

GRANTS SCRUTINY SUB-COMMITTEE

Tuesday, 1 November 2016 at 6.30 p.m.

Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

This meeting is open to the public to attend.

Members:

Chair: Councillor Abdul Mukit MBE

Vice-Chair: Councillor John Pierce

Councillor Peter Golds, Councillor Clare Harrison and Councillor Oliur Rahman

Deputies:

Councillor Rabina Khan, Councillor Chris Chapman, Councillor Mahbub Alam,
Councillor Amina Ali, Councillor Helal Uddin and Councillor Andrew Wood

[The quorum for this body is 3 Members]

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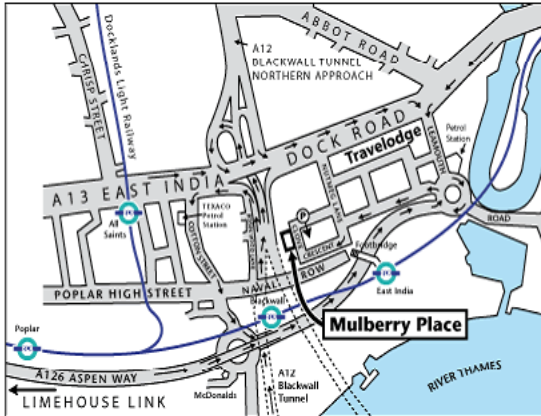
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1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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3. MINUTES OF THE PREVIOