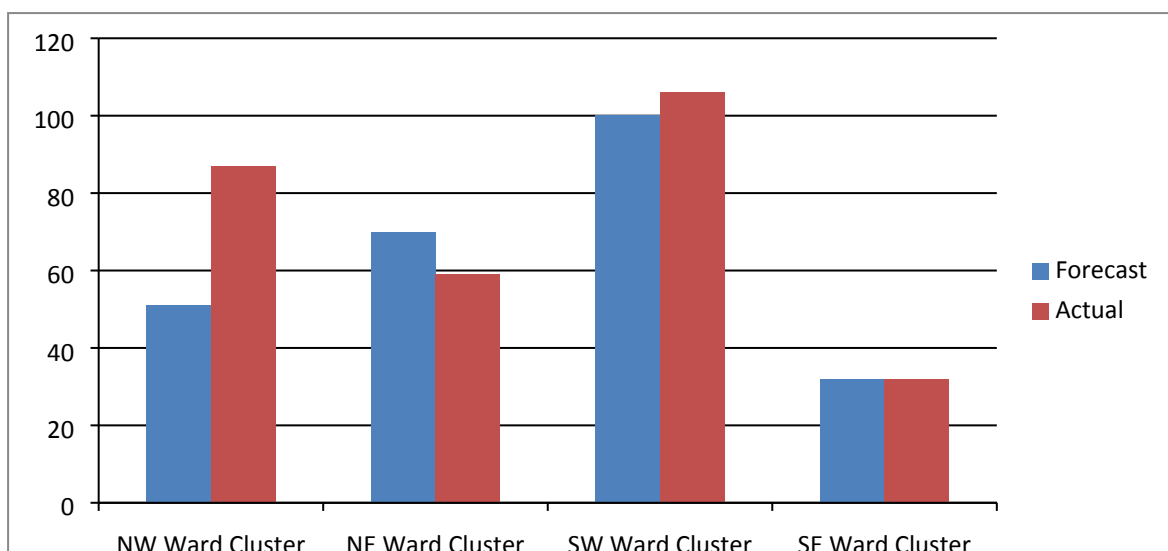
The Tower Hamlets Council for Voluntary Services (THCVS) leads three partnership projects focused on the following areas. There are no performance issues.

**3.11 Theme 5 – Community Engagement, Cohesion and Resilience:** This theme focuses on seeking key outcomes including:

- Identifiable increase in numbers of local residents taking on key leadership and representational roles within the community
- Increase in number of people who feel they are getting on better with others in their communities, as identified from annual community surveys
- Increased opportunities for communities to work together on local improvement projects, cultural celebration and exchange

#### 3.11.1 Geographical Breakdown

The table below shows the number of beneficiaries supported in September – December 2015 by Ward Cluster.



### 3.11.2 Theme 5 Project Portfolio

No. of live projects – Sept-Dec 15	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
11	10	1	0

Ten of the eleven projects within this area are rated Green and one is rated Amber. There are no significant performance issues at this time. However, in relation to the Amber rated project: plans are in place to revisit the project as part of the January to March monitoring period in order to clarify issues of concern where activities other than those for which the grant was approved appear to be being undertaken. We will await the outcome of the planned monitoring visit and bring forward information in the next Performance report.

### 3.12 Programme Management

#### 3.12.1 Grant Agreements

Youth Innit project which was submitted as a partnership initiative, has now split into three separate projects led by Shadwell Basin Outdoor Activity Centre and also included Stifford and the Rooted Forum. Grant agreement not signed,

Of the Three, only the Rooted Agreement was signed within the September to December period.

The following three grants approved within Theme I (Children Young People and Families) were subsequently declined by the respective organisations.

Priority	Organisation Name	Project Title	Start Date	End Date	Grant Amount
Youth	Milestone	Milestone Youth Engagement Programme	01/09/15	31/08/18	£45,000



Raising Attainment	Somali Education and Cultural Project	Somali Education & Cultural Project's Supplementary School Classes	01/09/15	31/08/18	£12,456
Youth	The Kipper Project	Schools/Centres Youth Education Programme	01/09/15	31/08/18	£45,000

### 3.12.2 Online Monitoring

The MSG 2015-18 Programme introduced an Online Monitoring Form to enable progress on the project and how organisations are meeting their agreed targets to be submitted electronically on a quarterly basis.

The online process is the same as for the application form which has been used for several previous MSG programmes. However, often the person in the organisation that completes the application form is not the same as the person who completes the monitoring form so this process is new to a lot of organisations.

The use of online applications and monitoring report forms enables information to go straight into the grants management database (GIFTS) and therefore facilitates comprehensive programme and project performance reporting of activities and targets including the various graphs and charts provided with this report.

There was a clear indication when grants were approved, that there should be reporting on project's geographical and equalities targets: and this requires the information to be submitted electronically in order to enable efficient and effective collation and analysis of programme management information.

Due to the tight timeline between the approval of grant: 29 July; and the start of the programme: 1 September, and, with most of the time concerned with negotiating the Grant Agreements there was not sufficient time for full testing and training to be provided project officers. This was clearly reflected in the level of difficulties which some VCS Organisations are having with the monitoring reporting requirements for the September to December period.

Therefore, for the September to December period some flexibility was given over the deadline for submission to allow for the new process to be bedded-in. Nevertheless, the overall requirements of the new process were felt by a significant number of projects to be disproportionately onerous and cumbersome, requiring far greater administrative resource than for other similar funding levels.

A series of workshops were held during March 2016 to go through the form and discuss how the process could be improved.

Some key concerns/questions raised by organisations include:

- Should the same level of reporting be required for all grants regardless of size?
- There are many different types of project from lunch clubs to advice provision should they have to submit the same information?
- The complexity of the form, the number of fields to be completed, could this be simplified
- Should the whole project finances and activity be reported when the MSG grant only makes up a small part?
- Do we have to include beneficiary breakdowns - geographical and equalities information?

An outcome of the workshops was the commitment to set up a Task Group made up of representatives from funded projects, the CVS and officers from the Third Sector team. The aim of the Task Group is to come up with proposals on how the monitoring process could be improved including what is reported and how it is reported for the rest of the programme, to ensure there is a comprehensive, effective risk based approach that is transparent and proportionate.

The proposals made by the Task Group will be presented to the Commissioners for their consideration. Any agreed changes to the Online Monitoring Form could be in place for period 03 reporting due to be submitted in July 2016.

### **3.12.3 Project Progress Reports**

September – December 2015 – deadline 15 January 2016

Ideally Project Progress/Monitoring Reports for the September to December period should have been submitted by 15 January 2016. Of the 118 live projects. The following information shows when reports were actually received.

- 82 - were received by the deadline
- 12 - were received up to 5 Days late
- 8 - were received between 6 & 10 late
- 10 - were received between 11 & 20 days late
- 3 - were received more than 20 days late

### **3.12.4 Recommendations**

Three projects - as outlined below - did not submit project progress reports for the September to December period. It is also clear that these projects have not progressed during period 2: January to March 2016. It is therefore recommended that the approved funding for these projects be withdrawn.

- Theme 1: Raising Attainment - Young People's Study Support Project - approved grant for the 3-years programme period: £21,000 (paid to date £0)
- Theme 1: Youth Service - Back on Track: Engagement and Progression Project - approved grant for the 3-year programme period: £45,000 (paid to date £0)

### **3.12.5 Future Programme Improvements**

A number of points for consideration which could lead to a more effective and efficient programme are outlined below:

- The Task Group set up to look at improvements to the monitoring process to continue to review during the Programme period.
- Monitoring forms by Theme
- Better use of GIFTS for analysis and reporting
- Formal risk based approach to monitoring to include:
  - Less frequent reporting for low risk projects
  - Detailed reporting moved to six monthly/annual for low value projects (below £10,000 per year)
- Variation to the values/requirements for site-based monitoring visits

## **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report provides an update on the Councils MSG programme, budgeted at approximately £3.049m per annum or £9.148m, over the three year period 2015/18.
- 4.2 There are sufficient resources within directorate budgets to fund the agreed programme over the 3 year period.
- 4.3 The report highlights a number of instances where approved grant awards will not be made, either because the organisation has declined the award or organisations have not met project milestones. Section 3.12.1 above refers to £102,456 that will no longer be awarded and relevant lead officers will need to bring forward alternative proposals to utilise the potential underspend.

## **5. LEGAL COMMENTS**

- 5.1. 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 12 of the report.
- 5.2. Applying this duty to grants, 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. 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.

- 5.3. This report provides the Commissioners with a performance update advising as to the MSG Themes and whether individual projects are on track to deliver the agreed outputs and outcomes.
- 5.4. With regard to the projects referred to in paragraph 3.12.4, the organisations did not submit project progress reports for the September to December period. It is also clear that these projects have not progressed during period 2: January to March 2016. These grants are discretionary and as performance measured against the expected outcomes is not satisfactory then it is appropriate that the approved funding for these projects be withdrawn.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The contribution of VCS Organisations helping to deliver One Tower Hamlets objectives and priorities are explicitly recognised and articulated within the Council's agreed Voluntary and Community Sector Strategy.
- 6.2. VCS Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership. These services are real examples of 'One Tower Hamlets' in practice.
- 6.3. The opportunities offered through the MSG Programme will play a key role in delivering the aims of One Tower Hamlets.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1. The level of awards to organisations was determined by the quality of their individual applications as well as the overall demand for the funds available within each Theme.
- 7.2. Additionally, the application appraisal process took into consideration the proposed levels of outputs and outcomes to be delivered as well as the organisation's track record and the bid's overall value for money rating.
- 7.5. There will be ongoing performance management of the approved portfolio of projects to ensure that interventions meet the required standards; that the evidencing of project achievements and expenditure are accurately recorded and reported.
- 7.6. Monitoring and reporting arrangements are in place to ensure that payments to organisations are in line with performance. The agreed Payment By Results process will ensure that grants will not be paid to organisations that either significantly or

consistently under-perform, or those that are not able to properly evidence the work/outcomes for which funding has been approved.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 The MSG 2015/18 Programme has a broad focus including developing new skills for local people and organisations that are disadvantaged and perhaps facing multiple barriers to achieving a sustainable future.
- 8.2 All programme beneficiaries be they individuals or local organisations will be encouraged to consider taking appropriate steps to minimise negative impact on the environment when taking up the opportunities offered within the programme and on an ongoing basis.

## **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 organisation may not in the event have the capacity to achieve the contracted outputs/outcomes
- 9.2 The monitoring being undertaken has identified a small number of projects that have been rated either Red or Amber within the Council's RAG performance rating process. In these circumstances either formal project improvement plans or other appropriate arrangements have been put in place to minimise the risk of further/significant underperformance.
- 9.3 As part of the ongoing programme management arrangements, support, advice and guidance will be made available projects to ensure that all performance and other risks are minimised.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 The activities, services and outcomes that are being targeted through the MSG Programme support the objectives of reducing crime and disorder; this is particularly true of the projects delivering under the Community Engagement Cohesion and Resilience Theme.
- 10.2 Throughout the programme as a whole however, those people involved in, or at risk of involvement in the criminal justice system will be targeted for support.

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 As part of the initial application process organisations were required to provide details of their safeguarding policy if appropriate. The Grant Agreement that funded organisations have entered into includes requirements in relation to safeguarding.
- 11.2 Organisations providing services to children or vulnerable adults and employing staff or volunteers in a position whose duties include caring for, training, supervising or being responsible in some way for them, are required to fully comply with all necessary safeguarding requirements.
- 

### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- MSG 2015/18 Programme – available via the following link:  
<http://modern.gov.towerhamlets.gov.uk/documents/b16444/Item%205.4%20Main%20Stream%20Grants%20201518%20Programme%2029th-Jul-2015%2018.30%20Commissioners%20Decision%20Making%20M.pdf?T=9>

#### **Appendices**

- Appendix 1 - Project by project information spreadsheet
- Appendix 2 - Beneficiaries data
- Appendix 3 - Case studies
- Appendix 4 - Youth Service Beneficiaries – geographical breakdown

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

- None

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Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 1 Children, Young People and Families - Community Languages</b>										
Black Women's Health and Family Support	BWHAFS' Somali Mother Tongue Programme	BWHAFS' Somali Mother Tongue classes for 7-13 year old girls and boys are facilitated during term times from 4-6 pm on Tuesdays to help young people learn and progress in spoken, reading and written Somali with the option of taking Tower Hamlets' Community Language exams at the end of year.	01/09/2015	31/08/2018	9,000.00	1,000.00	1,750.00	750.00	Green	Performance generally on target. First payment made after agreeing resolution to pre-award condition.
Boundary Community School	BCS Mother Tongue Project	The BCS Mother Tongue project aims to provide out of school language classes (Bangla) and cultural activities for local young people (age from 6 to 16) from Boundary Estate of Weavers Ward to help boost their confidence. The classes run from 5:30-7:30pm on Tuesday, Wednesday and Thursday (School Term only).	01/09/2015	31/08/2018	12,000.00	2,333.00	2,333.00	0.00	Green	Performance well above planned targets
Chinese Association of Tower Hamlets	Chinese Independent School of Tower Hamlets (Mother Tongue Classes)	CISTH is one of the earliest established Chinese Schools in London. We aim to offer a complete education framework for children that inspires, energizes and develops them to excel as great thinkers and leaders in any field with an integrated background of Chinese language and culture as a key asset.	01/09/2015	31/08/2018	34,995.00	6,805.00	6,805.00	0.00	Green	Performance generally on target
Cubitt Town Bangladeshi Cultural Association	Cubitt Town Bangladeshi Cultural Association	The Project aims to provide mother tongue classes to students, supplementary education and homework support, organise cultural events for the community and to also arrange educational visits for the students. Sessions run Thursday and Friday. All the classes will take place at St. Luke's Primary School between 5pm and 7pm.	01/09/2015	31/08/2018	6,666.00	1,296.00	1,296.00	0.00	Green	Performance generally on target
Culloden Bangladeshi Parents Association	Culloden Bengali Mother Tongue Programme	CBPA will deliver Bengali Mother Tongue Classes to local children living on the Aberfeldy, Brownfield and Teviot estates where by children will improve their educational attainment, participation and progression by learning their Mother Tongue through reading, writing and speaking skills and cultural studies in the Bengali language .	01/09/2015	31/08/2018	24,750.00	4,813.00	4,813.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve
EC Lighthouse Ltd	EC Lighthouse/ Lithuanian School	EC Lighthouse School classes take place on Saturdays (10 am - 5 pm). We teach Lithuanian language, history, dance, drama, music. The school is awarded a Silver Award in the Quality Framework for Supplementary School, has won the British Academy Schools Language Awards. Students participate in local and international projects.	01/09/2015	31/08/2018	29,400.00	5,717.00	5,717.00	0.00	Green	Performance well above planned targets
Limehouse Welfare Association	Limehouse Mother Tongue Classes (Bengali)	Mother Tongue Bengali classes will allow disadvantaged children of the local area to learn an additional language and gain a foundation for a qualification in GCSE/A level MFL Bengali. Learning the language will increase students' self-confidence, develop cognitive abilities and foster good relations in the community and wider British society.	01/09/2015	31/08/2018	16,242.00	3,158.00	3,158.00	0.00	Green	Performance generally on target
Stifford TJRS Community Centre	Stifford Community Language Services	Community language classes for 40 children aged 6 -11 years, who wish develop their language skills in Bengali and Arabic. The service runs from Monday to Friday from 5pm to 7pm. It is linked to a referral programme for children who wish to undertake GCSE Bengali & Arabic in future.	01/09/2015	31/08/2018	15,093.00	2,935.00	2,935.00	0.00	Green	Performance well above planned targets

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Teviot British Bangladeshi Association (TBBA)	Opportunity	The project is intended to provide Mother Tongue classes for local Bangladeshi children around Teviot areas LAP 7 age between 8-12 years old.	01/09/2015	31/08/2018	6,000.00	666.00	1,166.67	500.67	Green	Performance well above planned targets
Wapping Bangladesh Association	Wapping Bengali Mother Tongue Community Languages Project	The project will raise the academic achievements, participation and progression of disadvantaged Bangladeshi children through the provision of Bengali Mother Tongue Education. It will help to strengthen the identity of Bangladeshi Children through cultural awareness through studies in Bengali history, the arts and culture and promote community cohesion.	01/09/2015	31/08/2018	9,000.00	1,750.00	1,750.00	0.00	Green	Performance generally on target
<b>Theme 1 Children, Young People and Families - Culture</b>										
Green Candle Dance Company	BanglaHop! after school project	BanglaHop! After school dance project for children and young people of South Asian backgrounds, offering secondary school children regular dance workshops, specialist dance photography sessions and exhibition and performance opportunities,	01/09/2015	31/08/2018	31,374.00	9,805.00	7,452.00	-2,353.00	Green	Performance generally on target. Period 03 payment in advance made.
Half Moon Young People's Theatre	Professional theatre venue for young people in Tower Hamlets	Half Moon is an accessible, friendly venue presenting professional theatre shows for young audiences from birth to 18. The company also runs inclusive out of school drama groups for young people aged 5 to 18 (or 25 for disabled young people), providing free access support to those who require it.	01/09/2015	31/08/2018	61,374.00	11,934.00	11,934.00	0.00	Green	Performance well above planned targets
Mile End Community Project	Female Leadership and Empowerment Project	This project is a targeted intervention programme working with 13-19 year old girls and women to support and empower in areas of communication and inter-personal skills to develop transferable skills that deal with issues that affect them.	01/09/2015	31/08/2018	21,375.00	2,375.00	4,156.25	1,781.25	Red	High level of underperformance in the period.
Monakka Monowar Welfare Foundation (MMWF)	Life-changing Musical and Keep-fit Project	We aim to engage vulnerable children and young people, regardless of their background, to discover their creativity and fulfil their potential. We will use music and drama to transform the lives and dance as keep-fit exercise to keep them healthy (reduce obesity) who have least opportunity within the community.	01/09/2015	31/08/2018	30,000.00	5,833.00	5,833.00	0.00	Green	Performance generally on target
Pollyanna Training Theatre	Musical Theatre & Performance Arts Course	Acting , Dancing, Singing and Performance Skills for ages 12-16yrs. Create and devise performances, learn new skills, make friends, gain confidence. Work with industry professionals to achieve excellence.	01/09/2015	31/08/2018	27,999.00	5,444.00	5,444.00	0.00	Green	Performance generally on target
Ragged School Museum	Family Learning Holiday Programme	The Ragged School Museum will provide 23 - 25 days of creative family learning activities. These will be free and drop-in, aimed at children from 1 month to 12 years old. Activities are designed so that families feel that learning together is inspirational.	01/09/2015	31/08/2018	18,000.00	3,500.00	3,500.00	0.00	Green	Performance generally on target



Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
The Shadwell Community Project	The People GAP	The Shadwell Community Project is local; it is parent and community led. It focuses on the needs of children, young people and their families. It runs an adventure playground, hosts youth work, a bike workshop and allotments and, from summer 2016, a unique children's café: run by children for children.	01/09/2015	31/08/2018	24,999.00	2,778.00	4,860.92	2,082.92	Red	Organisation did not submit a monitoring return. Visit scheduled for May to resolve issues.
Udichi Shilpi Gosthi	Udichi Performing Arts and Festivals Programme for Young People	The Udichi Performing Arts and Festivals Programme aims to increase participation in celebratory cultural events, promoting diversity and improving social cohesion, whilst increasing participation in cultural activity in the Bengali community in Tower Hamlets as whole, specifically to young people from our specialist Performing Arts facilities at the Brady Centre	01/09/2015	31/08/2018	30,000.00	5,833.00	5,833.00	0.00	Green	Performance generally on target
Wapping Bangladesh Association	Wapping Children's Arts Education Project	To promote Bengali history, art, culture and heritage to the British-Bangladeshi and other BME children through an array of creative and visual arts activity that will support children to build their creative skills to enhance their educational attainment and contribute to bridge building between different cultures.	01/09/2015	31/08/2018	12,000.00	2,333.00	2,333.00	0.00	Green	Performance generally on target
Weavers Adventure Playground Association	Play On	An all weathers, drop in, inclusive, adventure playground situated in Bethnal Green, serving children, young people and their families across Tower Hamlets. Attendees enjoy a wide variety of physical and social play opportunities in a child and youth centred, safe, staffed environment five days a week, term time and holidays.	01/09/2015	31/08/2018	56,376.00	10,962.00	10,962.00	0.00	Green	Performance well above planned targets
<b>Theme 1 Children, Young People and Families - Raising Attainment</b>										
Black Women's Health and Family Support	BWHAFS Supplementary School Programme	BWHAFS' Homework Club helps young people aged 7-13 with maths, science, English and IT support to improve study skills, address learning through a mix of approaches including digital learning and help young people improve their educational achievements.	01/09/2015	31/08/2018	12,600.00	1,400.00	2,450.00	1,050.00	Green	Performance generally on target. First payment made after agreeing resolution to pre-award condition.
Chinese Association of Tower Hamlets	Chinese After School Homework Club	The Chinese After School Homework Club provides bilingual support, homework assistance, cultural awareness for children ages 5 to 17. It is aimed primarily, but not exclusively, at pupils attending the Saturday's Chinese School. We operate every Saturdays between 12:30 and 3:30 pm during school terms.	01/09/2015	31/08/2018	12,015.00	2,336.00	2,336.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve
Community of Refugees from Vietnam - East London	Home-School Liaison Project	The Home-School Liaison Project provides active links between Vietnamese children, families and schools to raise attainment and improve the quality of life for vulnerable Vietnamese children and young people especially those with special needs or disability.	01/09/2015	31/08/2018	12,600.00	2,450.00	2,450.00	0.00	Green	Performance on schedule to deliver output targets
Culloden Bangladeshi Parents Association	Culloden Supplementary School	The Culloden Supplementary School will provide education support, assistance and guidance to underachieving children with their learning and school - work that underpins the National Curriculum -- to deliver educational support in English and Maths -- from Key Stage 1 to 4.	01/09/2015	31/08/2018	19,140.00	3,722.00	3,722.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Golden Moon Youth Project	Young People's Study Support Class	Two weekly Study Support Class will provide supplementary education for BME / Bangladeshi children towards core academic subjects of the National Curriculum (English, Maths and Science) at Key Stages 2 and 3 ensuring they receive a proper formal education which will impact on their future academic progress and employment prospects	01/09/2015	31/08/2018	21,000.00	0.00	4,083.33	4,083.33	Red	Significant underperformance
Graduate Forum	Top Tutors	The Top Tutors Project aims to alleviate the cycle of poverty in low income families by offering Numeracy & Literacy intervention through tuition for children aged 7-16 from BAME low income families. Programme will ensure children raise their aspirations and motivate them for further education.	01/09/2015	31/08/2018	15,000.00	2,500.00	2,500.00	0.00	Green	Performance generally on target
Headliners (UK)	Digital Citizens	The Digital Citizens programme offers multi-media courses which supports young people to explore issues of concern to them and campaign through the media. You will gain the digital skills to make films and podcasts for online publication/broadcast. Programmes offer accreditation and the opportunity to attend Master Classes delivered by Creative Industry professionals.	01/09/2015	31/08/2018	44,058.00	7,342.00	7,342.00	0.00	Green	Performance generally on target
Newark Youth London	Newark Study Support Club	We want to run a Study Support Club in the Stepney and St. Dunstan's area for children 13-16 year olds, to help them improve their educational attainments, especially supporting those in Year 11, going onto doing their GCSE exams the coming year.	01/09/2015	31/08/2018	11,880.00	1,980.00	2,310.00	330.00	Green	Performance generally on target. Project started in December so reduced payment made.
Pages 140 SocietyLinks Tower Hamlets	Raising Attainment Children and Young People Support Projects 1. Study Support	Children and Young People Support:  Study Club -- study support to boost attainment levels, two hours per week	01/09/2015	31/08/2018	12,600.00	2,450.00	2,450.00	0.00	Green	Project significantly exceeding agreed levels of performance
Tower Hamlets Parents' Centre	THPC Saturday Study Support Project	This Project will deliver a 3 hour weekly study support session on a Saturday morning for 40 weeks each year that help improve the attainment of 75 disadvantaged local young people at Key Stages 1 and 2.	01/09/2015	31/08/2018	12,600.00	2,450.00	2,450.00	0.00	Green	Performance on schedule to deliver output targets
<b>Theme 1 Children, Young People and Families - Sports</b>										
Children Education Group	Berner Football Academy	Benner Football Academy provides football Club, hosted at CEG, team based activity football on the pitches, enter in locale leagues and tournaments training every Sunday from 11.30 am to 1.30pm. There will be 12-15 children per session with one coach and one volunteer	01/09/2015	31/08/2018	18,135.00	0.00	3,526.25	3,526.25	Green	Performance well above planned targets. Pre-award condition still unresolved so no payments have been made.
Lord's Taverners	Wicketz	Wicketz' will use the sport of cricket as a catalyst to change the lives of disadvantaged young people across Tower Hamlets. Our aim is to work in partnership with community organisations, to help improve the overall quality of life locally by utilising the power of sport, social and educational opportunities.	01/09/2015	31/08/2018	24,000.00	4,667.00	4,667.00	0.00	Green	Performance generally on target

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Somali Parents and Children's Play Association	Girls' Active play & sports	Girls' Active play & sports provide physical activities for unfit/obese Somali girls in NW, NE and SE clusters; between the ages of 8 to 13 years old. The sessions are unstructured, spontaneous and involve children following their interests and ideas. One session per week at Mile End Adventure Park	01/09/2015	31/08/2018	35,010.00	6,807.00	6,807.00	0.00	Green	Performance generally on target
Splash Play	Sports & Play Sessions	SPLASH Play provides inclusive play sessions for children of all abilities & backgrounds, aged 5-13. Play sessions, from different sites, offer various demanding and fun play activities, arts & crafts, sports, healthy cooking, indoor & outdoor games. Volunteers programme gives young people training and work opportunities.	01/09/2015	31/08/2018	69,594.00	13,532.00	13,532.00	0.00	Green	Performance generally on target
Tower Hamlets Youth Sport Foundation	Hub Club Programme	The Hub Club programme is a borough-wide scheme where young people can take their first steps into community sports participation as both participants and leaders.	01/09/2015	31/08/2018	55,455.00	7,378.00	7,378.00	0.00	Green	Performance well above planned targets
Tower Hamlets Youth Sport Foundation	Stepping Stones Programme	The Stepping Stones programme is a borough-wide scheme where young people can take their first steps into community sports participation as both participants and leaders.	01/09/2015	31/08/2018	30,000.00	2,261.00	2,261.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve
Vallance Community Sports Association Limited	Sports Access for All	The overall aim of our project is to improve physical and emotional health and wellbeing in children and young people. We aim to work with our partners including Attlee Centre and local secondary schools to target vulnerable groups particularly young people with disabilities.	01/09/2015	31/08/2018	81,306.00	15,809.00	15,809.00	0.00	Green	Performance well above planned targets
<b>Theme 1 Children, Young People and Families - Vulnerable &amp; Excluded Children and Families</b>										
Attlee Youth and Community Centre	Connecting Children and Families	Attlee, Home-Start Tower Hamlets and Praxis in collaboration providing inclusive services for children 0-16 years and their families; including migrant families. Services include support in the home, structured drop in sessions, peer therapeutic support, skills, health and wellbeing workshops and exercise classes for adults and play and informal learning for children	01/09/2015	31/08/2018	61,770.00	10,295.00	10,295.00	0.00	Green	Project significantly exceeding agreed levels of performance
Osmani Trust	Shaathi Family Support Programme	The Shaathi Family Support programme is both a prevention and intervention programme seeking to work with families that are at risk of breaking down and/or are facing multiple social, financial or health related difficulties	01/09/2015	31/08/2018	99,000.00	11,000.00	19,250.00	8,250.00	Green	Performance well above planned targets. Pre-award condition still unresolved so 2nd payment has not been made.
Step Forward	Young Peoples Counselling and Support Project	You are welcome to speak in confidence to one of our counsellors at Step Forward about anything that is on your mind, no matter how big or how small it seems. You might want someone to talk to because there are difficulties in your life or because you feel worried, anxious, upset or confused. We will not judge you or tell you what to do. We are here to listen to you and help you to deal with any issues you have and support you to make informed choices about your life. Please contact us to find out more.	01/09/2015	31/08/2018	150,000.00	29,167.00	29,167.00	0.00	Green	Performance well above planned targets

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Toyhouse Libraries Association of Tower Hamlets	Mellow Parenting	Mellow Parenting is an evidence based, in depth, early intervention suite of parenting programmes targeted to support families who are finding parenting a struggle so they can develop more positive ways to interact & remain a family. Courses are designed for parents & pre-school children together & also for parents-to-be.	01/09/2015	31/08/2018	50,478.00	12,066.00	12,066.00	0.00	Green	Performance generally on target
Family Action	Tower Hamlets Young Carers Support Service	The Young Carers Schools Project will provide consultancy/capacity building support to local primary and secondary schools to help raise awareness of the needs of young carers and improve processes and around identifying and supporting them to fulfil their potential.	01/09/2015	31/08/2018	58,749.00	9,791.00	9,791.00	0.00	Green	Performance generally on target
St Giles Trust	Gamechangers	A borough wide service providing holistic casework support for families with complex issues; including housing support and help to access education, training and employment. Gamechangers has experience of working with families where members are gang involved or otherwise involved with the criminal justice system.	01/09/2015	31/08/2018	123,000.00	17,237.00	20,500.00	3,263.00	Amber	The Grant Agreement was finalised mid-November 2015 and planning, scoping and development meetings took place in December. Service Delivery started January 2016.
<b>Theme 1 Children, Young People and Families - Youth</b>										
Page 12 Bangladesh Youth Movement	"Challenge For Youth" BME& Bangladeshi Girls Development Programme.	"Challenge for Youth" BME & Bangladeshi Girls' Development Programme will operate from BYM's dedicated Youth Centre and via outreach providing myriad activities which enable girls to address social, educational, employment and health issues via constructive leisure activities, health workshops and training programmes on a gender specific basis.	01/09/2015	31/08/2018	39,000.00	6,500.00	6,500.00	0.00	Green	Performance generally on target. Issue with lease arrangements still to be resolved. Payments made in error.
	City Gateway	Back on Track: Engagement and Progression	This project will reach out to the most vulnerable, disengaged and hard to reach young people aged 13 to 19 (up to 25 with SEN), reduce their risks and engage them in positive activities that motivate them to the point that they want to take on training/education or work.	01/09/2015	31/08/2018	45,000.00	0.00	8,750.00	8,750.00	Red
ELT Baptist Church	Young Women's Project	After-School Club for young women aged 13-19 on Friday afternoons (3.15-5.30pm) with a wide range of activities:- arts, crafts, sports, dance, drama, cooking, and workshops. Day trips during school holidays such as rock climbing, AirHop, theatre and Southend. Summer project/residential. Lunch-time arts & crafts clubs in 2 local secondary schools.	01/09/2015	31/08/2018	24,000.00	4,000.00	4,000.00	0.00	Green	Performance well above planned targets. Still unresolved issues regarding leasing of Council property.

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Island House Community Centre	Island House YOU Project	A Youth Project for teenagers in Tower Hamlets South East locality. Working collaboratively with other providers, we aim to increase participation, reduce isolation, raise attainment, improve health wellbeing and promote citizenship through a wide range of weekly activities including sport, street dance & scouting; plus daily diversionary activities throughout school holidays.	01/09/2015	31/08/2018	45,000.00	8,750.00	8,750.00	0.00	Green	Project significantly exceeding agreed levels of performance
Newark Youth London	Newark Adelina and Exmouth Youth Project	Our project will provide 9 hours of structured youth provision for children and young people (13-19 year olds) from Shadwell, St. Dunstan's, St. Katherine's & Wapping, Stepney Green and Whitechapel area. We will run 2 youth clubs; Adelina for 2 nights (6hours) and Exmouth 1 night for 3 hours.	01/09/2015	31/08/2018	45,000.00	7,500.00	7,500.00	0.00	Green	Performance generally on target
Ocean Youth Connexions	Ocean Youth Connexions	Ocean Youth Connexion will provide a safe place to be for young people aged 13-19 and up to 25 if SEN. We will provide a youth facility based around the needs of young people, a homework club to raise local young people's attainment levels and two fitness and wellbeing classes.	01/09/2015	31/08/2018	45,000.00	7,500.00	7,500.00	0.00	Green	Performance generally on target
Asmani Development Trust	Aasha Peer Project	The Aasha Programme has a track record spanning over 15 years in dealing with disaffected young people who are involved in gangs, violent crimes and ASB. Aasha's Peer Programme engages these young people to become ambassadors to their peers, changes attitude, promotes understanding, reduces crime and ultimately empowers young people.	01/09/2015	31/08/2018	45,000.00	7,500.00	7,500.00	0.00	Green	Activities in line with / below expected quality standards
Our Base LTD	One Stop Youth Service	Our Base and Cannon Support Link will work in partnership to enhance life opportunities through education, training and recreational activities, provide skills to build self-confidence and prevent gang affiliation and organized crime through targeted youth service delivered in both NW and SW ward clusters over six evenings per week.	01/09/2015	31/08/2018	45,000.00	5,310.00	5,310.00	0.00	Green	Performance generally on target
Shadwell Basin Outdoor Activity Centre	Youth INNIT! - Shadwell Basin		01/04/2016	31/08/2018	15,000.00	0.00	3,620.69	3,620.69	N/a	Project due to start 1 April 2016. Grant Agreement being negotiated.
SocietyLinks Tower Hamlets	Youth Children and Young People Support Projects 1. Girls Group 2. Accredited Training	Children and Young People Support: 1. Girls Group -- diversionary activities and support for girls and young women, two sessions per week 2. Accredited Training -- opportunity for young people to participate in Arts Award or ASDAN accredited courses	01/09/2015	31/08/2018	45,000.00	8,750.00	8,750.00	0.00	Green	Performance well above planned targets
St Hilda's East Community Centre	St.Hilda's Youth Hub	St. Hilda's Youth Hub offers inclusive life enhancing social learning opportunities to male and female young people between 13 to 19 years, disabled young people up to 25 years old, delivering a range of innovative, creative and challenging activities within a safe and friendly environment founded on Child Rights principles.	01/09/2015	31/08/2018	39,000.00	6,500.00	6,500.00	0.00	Green	Performance generally on target to deliver outcomes

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Stifford TJRS Community Centre	Stepney YouthInit	A female only provision for young girls aged 13-19 (up to 25 if SEN), delivering a range of activities and workshop which tackle issues related to bullying, self-harming, sexual exploitation, relationships, body image and more.	01/09/2015	31/08/2018	15,000.00	0.00	2,916.67	2,916.67	N/a	Grant Agreement being finalised. No return received no payments have been made.
The Rooted Forum (TRF)	Interventions Without Borders	Interventions Without Borders (IWB) project is a peer-to-peer intermediary resolution and mitigation service that utilises innovative means of role modelling, mentoring and restorative justice to offer offenders/ ex-offenders pathways that reduce territorialism, avert antisocial behaviour, deglamourises gang culture with associated substance misuse, conflict and criminality.	01/09/2015	31/08/2018	45,000.00	8,750.00	8,750.00	0.00	Green	Performance generally on target
The Rooted Forum (TRF)	Youth INNIT!	A female only provision for young girls aged 13-19 (up to 25 if SEN), delivering a range of activities and workshop which tackle issues related to bullying, self-harming, sexual exploitation, relationships, body image and more.	01/09/2015	31/08/2018	15,000.00	2,917.00	2,917.00	0.00	Green	Performance generally on target
Wadajir Somali Community Centre	Wadajir Homework Club Two	Wadajir's After-school and Homework Club helps young people aged 11-16 with English, maths and sciences to build a strong academic foundation that will help students to become confident, creative and successful adults. Supervised IT facilities are also available to support students' learning.	01/09/2015	31/08/2018	39,000.00	7,583.00	7,583.00	0.00	Green	Performance generally on target
Weavers Community Forum (WCF)	Be Active in the Community (BAC)	Be Active in the Community project is to help inspire, activate & motivate young people learn about themselves, others, and Society, through non-formal education activities which combines enjoyment, challenge and learning.	01/09/2015	31/08/2018	45,000.00	6,900.00	7,500.00	600.00	Amber	Moderate/minor underperformance but agreed action being taken to improve
Young And Talented Ltd	Young and Talented Performing Arts Project	Young and Talented Performing Arts Project, to develop the confidence and skills of children and young people using theatre arts training. The sessions include the very best training with professional practitioners in acting, singing and dance and live performance showcases. Y&T nurtures and develops children for Stage, Screen and Life.	01/09/2015	31/08/2018	45,000.00	7,500.00	7,500.00	0.00	Green	Performance generally on target
<b>Theme 1 Children, Young People and Families - Total</b>					<b>2,142,633.00</b>	<b>353,870.00</b>	<b>393,021.77</b>	<b>39,151.77</b>		

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 2 Jobs, Skills &amp; Prosperity - Strand 1 Routeways to Employment</b>										
Bowhaven	Equip Initiative	The Equip Initiative provides specialist training and support for people who have experienced mental illness to help them build skills and experience. We offer accredited training and support in I.T. skills; a 12 week volunteering opportunity with a Social Housing Provider; and employment brokerage for those completing the course.	01/09/2015	31/08/2018	61,170.00	11,894.17	11,894.17	0.00	Green	Moderate underperformance but agreed action being taken to improve
DeafPLUS - Breakthrough Deaf and Hearing Integration	Employment for Deaf and Disabled people in Tower Hamlets (EDITH)	A specialist pan-disability Employment Service in Tower Hamlets provided by deafPLUS and Real will provide IAG to address barriers to employment, accredited and non-accredited training including digital skills, volunteering and employment support. Skills of job seekers will be enhanced to gain confidence and motivation to gain and sustain employment.	01/09/2015	31/08/2018	114,357.00	12,706.00	22,236.08	9,530.08	Amber	High level of underperformance identified overall
Four Corners	ZOOM (formerly known as Creativity Plus)	ZOOM: FUTURES IN CREATIVE MEDIA is a specialist, 3-month training scheme, offering high-quality training in film/TV craft/production skills, followed by mentoring and employability support. Applications are invited from unemployed people aged 18-30 in Tower Hamlet	01/09/2015	31/08/2018	104,169.00	20,255.08	20,255.08	0.00	Green	Minor underperformance but agreed action being taken to improve
Island House Community Centre	ABLE - Adult Basic Learning & Employment - Readiness Project	This collaborative consortium project works to integrate basic skills and adult education training with employment preparation courses and volunteer work placements to help support & up-skill people in SE locality of Tower Hamlets to move them closer to the job market.	01/09/2015	31/08/2018	90,000.00	17,500.00	17,500.00	0.00	Green	Project significantly exceeding agreed levels of performance
Limehouse Project Limited	Enhancing Vocational Access (EVA)	EVA offers economically inactive/unemployed women an integrated incremental programme of personal development, employability and vocational training to improve their life chances. EVA targets women who seek work opportunities compatible with their experience, interests and family commitments such as Health & Social Care, childcare or self-employment based on domestic skills.	01/09/2015	31/08/2018	138,849.00	26,999.00	26,999.00	0.00	Green	Project significantly exceeding agreed levels of performance
Mind In Tower Hamlets	Upskill	Upskill is a new service which aims to support people with mental health issues to get closer to the labour market. Developing social enterprise models of employment, we will offer direct work place experience, training and placements in related business areas which will support our clients to access work.	01/09/2015	31/08/2018	207,504.00	40,348.00	40,348.00	0.00	Green	Minor underperformance but agreed action being taken to improve
Newark Youth London	Women into Work	Our project aims to increase employability skills of all women in Tower Hamlets, specifically targeting BAME women and supporting them to move closer to the job market and into work through assessment, one to one support, supported work placements/volunteering, improving essential basic skills, training, enterprise and back to work seminars.	01/09/2015	31/08/2018	58,431.00	11,361.58	11,361.58	0.00	Green	Moderate underperformance but agreed action being taken to improve
Osmani Development Trust	Education & Employment	The Education & Employment Project was established in 2006. Our aim is to develop the capacity, knowledge and skills of young people, especially those facing barriers, marginalised, so that they are able to access and benefit from training and developmental opportunities with the view to improving their quality of life.	01/09/2015	31/08/2018	90,291.00	0.00	17,556.58	17,556.58	Green	Pre-award condition re: agreeing lease arrangements not been met. Project is running at risk but progressing well and meeting targets

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
The Prince's Trust	Bridging The Gap	Led by The Prince's Trust, the 'Bridging the Gap' programme is an innovative, high impact course designed for marginalised young people living Tower Hamlets. Through targeted outreach we will engage those young people furthest from the job market and provide them with 1-1 support, development opportunities and employment skills.	01/09/2015	31/08/2018	110,148.00	21,418.00	21,418.00	0.00	Green	Performance generally on target
Tower Hamlets Parents' Centre	THPC ICT Embedded Women's ESOL Project	The THPC ICT Embedded Women's ESOL Project is a three year initiative that will offer ICT embedded ESOL Classes to 90 unemployed women from the Borough. It will improve their skills thus, helping them to enhance employment prospects.	01/09/2015	31/08/2018	20,559.00	3,997.58	3,997.58	0.00	Green	Minor underperformance but agreed action being taken to improve



Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 2 Jobs, Skills &amp; Prosperity - Strand 2 Social Welfare Advice Services</b>										
Account3 Ltd	LAP 5 Advice Partnership	This project operates across LAP5 and will be providing Social Welfare Advice Services based on the needs of Tower Hamlets residents. The advice sessions will be provided in DDA compliant, comfortable and friendly setting, maintaining confidentiality and trust. The service will be delivered by Account3 in partnership with Legal Advice Centre. Free face-to-face advice service for residents includes:  1. Welfare Benefits 2. Money/Debt 3. Employment 4. Housing/Homelessness 5. Council Tax 6. Education and special educational needs 7. Consumer 8. Civil litigation and small claims	01/09/2015	31/08/2018	150,000.00	29,167.00	29,167.00	0.00	Green	Performance well above planned targets
Bromley By Bow Centre	Integrated Generalist Advice Service for the North East Cluster	Using new design methods and creative approaches we will provide a whole person focused advice service that equips local people to lead independent, resilient and sustainable lives, whilst producing better outcomes and reducing public sector costs.	01/09/2015	31/08/2018	150,000.00	29,167.00	29,167.00	0.00	Green	Performance generally on target
Citizens Advice Bureau (East End CABx)	Tower Hamlets Borough Wide Advice	Free, confidential and independent advice to help all Tower Hamlets residents resolve the problems they face including Benefits, Housing, Money/Debt, Employment, Immigration, Consumer, Family and Personal issues. Tower Hamlets Citizens Advice Bureau leads the service with partners including Ocean Somali Community Association, Praxis, Chinese Association of Tower Hamlets and DeafPLUS.	01/09/2015	31/08/2018	735,000.00	142,918.00	142,918.00	0.00	Green	Performance well above planned targets
Island Advice Centre	LAP 8 Generalist Advice Service	General Help and Casework in benefits, debt and housing, open door sessions Wednesday, Thursday and Friday 10 to 12, telephone advice 020 7987 9379 Monday, Tuesday, Thursday 10 to 12, appointments available daily. Check website island-advice.org.uk for more details.	01/09/2015	31/08/2018	150,000.00	29,167.00	29,167.00	0.00	Green	Performance generally on target
Island Advice Centre	Tower Hamlets Trainee Advice Project	The project aims to improve capacity, quality and access to the boroughs advice services. We recruit and train volunteers to become advice workers, liaising with advice agencies to secure voluntary work placements. We deliver training for volunteers and paid workers and facilitate/develop LBTH's advice sector website www.thcan.org.uk and network meetings.	01/09/2015	31/08/2018	138,000.00	26,833.00	26,833.00	0.00	Green	Performance generally on target
Legal Advice Centre	Social Welfare Advice - NW Ward Cluster (LAP 1 and 2 )	The project will provide a free, confidential welfare and legal advice services to local residence based in LAP 1&2 on a range of areas including welfare benefits, housing, debt, employment, education and consumer law. The services will be delivered across various venues in the Bethnal Green, Spitalfields and Whitechapel areas.	01/09/2015	31/08/2018	300,000.00	58,333.00	58,333.00	0.00	Green	Performance well above planned targets

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Limehouse Project Limited	LAP 3 & 4 Advice Service	We work alongside local communities in Shadwell, St Dunstan's, Stepney Green and St Katharine's and Wapping to offer high quality information and advice services on welfare rights, debt and money and housing issues.	01/09/2015	31/08/2018	165,000.00	32,083.00	32,083.00	0.00	Green	Performance well above planned targets
Limehouse Project Limited	Advice Consortium LAP 7	We work alongside local communities in Limehouse, Lansbury, Poplar and East India to offer high quality information and advice services on welfare rights, debt, money and housing issues.	01/09/2015	31/08/2018	180,000.00	35,000.00	35,000.00	0.00	Green	Performance well above planned targets
Stifford TJRS Community Centre	South-west cluster Advice Partnership	The provision of locality generalist advice (Welfare, Debt and housing) services, for residents of the SW Ward Cluster (Laps 3 & 4 -- Stepney, Whitechapel, Wapping & St Katherine's and Shadwell), delivered in partnership with Wapping Bangladeshi Association(WBA), Bangladeshi Youth Movement (BYM) and Fair Finance.	01/09/2015	31/08/2018	150,000.00	29,167.00	29,167.00	0.00	Green	Performance generally on target
Tower Hamlets Law Centre	Specialist Welfare Advice Partnership	The Specialist Welfare Advice Partnership comprising Tower Hamlets Law Centre, Island Advice Centre and Legal Advice Centre aims to deliver a quality assured service providing legal advice, casework and representation in Welfare Benefits, Housing, Education and Employment.	01/09/2015	31/08/2018	433,776.00	84,345.00	84,345.00	0.00	Green	Performance well above planned targets
Toynbee Hall	Tower Hamlets Debt and Money Advice Service	Our team can help you in complete confidence with a wide range of debt problems including: pay-day loans, credit or store cards, council tax arrears, catalogue or hire purchase debt, overdrafts, court fines, rent or mortgage arrears, bankruptcy and utility debt. For details please visit our website: <a href="http://www.toynbeehall.org.uk/debt-advice">http://www.toynbeehall.org.uk/debt-advice</a>	01/09/2015	31/08/2018	120,000.00	23,332.00	23,332.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve
<b>Theme 2 Jobs, Skills &amp; Prosperity - Total</b>					<b>3,667,254</b>	<b>685,991</b>	<b>713,078</b>	<b>27,087</b>		

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 3 Prevention Health &amp; Wellbeing - Lifelong Learning and Sport</b>										
Bethnal Green Weightlifting Club	Bethnal Green Weightlifting Club	Strength training classes for all. We offer Open Session training in Weightlifting and Powerlifting and special classes for the over 55s, 14-18 Year Olds and Female Beginners.	01/09/2015	31/08/2018	56,880.00	11,060.00	11,060.00	0.00	Green	Performance generally on target
Black Women's Health and Family Support	BWHAFS Lifelong Learning programme: Textile & Designs Project, ESOL Classes, and ICT Drop-in Project	BWHAFS weekly Textile & Designs project, ESOL Classes, and ICT Drop-in Project during term-time is open to women seeking basic English language and digital skills for improved communication, access to services and wellbeing. Learners will be signposted to our fitness classes, swimming sessions, health talks and welfare advice sessions.	01/09/2015	31/08/2018	37,800.00	4,200.00	7,350.00	3,150.00	Green	Moderate/minor underperformance but agreed action being taken to improve. First payment made after agreeing resolution to pre-award condition.
Limehouse Project Limited	Limehouse Project's 'First Steps for Women Learning English and ICT'	Limehouse Project runs 38-week pre-entry ESOL and ITC courses in the autumn of each year from 2015 for women aged 20+ who can benefit from spoken, reading and written English skills for practical every day communication.	01/09/2015	31/08/2018	31,680.00	6,160.00	6,160.00	0.00	Green	Activities in line with expected quality standards
Limehouse Project Limited	Fit4Life Women In Sport Programme	The LHP Fit4Life Women in Sports programme aims to reduce barriers to, and increase participation in, fitness and group sports activities for young women aged 18-25 and women aged 45+ through the delivery of scheduled keep-fit sessions, team sports activities, walking excursions, and swimming opportunities.	01/09/2015	31/08/2018	62,640.00	12,180.00	12,180.00	0.00	Green	Activities in line with expected quality standards
London Tigers	London Tigers Healthy Living Project	London Tigers Healthy Living Project runs sessions in badminton, cricket, football and aerobics for men, women and children to support those people into developing healthier lifestyles.	01/09/2015	31/08/2018	126,000.00	16,000.00	16,000.00	0.00	Green	Performance generally on target
Magic Me	Intergenerational Arts Programme	Magic Me will run a programme of intergenerational arts projects bringing together older people 55+ and young people 9-16. Working with specialist creative artists, in weekly sessions, younger and older participants will learn new skills, share existing experience, exchange ideas and create performances, exhibitions etc for public audiences.	01/09/2015	31/08/2018	46,440.00	9,030.00	9,030.00	0.00	Green	Performance generally on target
Royal London Society for Blind People	Health and Wellbeing Group	Health and Wellbeing Groups to provide VI young people aged 11-25 with the opportunity to participate in physical activity sessions that develop their resilience, confidence and independence. The sessions allow children to learn about healthy lifestyles and the fundamentals of movement and signpost them to other opportunities in their community.	01/01/2016	31/08/2018	43,520.00	4,080.00	4,080.00	0.00	n/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
Tower Hamlets Youth Sport Foundation	Active Families	A project aimed at improving understanding of health, increasing levels of physical activity, reducing obesity and improving knowledge of borough sporting opportunities amongst parents and families at schools focussed on by Tower Hamlets' National Child Measurement Programme.	01/09/2015	31/08/2018	126,000.00	18,145.00	18,145.00	0.00	Green	Performance generally on target

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Vallance Community Sports Association Limited	SEN Health Development Programme	The aim of our project is to improve health and wellbeing of people with disabilities through healthy lives activities, weekly physical activity and annual sporting events. We aim to work with our partners including LBTH Sport Development Team, the Core Project based at the Attlee Centre and 10 Disabled Groups.	01/09/2015	31/08/2018	90,000.00	17,500.00	17,500.00	0.00	Green	Performance generally on target
<b>Theme 3 Prevention Health &amp; Wellbeing - Lunch Club</b>										
Age UK East London	Appian Court Activity Centre & Lunch Club	Appian Court Health Activity Centre and Lunch Club is a vibrant community Hub for older people based in Bow, open to all Tower hamlets residents. A wide range of activities are offered five days a week. The centre is led and shaped by service users. Newcomers Welcome! 02071833032 or info@ageukeastlondon.org.uk	01/09/2015	31/08/2018	94,860.00	10,540.00	18,445.00	7,905.00	Green	Moderate/minor underperformance but agreed action being taken to improve
Children Education Group	Harkness Luncheon Club	CEG Harkness Luncheon club provide freshly cooked Meal on site for over fifties; 7 years experience chef maintaining food safety rating 5. Serve fresh meal, health and social activities and support for older people, as well as the opportunity to meet up with other people who share similar interests.	01/09/2015	31/08/2018	33,120.00	0.00	6,440.00	6,440.00	Green	The project has exceeded on most of the outputs this quarter. Issues around meeting pre-award condition, no payment have been made.
Chinese Association of Tower Hamlets	Chinese and Vietnamese Elderly Luncheon Club	CATH's Luncheon Club is aimed primarily, but not exclusively, at Chinese and Vietnamese Elders who wish to improve their physical and mental wellbeing. Through our programme of fun and informative activities, and exercise classes, we wish to give attendees the awareness and knowledge to work on raising their own health.	01/09/2015	31/08/2018	30,600.00	5,950.00	5,950.00	0.00	Green	Performance well above planned targets
Community of Refugees from Vietnam - East London	Vietnamese/Chinese Elderly Luncheon Club	The Elderly Luncheon Club opens twice a week on Monday and Thursdays from 9am - 3pm, providing a Vietnamese healthy hot meal and different activities including monthly health talks, tai chi, table tennis and indoor games, to enhance the lives of Vietnamese/Chinese people reducing social isolation, loneliness and promoting independence.	01/09/2015	31/08/2018	51,480.00	5,720.00	10,010.00	4,290.00	Green	Performance generally on target
Dorset Community Association	Older People Lunch Club	The projects to provide older people per week aged fifty and over the opportunity to attend a locally lunch club provision. To enhance the lives of older people who may be at risk of social isolation or gradually losing their independence, through the provision of a range of activities.	01/09/2015	31/08/2018	39,060.00	7,595.00	7,595.00	0.00	Green	Minor underperformance but agreed action being taken to improve
Ensign Youth Club	Unity	The project is intended to provide social interactive service for local elderly people 50+ from Bangladeshi and Somali by providing weekly structure coffee morning and healthy affordable meal with health and recreation activities based on their need and abilities.	01/01/2016	31/08/2018	24,320.00	0.00	2,280.00	2,280.00	N/a	1 January 2016 start.
Limehouse Project Limited	Limehouse Luncheon Club for Elders	The LLCE brings people aged 55+ together to enjoy a healthy meal, socialise and partake in group activities such as gentle exercises and games. With general advisers on hand to assist with any worries being faced, it aims to help relieve loneliness, increase self-confidence and enhance each elder's quality of life.	01/09/2015	31/08/2018	42,120.00	8,190.00	8,190.00	0.00	Green	Moderate underperformance but agreed action being taken to improve

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Somali Senior Citizens Club	Somali Senior Citizens Club	Our project aims to promote health and well being of vulnerable local community (Tower Hamlets). This project is to support and enhance the lives of elderly individuals who suffer from social isolation, economic deprivation and lack of independence by providing luncheon club and supplementary activities, social and cultural integration. The project will be delivering at our Granby Hall Centre address .	01/09/2015	31/08/2018	97,560.00	10,840.00	18,970.00	8,130.00	Green	Moderate/minor underperformance but agreed action being taken to improve. Pre-award condition re: Lease Arrangements still need to be resolved.
St Hilda's East Community Centre	St Hilda's Lunch Club Plus	St. Hilda's Lunch Club Plus service provides health and wellbeing opportunities to older people from Weavers Ward and wards elsewhere in Tower Hamlets. Open to all, our service offers activities enabling users to stay active, including group exercises, Computer classes, nutritious lunches, opportunities to meet others in a friendly setting, and much more.	01/09/2015	31/08/2018	50,400.00	9,800.00	9,800.00	0.00	Green	Performance well above planned targets
Page 151 Coynbee Hall	Wellbeing Centre	The Wellbeing Centre is a welcoming community space for any person over 50 to meet, learn, socialise, get fit and stay healthy. It offers a wide variety of health, fitness, learning and social activities, support planning, translation skills and a light lunch Tuesday -- Thursday.	01/09/2015	31/08/2018	42,120.00	4,680.00	8,190.00	3,510.00	Green	Moderate/minor underperformance but agreed action being taken to improve. Due to late monitoring return verification payment has been delayed but is now being processed.
Wadajir Somali Community Centre	Wadajir Poplar Elderly Lunch Club Two	Wadajir's Poplar Lunch Club for older women meets four days a week from Monday to Thursday 10 am--2pm to share freshly cooked halal meals. Women are also welcome to join in traditional Somali dance sessions, craft workshops for improved physical and mental health as well as regular health talks.	01/09/2015	31/08/2018	56,160.00	10,920.00	10,920.00	0.00	Green	Performance generally on target
Wapping Bangladesh Association	Wapping Senior Citizen's Lunch Club	The lunch club will enable WBA to increase socialisation to reduce loneliness, social isolation and promote a healthier lifestyle through improved healthy lives activities that will encourage and engage older people. The Lunch Club will give them the chance to socialise while enjoying a hot, healthy balanced and nutritious meal.	01/09/2015	31/08/2018	46,800.00	9,100.00	9,100.00	0.00	Green	Performance well above planned targets
<b>Theme 3 Prevention Health &amp; Wellbeing - PHW</b>										
Ability Bow	Keep Moving	Keep Moving supports people with long-term health conditions or disabilities to take part in exercise and improve their self-management of health. This borough-wide project offers one:one gym sessions, small exercise groups and empowers participants to make healthy choices including improved activity, nutrition and taking a fuller part in the community.	01/01/2016	31/08/2018	88,000.00	8,250.00	8,250.00	0.00	n/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
Age UK East London	Friend at Home	Funded by the London Borough of Tower Hamlets, Age UK East London Befriending Service brings together socially isolated older people with volunteers living or working in Tower Hamlets to share experiences and enhances each other's lives by providing social and emotional support through linking generations within the local community	01/10/2015	31/08/2018	102,083.00	17,500.00	17,500.00	0.00	Green	

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Bangladesh Youth Movement	"Live Healthy - Enjoy Life" ( Bangladeshi women Health & Development Project	"Live Healthy -- Enjoy Life" will operate from BYM's Women's Centre providing a programme of proactive and responsive health development activities ensuring women stay healthy and attend to their own health needs. Added value will be achieved by engaging volunteers to build capacity and foster self-help.	01/01/2016	31/08/2018	54,400.00	0.00	5,100.00	5,100.00	n/a	Project due to start January 2016. Issue with lease arrangements still to be resolved. No payments made.
Breathing Space	Breathing Space	Breathing Space teaches Mindfulness Based Approaches (MBAs) to help people look after their mental health. We use MBA's for preventing relapse into depression, addiction and to manage stress and anxiety. Our teachers are trained and supervised by an NHS consultant psychiatrist and have extensive experience of mindfulness practice and teaching.	01/10/2015	31/08/2018	43,750.00	7,500.00	7,500.00	0.00	Green	Performance generally on target
Bromley By Bow Centre	Fit for All	Fit for All a peer-lead physical activity programme enhancing the lives of older Tower Hamlets residents aged 50+ to be well and live life to the full, focusing on the North East Cluster, Fit for All engages those experiencing social isolation who want to increase independence while having fun.	01/01/2016	31/08/2018	68,480.00	6,420.00	6,420.00	0.00	N/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
DeafPLUS - Breakthrough Deaf and Hearing Integration	Deaf+Positive Wellbeing Project	This project will tackle health inequalities and social isolation amongst deaf and hard of hearing people by providing lipreading classes, accessible mental health workshops and accessible walking tours. This project will also provide free Deaf Awareness Training to GPs and health professionals to crucially improve access for deaf people.	01/01/2016	31/08/2018	88,000.00	8,250.00	8,250.00	0.00	N/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
Family Action	Somali Mental Health Promotion	This project will deliver an schools-based project, designed to build the capacity of local primary and secondary schools to identify and support young carers. A dedicated schools worker will deliver resources, training and advice to schools to help them gain Young Carers Charter status.	01/01/2016	31/08/2018	36,800.00	0.00	3,450.00	3,450.00	N/a	Project due to start January 2016
Green Candle Dance Company	Dance for Health at Oxford House	Dance for Health at Oxford House is for older people aged 55+, and delivers two, thirty week workshops a year from 10.30 - 12.30. The Tuesday sessions are aimed at more active older people, whilst the Friday sessions are specifically aimed at participants with mild - moderate dementia and their carers.	01/10/2015	31/08/2018	83,125.00	14,250.00	14,250.00	0.00	Green	Moderate/minor underperformance but agreed action being taken to improve
Island House Community Centre	Health & Wellbeing Project 2015-18	The Island House Health & Wellbeing project delivers a full and varied holistic programme of activities to promote health awareness, encourage healthy lifestyles, reduce isolation and improve mental health & wellbeing for adults in the SE ward cluster of Tower Hamlets. We're helping you build a better quality of life.	01/09/2015	31/08/2018	87,120.00	16,940.00	16,940.00	0.00	Green	Performance generally on target

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
Mind In Tower Hamlets	Wellbeing Service - Coping with Life Recovery Training Programme	<p>Coping with Life Recovery Training programme - A 6 week course of workshops based on a person's individual Wellness Recovery Action Plan (Wrap). Designed to support participants to gain knowledge, skills and coping strategies to make positive life changes.</p> <p>This workshops will help participants discover their own simple, safe Wellness Tools and develop a list of things to do every day to stay as well as possible</p> <p>The coping with life skills workshops and WRAP are for anyone, any time. They will support you in being the way you want to be and doing the things you want to do. This will include the option of accessing the peer-facilitator training.</p>	01/01/2016	31/08/2018	81,600.00	7,650.00	7,650.00	0.00	N/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
Praxis Community Projects Ltd	Praxis Health Check	A holistic health & wellbeing service for Tower Hamlets residents including initial assessment, advice & casework to resolve practical & legal issues, health & wellbeing group work, workshops & activities, & onward referral to health screening, counselling & therapy services, and other wellbeing activities in the borough.	01/01/2016	31/08/2018	64,000.00	6,000.00	6,000.00	0.00	N/a	Project due to start January 2016. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
The Rooted Forum (TRF)	Bridging The Gap	Bridging The Gap (BTG) intergenerational project brings together the elderly and younger residents of the Borough from diverse cultures and faiths to overcome prevalent distrust, stereotypes and prejudices often held between people of varied ages. BTG enables digital inclusion, independence, wellbeing, shared learning of life lessons and transferable skills.	01/01/2016	31/08/2018	48,000.00	4,500.00	4,500.00	0.00	n/a	1 January 2016 start. Advance payment made upon signing of Grant Offer Letter and meeting any pre-award conditions
Tower Hamlets Friends and Neighbours	Older People's Befriending Project	This project will focus on older people, many whom have depression or dementia, and aim to reduce loneliness and social isolation and improve their health and well-being through targeted interventions. We will work throughout the borough providing one to one befriending and advocacy support to people in their own homes.	01/10/2015	31/08/2018	102,083.33	17,500.00	17,500.00	0.00	Green	Performance well above planned targets
Toynbee Hall	Wellbeing in Tower Hamlets	Wellbeing in Tower Hamlets (WITH) delivers workshops to vulnerable clients including older people, people with mental health issues and people with learning disabilities around wellbeing, staying safe, mental health awareness and stigma, and memory. WITH comes to your site and facilitates discussions and conversations to increase wellbeing.	01/09/2015	31/08/2018	29,880.00	2,490.00	5,810.00	3,320.00	Green	Moderate/minor underperformance but agreed action being taken to improve. Due to late monitoring return verification payment has been delayed but is now being processed.
<b>Theme 3 Prevention Health &amp; Wellbeing - Total</b>					<b>2,206,881</b>	<b>298,940</b>	<b>346,515</b>	<b>47,575</b>		

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 4 Third Sector Organisational Development</b>										
Tower Hamlets Council for Voluntary Service	Support to Council funded organisations	This project will help LBTH funded voluntary organisations to develop and maintain effective systems, improve their financial and project management and achieve quality assurance accreditations. We will provide in depth development support, training courses and information to help organisations to ensure that they are well-run, effective, stable and sustainable.	01/09/2015	31/08/2018	166,800.00	32,433.00	32,433.00	0.00	Green	Performance generally on target
Tower Hamlets Council for Voluntary Service	Supporting VCS organisations based in Tower Hamlets	This project will help Tower Hamlets voluntary organisations to develop and maintain effective systems, plan effectively, raise funds, manage projects and staff, and achieve quality assurance accreditations. We will provide development support, training courses and information to help local organisations ensure that they are well-run, effective, stable and sustainable.	01/09/2015	31/08/2018	343,200.00	66,733.00	66,733.00	0.00	Green	Performance generally on target
Tower Hamlets Council for Voluntary Service	Strategic partner project	THCVS's strategic partner project provides and supports representation, networking and partnership among voluntary organisations and between the statutory, business and voluntary sectors. We run forum meetings, courses and an annual conference for the sector and gather information about provision in the borough in online directories of projects and premises.	01/09/2015	31/08/2018	270,000.00	52,500.00	52,500.00	0.00	Green	Performance generally on target
<b>Theme 4 Third Sector Organisational Development - Total</b>					<b>780,000</b>	<b>151,666</b>	<b>151,666</b>	<b>0</b>		



Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
<b>Theme 5 Community Engagement, Cohesion and Resilience</b>										
Betar Bangla	Positive Citizenship	Betar Bangla together with Citizenship Foundation UK will through this "Positive Citizenship" project hold 10 x 5 hour workshop on Citizenship and related issues to explain and answer questions from 120 local residents. It will also transmit 12 programmes of discussion on the same issues with a panel of experts.	01/09/2015	31/03/2017	14,727.00	5,425.74	5,425.74	0.00	Green	Performance on schedule to deliver output targets
City Gateway	Women's Voice	Women's Voice seeks to empower women to become leaders and spokespersons in their communities. Using confidence building activities and speech writing, debating and public speaking training, Women's Voice will help women overcome barriers to participation in their wider community and create sustainable, inter-generational change.	01/09/2015	31/03/2017	16,000.00	5,894.74	5,894.74	0.00	Green	Performance above planned targets
Dorset Community Association	Get Involved	To run a local residents forums in Weavers wards and share these via innovative, community based activities and develop it's positive inclusion, cohesion and resilience social impact by bringing together over 500 local residents	01/09/2015	31/03/2017	15,551.00	5,729.32	5,729.32	0.00	Green	Performance on schedule to deliver output targets
East London Advanced Technology Training	Equal Voices	Our project will empower people in Tower Hamlets to recognise their role and skills in contributing to their communities, through a programme of participatory citizenship sessions, skills-sharing and community organising that supports effective communication between cultural groups. We will empower participants to create more equal voices in local community life.	01/09/2015	31/03/2017	15,073.00	7,007.00	5,553.21	-1,453.79	Green	Performance above planned targets. Period 03 advance payment made.
London Gypsy and Traveller Unit	We are Tower Hamlets Residents too!	We are Tower Hamlets Residents too! Is a project supporting the representation and strengthening the voice of Gypsies and Travellers in Tower Hamlets. It aims to increase understanding of Gypsy and Traveller culture, breakdown barriers and celebrate the Traveller community as part of the rich diversity in Tower Hamlets.	01/09/2015	31/03/2017	15,020.00	3,162.10	5,533.68	2,371.58	Green	Some underperformance but agreed action being taken to meet output targets during funding period
Newark Youth London	Newark Women's Project	Our project will organise 4 borough wide women's events per year with a view to creating a more inclusive and tolerant 'One Tower Hamlets' where disadvantaged and excluded women are made aware of mainstream services and other support services and given information on how to access these services.	01/09/2015	31/03/2017	13,239.00	4,877.56	4,877.56	0.00	Green	Some underperformance but agreed action being taken to meet output targets during funding period
Somali Parents and Children's Play Association	Somali Women Engagement Forum	Our project promotes community cohesion for the local Somali women; to challenge the taboos and stereotypes that exist about the role of Somali women in both their own community and wider society; to ensure to have the skills, voice, opportunities and access they need to help build strong and resilient community.	01/09/2015	31/03/2017	16,000.00	3,368.43	5,894.74	2,526.31	Amber	Activities do not seem to be sufficiently in line with the application or grant agreement resulting in it appearing that there are areas of significant underachievement.
Stifford TJRS Community Centre	Residents and Neighbours Club	A Residents & Neighbours Club (R&NC) in the Stepney & St Dunstan's wards; audit community talent/skills and share these via innovative, community based workshops; and develop it's positive inclusion, cohesion and resilience social impact by bringing together local residents.	01/09/2015	31/03/2017	14,936.00	3,144.45	5,502.74	2,358.29	Green	Performance on schedule to deliver output targets

Organisation	Project Title	Project Description	Start Date	End Date	Grant Amount	Paid to Date	Forecast	Variance	RAG Status	Period 01 - Sept-Dec 2015 Comments
The Rooted Forum (TRF)	Collective Conscience Project	The Collective Conscience project through multiple strands of work seeks to engage, support and sustain cohesion and resilience amongst local residents and organisations through diversity representation, regional activism and community leadership	01/09/2015	31/03/2017	15,200.00	8,000.00	5,600.00	-2,400.00	Green	Performance on schedule to deliver output targets. Period 03 April-June Advance payment made.
UpRising	UpRising East London Leadership Programme	UpRising is a youth leadership development organisation. Our mission is to open pathways to power for young people from under-represented backgrounds. We equip them with the knowledge, networks, skills, and confidence to fulfil their leadership potential, find new opportunities and transform their communities through social action projects.	01/09/2015	31/03/2017	14,256.00	3,001.26	5,252.21	2,250.95	Green	Performance on schedule to deliver output targets
Wapping Bangladesh Association	WBA Community Engagement & Citizenship Project	To work with the local residents in the Wapping ward to build a stronger community where people come together and work with the wider community to tackle community issues collectively and build a stronger community through better integration and partnership work with the focus on a healthier and active community.	01/09/2015	31/03/2017	15,520.00	3,267.36	5,717.89	2,450.53	Green	Some underperformance but agreed action being taken to meet output targets during funding period
<b>Theme 5 Community Engagement, Cohesion and Resilience - Total</b>					<b>165,522</b>	<b>52,878</b>	<b>60,982</b>	<b>8,104</b>		

MSG 2015-18 - September - December 2015

8,962,290 1,543,345 1,665,263 121,917

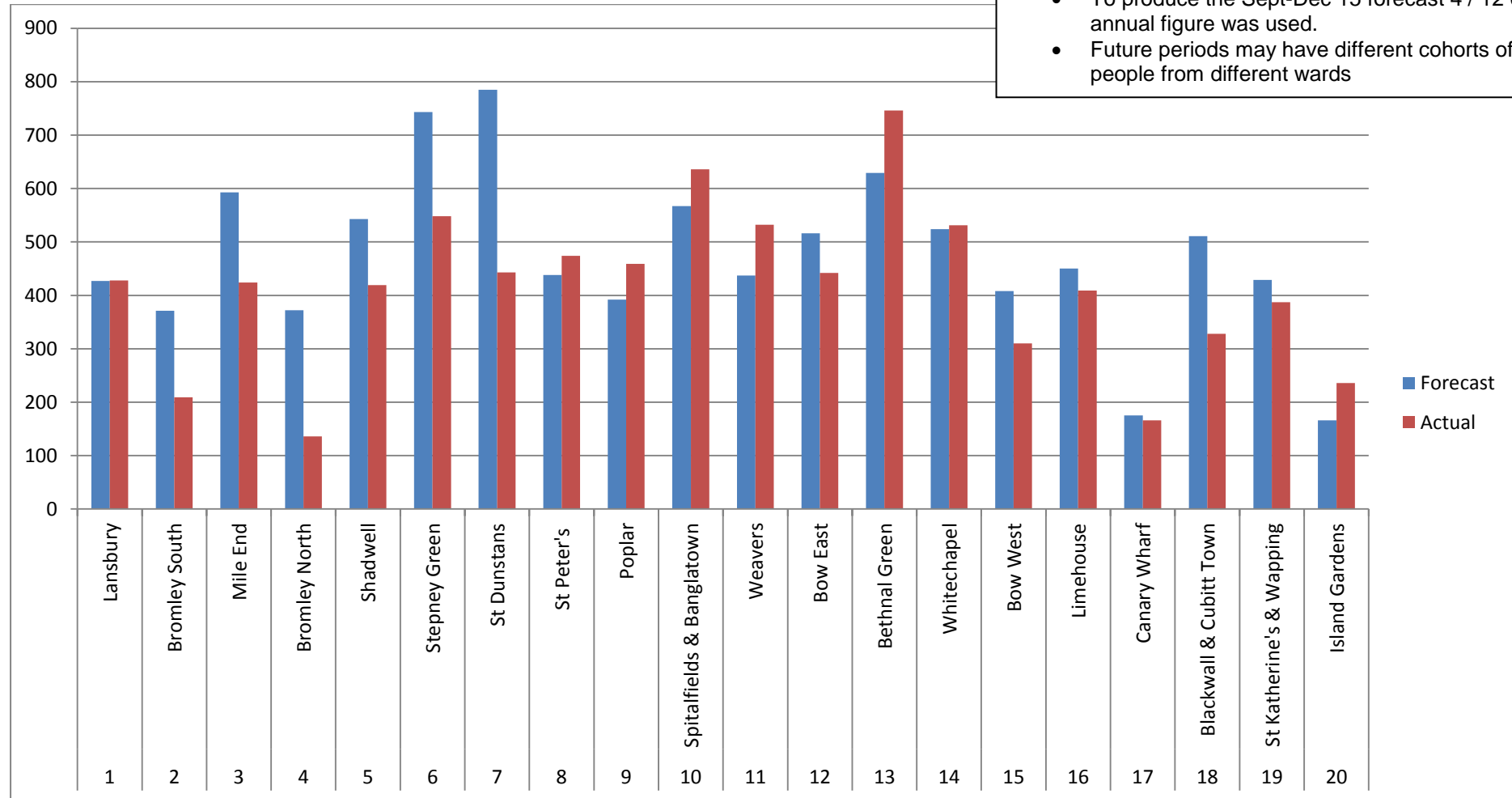
MSG 2015-18 September – December 2015  
Beneficiaries Data

Appendix 2

Geographical Breakdown

Note: –

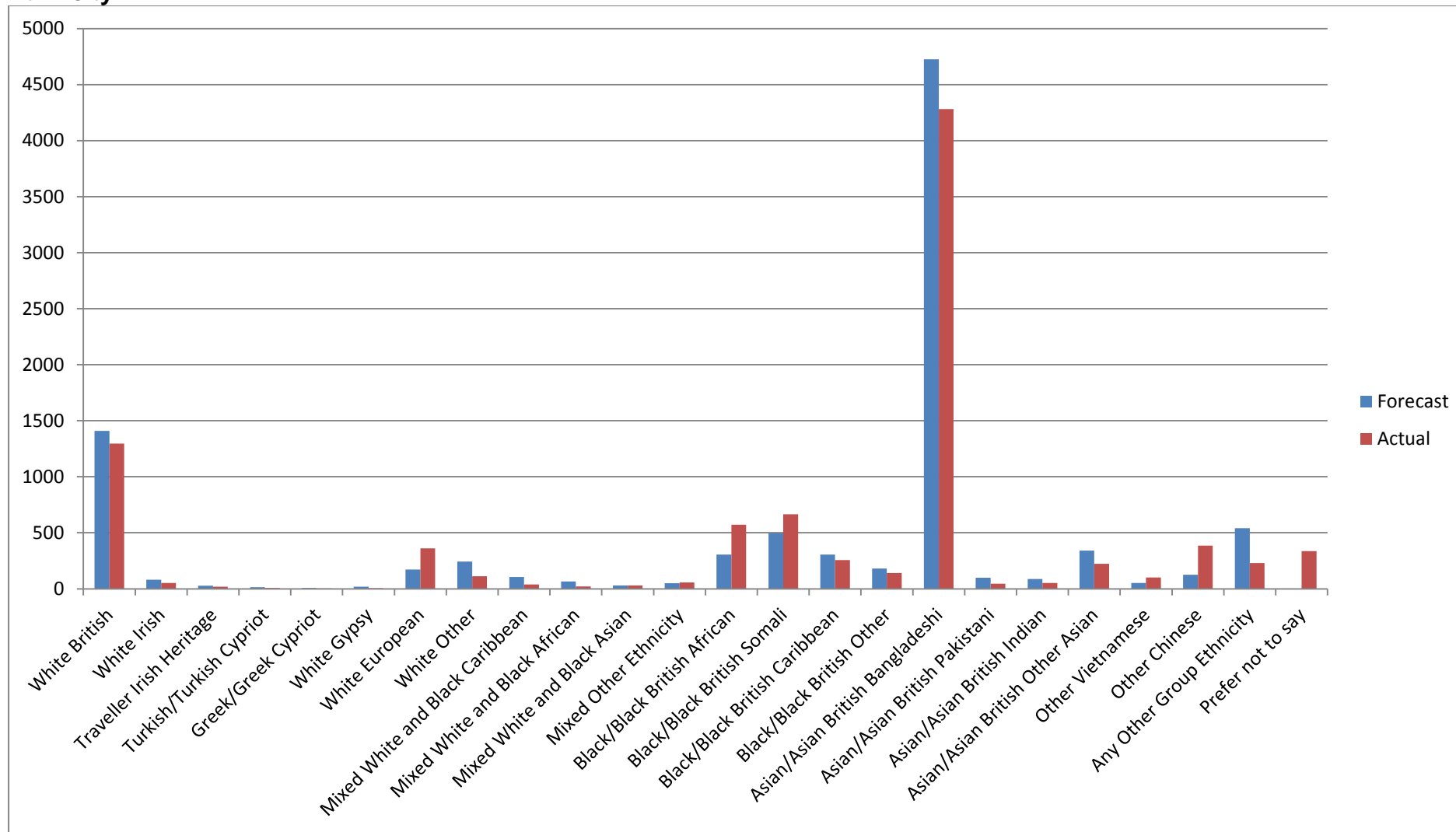
- Each Project Grant Offer Letter contained an annual estimate of beneficiaries by ward.
- To produce the Sept-Dec 15 forecast 4 / 12 of the annual figure was used.
- Future periods may have different cohorts of people from different wards



Wards are ranked using the Index of Multiple Deprivation, Lansbury ward is the most deprived and Island Gardens is the least deprived ward in the borough (from LGA ward estimates: IMD 2015)

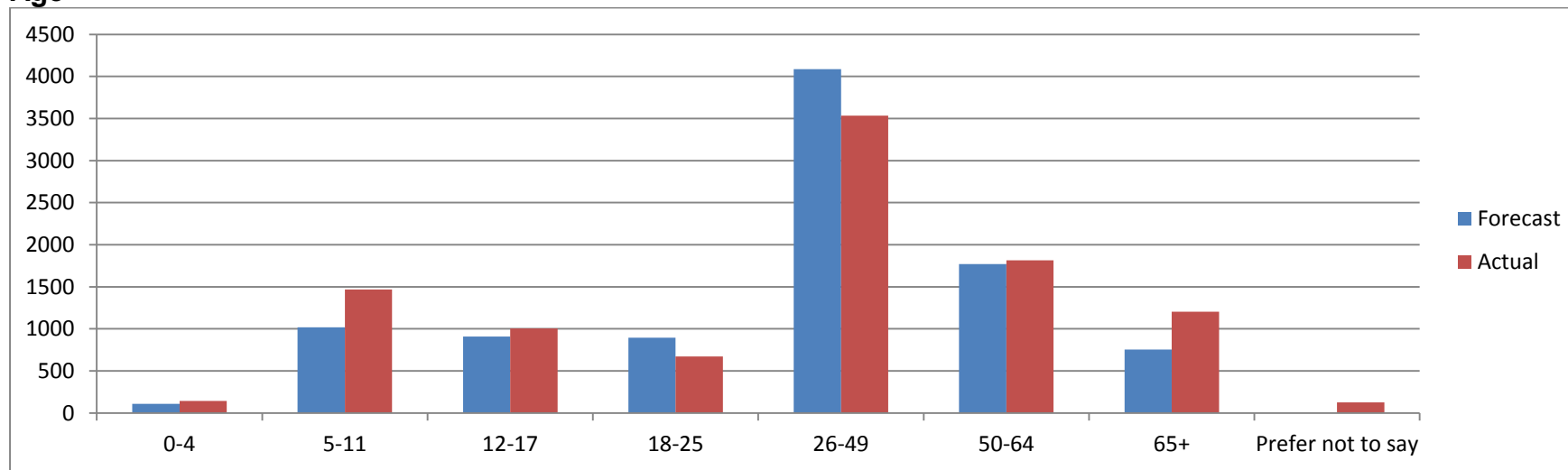
Equalities Breakdown

Ethnicity

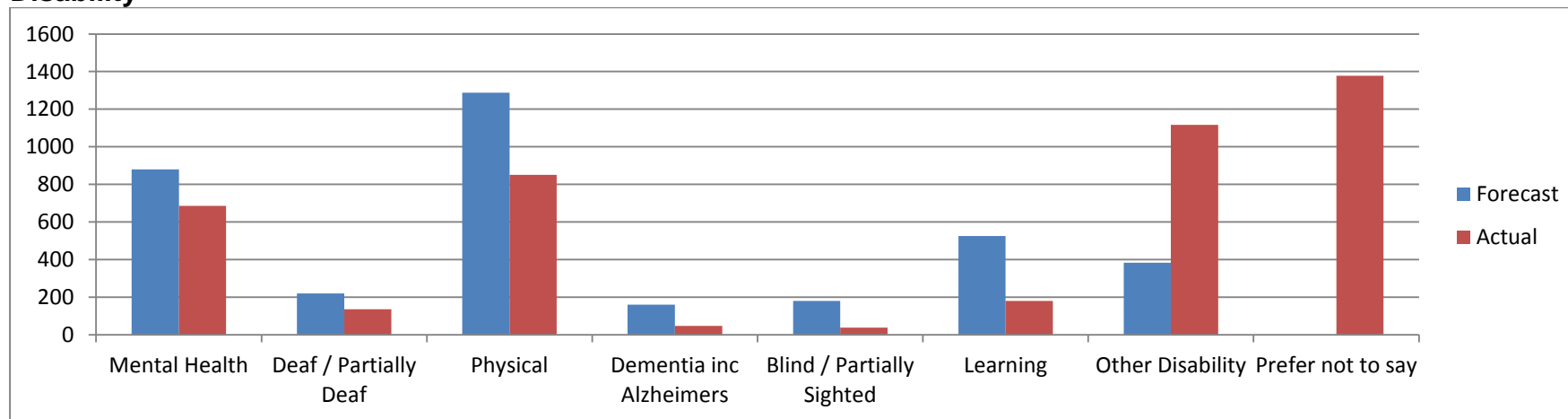


MSG 2015-18 September – December 2015  
Beneficiaries Data

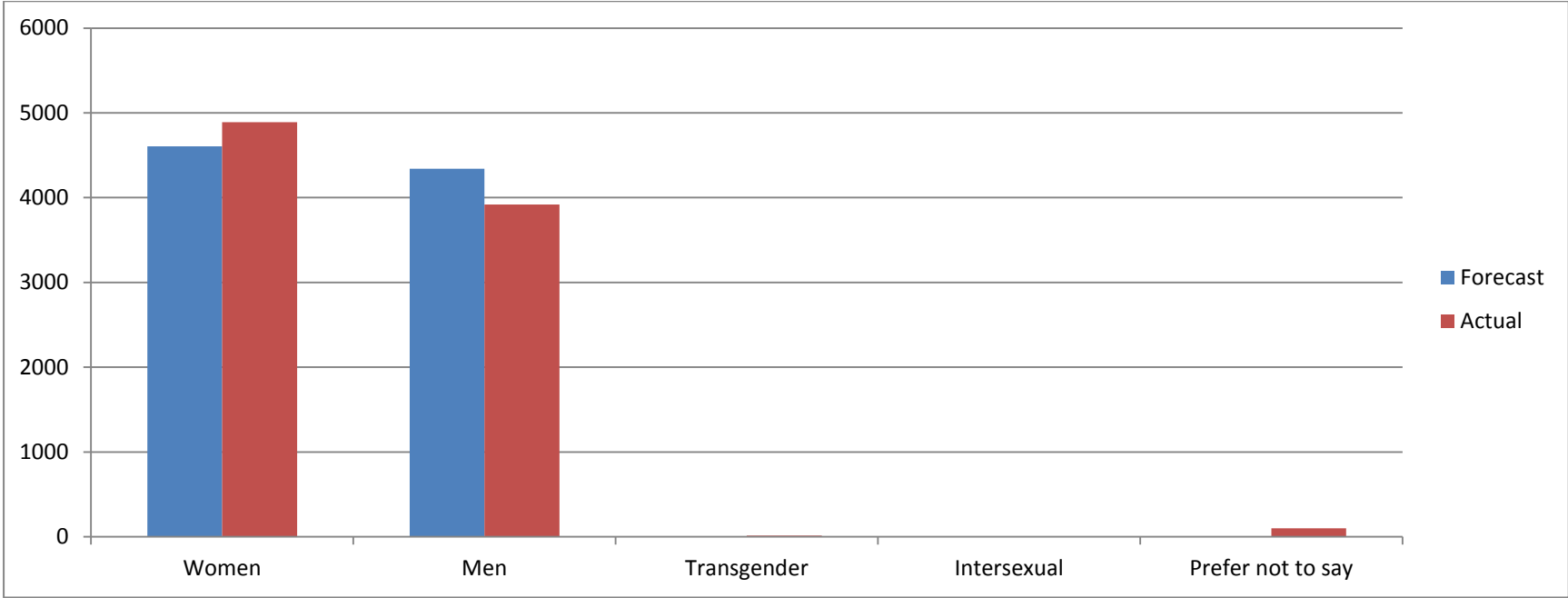
Age



Disability



Sex and Gender



### Case Studies

The following case studies relate to Period 1 – September to December 2015.

The following is an example case study relating to a Theme 1 project.

#### **SPLASH Play**

X is a young female who is subject to social exclusion. She lacks confidence, is unable to make friends and spends a lot of time with staff members.

In the club she often got very aggressive with other children. If staff told her off she would not react very well. Consequently some children felt uncomfortable playing with her and would sometimes refuse to be in the same group. X didn't have many friends outside of school and was bullied by children in the local area.

Staff managed to engage her in group activities and gained enough trust so that she was comfortable enough to tell staff about her issues and worries. By working in teams with other children over a period of 3 months has been accepted into the group. We are now working together with the parents to ensure the child is receiving support.

The following is an example case study relating to a Theme 2 – Routeways to Employment project.

#### **Organisation: Bowhaven**

#### **Project: Equip Initiative - Sep/Dec 2015**

M is a single black British mother who was diagnosed with PTSD (Post Traumatic Stress Disorder). M came to us in October 2015 via a public event where we were promoting the Equip Project, requiring support in order to meet her goal of gaining employment in the housing sector.

M had already completed a Masters degree in Housing and was qualified to work but had experienced prejudice in relation to her mental health (which had necessitated a lot of time out of employment) and a criminal record (which was a driving offence). She was currently unemployed and had a large amount of anxiety about seeking employment; to the extent that she had given up completing any job applications for some time.

On our initial meeting with M, it was clear that needed skills to cope with interviewing and help to rebuild her confidence, as previous rejection had interfaced with her mental health issues and caused her to spiral downwards and terms of self-image and confidence.

After finding out a lot about her goals and ambitions as well as her skills and skill deficits, we were able to place her in the Leasehold Team of Circle Housing's Islington office as a volunteer Housing Officer. In addition, we have supported her in terms of confidence and interview skills via telephone and face-to-face support to enable her to access the placement.

More recently we have discovered from feedback from her supervisor at the volunteer placement, that M's IT skills need improving. We have negotiated that an IT placement on our digital inclusion training will be available for M if needed and await her feedback.

The following are example case studies from Theme 2 – Social Welfare Advice Services projects.

**Project:** Specialist Legal Advice Partnership  
**Lead Partner:** Tower Hamlets Law Centre  
**Delivery Partners:** Island Advice Centre & Legal Advice Centre

#### **WELFARE BENEFITS – ISLAND ADVICE**

Mrs X suffers from depression and anxiety. She came with her father for help as she was receiving letters from debt collectors for benefit overpayments.

She had overpayments from HB, CTB, ESA, IS, JSA of £30k+ for a past period when she was accused of benefit fraud and co-habitation with her husband whom she was separated from at the time. She had originally appealed with help of her father but had no legal representative, and by the time she came to us her appeals had already been heard by first tier tribunals and refused.

We made a late request to set aside the FTT decisions and the judge agreed to set aside all 7 negative decisions and for all the appeals to be heard by a district judge. We gathered the facts and evidence and errors in DWP submissions and made written representations. The DWP and HB presenting officers attended the hearing too, and client gave her verbal evidence along with witness accounts from her parents.

The appeals were all allowed and substantial overpayments removed; the client was very relieved as she had been struggling with this for over a year before she came to us.

#### **EDUCATION – LEGAL ADVICE CENTRE**

Our client has been making an application for assessment for an EHC Plan for her son for several months and it continued to be declined. The client had produced a great deal of medical evidence to support her application but the local authority had decided there was nothing to suggest the client's son needed help beyond that which was being provided by the school.

The client had missed the deadline for applying to the SENDIST tribunal as she had not taken part in mediation. A late application to the tribunal was submitted and successfully lodged as the tribunal agreed it was in the interests of justice to do so.

The local authority agreed to carry out an assessment as soon as they received notification from the tribunal that the claim had been accepted and have now given the client's son an EHC Plan.



The following case study relates to a Theme 3 Project

**Organisation: Tower Hamlets Friend and Neighbours (THFN)**

**Project Title:** *Older Peoples Befriending Project*      **Annual Grant:** £35,000

Mrs S is 73 years old and was referred to THFN in October 2015

**Reasons for Referral:** Mrs S was referred to us because she was lonely and becoming depressed. She lives alone and has no social contact with friends or family.

**Issues and Needs:** Mrs S has been diagnosed with diabetes, walks with a frame and is partially deaf. She has no family in London and was becoming reclusive and developing a fear of leaving the house by herself. She had complained of feeling isolated and lonely and was contacting her GP for someone to talk to every time she felt down. Her GP referred her to a local Community Centre, which in turn referred her to us.

**THFN'S Input:** Her THFN befriender visits MRS S at home on a regular basis and provides emotional support. She has been informed of local activities that may be of interest to her based on the information she provide at assessment stage.

Mrs S has also been assisted to apply for a taxi card which allows her to travel independently and she has expressed an interest in visiting her sister who lives outside of London. Mrs S has also asked for help to contact her carers' service.

**Outcomes:** Mrs S feels more supported and does not contact her without a medical reason now. Her THFN befriender has built up a good relationship with Mrs S so that she is able to encourage her to go on organised trips with THFN and meet other clients who have experienced similar depression and anxiety.

**MRS S Says:** *"I like THFN's visits when we can talk about my family and show their pictures. I am feeling less lonely now as I know there is someone local who cares"*

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**MSG 2015-18 - Period 01 Sept - Dec 2015**  
**Youth Services Beneficiaries Geographical Breakdown**

Theme 1 - Children Young People and Families Youth Service			Bethnal Green		Spitalfields & Banglatown		St Peter's		Weavers		Bow East		Bow West		Bromley North		Bromley South		Mile End		Shadwell		St Dunstons		St Katherine's & Wapping		Stepney Green		Whitechapel		Blackwall & Cubitt Town		Canary Wharf		Island Gardens		Lansbury		Limehouse		Poplar		Total	
			Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Organisation	Project Title	RAG Status																																										
Bangladesh Youth Movement	"Challenge For Youth" BME & Bangladeshi Girls Development Programme.	Green	0		1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	1	1	2	2	12	10	0	0	0	0	0	0	0	0	0	0	0	0	3	15	20
City Gateway	Back on Track: Engagement and Progression	Red	0		0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	6	5	13	0			
ELT Baptist Church	Young Women's Project	Green	0	1	0		0	0	1	3	1	1	1	3	0	15	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	0	0	0	0	17	13		
Island House Community Centre	Island House YOU Project	Green	0		0		0	0	2		0		0		0		0		2		0		0		0		0	20	13	3	15	3	14	2	2	4	2	4	33	52				
Newark Youth London	Newark Adelina and Exmouth Youth Project	Green	0		0	1	0	1	0	0	0	0	0	0	0	1	5	1	8	1	5	8	18	7		0	0	0	1	0	0	0	1	0	0	0	0	0	33	24				
Ocean Youth Connexions	Ocean Youth Connexions	Green	3	16	0	1	0	0	1	0	1	0	2	0	0	1	3	6	0	1	13	19	0	10	0	0	3	0	0	1	0	2	3	5	0	0	0	33	59					
Somali Development Trust	Aasha Peer Project	Green	3		13	7	0	2	0	0	0	0	0	0	0	0	5	2	0	0	1	0	1	5		0	0	0	0	0	0	0	0	0	0	0	0	0	27	13				
Our Base LTD	One Stop Youth Service	Green	3		12	16	0	1	2	1	0	0	1	0	1	0	0	0	0	2	3	0	8	0	10	15	0	1	0	0	0	0	0	0	0	0	0	3	37	42				
Shadwell Basin Outdoor Activity Centre	Youth INNIT! - Shadwell Basin	N/a	0		0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SocietyLinks Tower Hamlets	Children and Young People Support Projects	Green	0		0	3	0	1	0	2	2	2	0	0	0	0	10	3	0	4	10	0	8	10	37	0	0	2	0	1	0	1	0	0	0	0	0	0	0	33	62			
St Hilda's East Community Centre	St.Hilda's Youth Hub	Green	7	15	1	3	1	2	27	18	1	2	1	2	0	0	0	2	0	2	0	0	0	0	0	1	1	1	1	0	1	1	0	1	1	0	0	0	1	43	50			
Stifford TJRS Community Centre	Stepney YouthInit	N/a	0		0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
The Rooted Forum (TRF)	Interventions Without Borders	Green	3	1	3	1	0	0	0	3	1	0	0	0	3	1	3	9	0	2	0	1	0	3	2	3	0	3	0	3	0	2	0	0	0	0	0	0	27	20				
The Rooted Forum (TRF)	Youth INNIT!	Green	0		0		0	0	0	2	0		0	0	0	0	7	3	0		0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7				
Wadajir Somali Community Centre	Wadajir Homework Club Two	Green	0		0		0	0	2		0	2	2	2	2	2	0	0	0	0	2	1	0	2	3	2	2	2	3	2	2	3	2	9	15	29	20							
Weavers Community Forum (WCF)	Be Active in the Community (BAC)	Amber	3	4	3	3	3	4	23	11	0	2	0		0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33	25					
Young And Talented Ltd	Young and Talented Performing Arts Project	Green	1	8	0		0	0	0	1	1	2	0	0	0	1	0	0	1	0	1	1	0	1	0	0	0	0	0	0	0	0	1	4	0	0	7	18						


NW Ward Cluster

NE Ward Cluster

SW Ward Cluster

SE Ward Cluster

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<p><b>Commissioner Decision Report</b></p> <p><b>Date: 24 May 2016</b></p>	
<p><b>Report of:</b> Zena Cooke, Corporate Director of Resources</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Post Commissioner Grants Decision Making and Scrutiny Arrangements</b></p>	

<b>Originating Officer(s)</b>	Steve Hill – Head of Benefits Services
<b>Wards affected</b>	All wards
<b>Key Decision?</b>	Yes
<b>Community Plan Theme</b>	<b>One Tower Hamlets</b>

**Executive Summary**

Following a Best Value Inspection undertaken by Price Waterhouse Coopers during 2014, the Secretary of State for Communities and Local Government issued the Council with Directions on 17<sup>th</sup> December 2014. The Directions focused on particular areas which had been the subject of the Best Value inspection and which included grants.

As part of the Directions, a Grants Action Plan was developed and agreed. As part of that Plan, a recommendation was to review arrangements post Commissioners for future executive decision-making and the action arising was to establish a cross party working group to develop proposals for future arrangements. A proposal was put to the Commissioners at their Decision Making Meeting on 1<sup>st</sup> March 2016 that a Sub-Committee of the Overview and Scrutiny Committee should act as the “cross-party forum” to be established to review Officer recommendations prior to their consideration at a Commissioners’ Decision Making Meeting and this proposal was agreed. Subsequently, on 4<sup>th</sup> April 2016 Overview and Scrutiny Committee agreed to establish a cross party forum for grants scrutiny by setting up the Overview and Scrutiny Grants Sub-Committee.

**Recommendations:**

The Commissioners are recommended to:

1. Consider and agree the proposed future arrangements for grants decision making by the Council and the phased implementation for the council to take back responsibility for its grants decision making.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The impact of the Directions on the Council has inevitably resulted in a number of significant changes to the way the Council makes decisions in relation to Grant Making and which has had consequences for the voluntary and community sector. This has also created the need to ensure that Members of the Council have the ability to have timely, transparent and informed input into the grant making process.
- 1.2 The establishment of the Overview and Scrutiny Grants Sub-Committee contributes to the Council's approach to continuous improvement by providing a cross-party forum for grants scrutiny; ensuring the objectives of the grant scheme are being met; and that a fair geographical distribution of funding and community needs are met.
- 1.3 These arrangements will facilitate the opportunity for transferring grant decisions back to the Council and to implement a phased approach that sets out the council's future grants decision making arrangements post the Commissioners.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The commissioners may decide that further work or adjustments to operating arrangements may be required before such time as consideration can be given to transferring grant decisions back to the Council.

## **3. DETAILS OF REPORT**

- 3.1 The Council has implemented a number of actions set out in the Best Value Action Plan, with the actions either fully implemented or on track to be delivered as planned. The Best Value Action Plan on Grants contains a recommendation to review arrangements post-Commissioners for future executive decision-making.
- 3.2 At their Decision Making Meeting on 1<sup>st</sup> March 2016, the Commissioners considered a report on the establishment of governance arrangements that included a "cross-party forum" to review and input to the grants decision making process and agreed the recommendations set out in the report.
- 3.3 Subsequently on 4<sup>th</sup> April 2016 the Overview and Scrutiny Committee established the Overview and Scrutiny Grants Sub-Committee as the cross-party forum to review Officer recommendations on grants prior to their consideration at Commissioners' Decision Making Meetings.
- 3.4 Overview and Scrutiny Committee discussed and agreed the following:
  - Any decision relating to the composition of the Grants Sub-Committee should be made independently of any political bias;

- the Grants Sub-Committee should also include in its membership co-opted non-voting members as required;
  - Training would be required to promote and maintain high standards of conduct by Elected and Co-opted Members; and
  - Nominees would be sought from the Leaders of the 3 political groups for members of the Sub-Committee.
- 3.5 As a result of the discussions at Overview and Scrutiny Committee on the report including the appendices relating to Terms of Reference and the Forward Plan, the Committee:
- Agreed to add to the Overview and Scrutiny work programme, pre-decision scrutiny of Officer recommendations regarding grants and award of grants prior to their consideration at a Commissioners' Decision Making Meeting;
  - Agreed to the establishment of an Overview and Scrutiny Grants Sub-Committee which will act as a pre-decision scrutiny panel regarding grants or awards of grants prior to their consideration at the Commissioners Decision making meetings;
  - Considered and agreed the terms of reference; forward plan; chairing arrangements; and training programme for such Sub-Committee;
  - Considered and agreed the composition of the Sub-Committee should consist of five elected members, namely the Chair of Overview and Scrutiny (or his/ her nominated Deputy) and two other Members of Overview and Scrutiny Committee from the administration and one each from the opposition parties with the addition of co-opted non-voting members, the exact number to be agreed; and
  - Agreed that a report would be presented to Overview and Scrutiny Committee in 3 months to review the work of the Overview and Scrutiny Grants Sub-Committee and whether changes need to be made to its Terms of Reference or composition.
- 3.6 Following Overview and Scrutiny Committee's decisions on grants scrutiny arrangements, at the Commissioners Decision making meeting on the 12<sup>th</sup> April 2016, the Commissioners advised they would be writing to the Mayor to invite the Mayor and/or his delegate to be part of future Commissioners' Decision Making Meetings in a non-voting capacity. In addition, Councillor Pierce was invited to attend in his scrutiny role, to offer Member comments arising from the review of Officer recommendations on grants through the Overview and Scrutiny Grants Sub-Committee.
- 3.7 These arrangements now facilitate the opportunity for the implementation of a phased approach that empowers the council to take back responsibility for its grants decision making and provides sufficient assurance to the Secretary of State.
- 3.9 It is proposed that the current arrangements for grants decision making will be maintained post the Commissioners. The Overview and Scrutiny Grants Sub-Committee will continue to provide cross-party scrutiny and feedback on

grants recommendations and report back to the Mayor in Cabinet who would make decisions on grants. This model of Executive Mayoral decision in Cabinet will replace the current Commissioners Decision making meetings.

- 3.10 The proposed arrangements will ensure the continuation of an open and transparent process and will require minimal change in terms of both the governance and administrative arrangements.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 There are no additional financial implications as a result of the recommendations within this report.

#### **5. LEGAL COMMENTS**

- 5.1 Pursuant to Directions made by the Secretary of State on 17 December 2014, the Council's functions in relation to grants are exercised by appointed Commissioners acting jointly or severally.
- 5.2 By virtue of Directions made by the Secretary of State on 17 March 2015 the Council was required to draw up and agree with the Commissioners a strategy and action plan for securing the Authority's compliance with the best value duty. The agreed Best Value Strategy and Action Plan includes a Grants Action Plan which contains provision to review arrangements post Commissioners for future executive decision making, to include a cross-party forum to participate in the process.
- 5.3 The Overview and Scrutiny Committee has duties to review and scrutinise decisions made or other action taken in the discharge of executive functions which already includes pre-decision scrutiny of recommendations to Cabinet and it can extend that remit to specific pre-decision scrutiny of grant applications. The Committee has power under Section 9FA of the Local Government Act 2000 to arrange for the discharge of its functions by a sub-committee and has appointed the Overview and Scrutiny Grants Sub-Committee to undertake its role in this respect.
- 5.4 The Local Government and Housing Act 1989 requires that the sub-committee be subject to political balance and may include persons who are not members of the authority but any such persons are not entitled to vote. Non-voting members do not count towards calculating the political balance.
- 5.5 The proposals in this report will fulfil the requirement of the Grants Action Plan referred to in Paragraph 5.2 above.
- 5.6 When taking action, 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). Matters relevant to this duty are set out in the One Tower Hamlets section of the report.



## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The council's support of the voluntary and community sector through grants, contributes to the one tower hamlets priorities and objectives.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 Compliance of this duty has been a feature, to the extent relevant, of the council's action in response to the Directions.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 There are no immediate sustainability or environmental issues arising from this report.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 The recommendations made in this report will minimise the risk of failing to implement the actions agreed in the Best Value Action Plan on grants and the requirements of the Directions made by the Secretary of State.

## **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 safeguarding risks or benefits from the proposals detailed in the report.

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## **Linked Reports, Appendices and Background Documents**

### **Linked Reports**

- **Commissioners Decision Making Meeting 1 March 2016:** Initial Proposals for a Cross Party Forum on Grants
- **Overview and Scrutiny Committee 4 April 2016:** Establishment of an Overview and Scrutiny Grants Sub-Committee

### **Appendices**

- NONE

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

- NONE

**Officer contact details for documents:**

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Tele: 0207-364-7252

# Commissioners Decision Making Meeting in Public Grants Forward Plan 2016/17

May 2016

5 July 2016 – Commissioners Decision Making Meeting in Public				
	Report Title	Lead Officer	Officer Confirmation	Notes
1	Event Fund Applications	Shazia Hussain		09/09/2015 meeting - that Commissioners receive a quarterly report of applications funded via this delegation.
2	Incentives to Tackling Overcrowding	Jackie Odunoye		02/12/2015 meeting - that a six-monthly report be made to a Commissioners Decision Making Meeting detailing the monies spent.
3	Annual report – Can Do outcomes	Somen Banerjee		
4	MSG 2015/16 Quarterly Monitoring Performance Report Jan – March 2016	Everett Haughton		
5				
6				
7				
8				

16 August 2016 – Commissioners Decision Making Meeting in Public				
	Report Title	Lead Officer	Officer Confirmation	Notes
1	Early Learning for 2 Year Olds	Terry Parkin		27/05/2015 meeting - that a report be sent to the Commissioners on a quarterly basis with details of the awards made
2	Early Years Non-statutory Grant Funding	Terry Parkin		29/07/2015 meeting - that a report be provided to the Commissioners on a quarterly basis with details of the awards made for: I. Inclusion Funding; II. Child-minder Grants; III. Training Grants; IV. Special Project Funding
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4				
5				
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7				
8				

**27 September 2016 – Commissioners Decision Making Meeting in Public**

	<b>Report Title</b>	<b>Lead Officer</b>	<b>Officer Confirmation</b>	<b>Notes</b>
<b>1</b>	<b>Resolution of Grant Payments: Children's Services (Educational Maintenance Allowances)</b>	Terry Parkin		09/09/2015 meeting - that an annual report be made setting out how the scheme has been allocated and which allocations have been successful and unsuccessful
<b>2</b>	<b>Tower Hamlets Education Partnership report</b>	Kate Bingham		
<b>3</b>				
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<b>6</b>				
<b>7</b>				
<b>8</b>				

<b>8 November 2016 – Commissioners Decision Making Meeting in Public</b>				
	<b>Report Title</b>	<b>Lead Officer</b>	<b>Officer Confirmation</b>	<b>Notes</b>
<b>1</b>	<b>Early Learning for 2 Year Olds</b>	Terry Parkin		27/05/2015 meeting - that a report be sent to the Commissioners on a quarterly basis with details of the awards made
<b>2</b>	<b>Early Years Non-statutory Grant Funding</b>	Terry Parkin		29/07/2015 meeting - that a report be provided to the Commissioners on a quarterly basis with details of the awards made for: I. Inclusion Funding; II. Child-minder Grants; III. Training Grants; IV. Special Project Funding
<b>3</b>	<b>Event Fund Applications</b>	Shazia Hussain		09/09/2015 meeting - that Commissioners receive a quarterly report of applications funded via this delegation.
<b>4</b>				
<b>5</b>				
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**20 December 2016 – Commissioners Decision Making Meeting in Public**

	<b>Report Title</b>	<b>Lead Officer</b>	<b>Officer Confirmation</b>	<b>Notes</b>
<b>1</b>				
<b>2</b>				
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<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				

14 February 2017 – Commissioners Decision Making Meeting in Public				
	Report Title	Lead Officer	Officer Confirmation	Notes
1	Early Learning for 2 Year Olds	Terry Parkin		27/05/2015 meeting - that a report be sent to the Commissioners on a quarterly basis with details of the awards made
2	Early Years Non-statutory Grant Funding	Terry Parkin		29/07/2015 meeting - that a report be provided to the Commissioners on a quarterly basis with details of the awards made for: I. Inclusion Funding; II. Child-minder Grants; III. Training Grants; IV. Special Project Funding
3	Event Fund Applications	Shazia Hussain		09/09/2015 meeting - that Commissioners receive a quarterly report of applications funded via this delegation.
4	Incentives to Tackling Overcrowding	Jackie Odunoye		02/12/2015 meeting - that a six-monthly report be made to a Commissioners Decision Making Meeting detailing the monies spent.
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8				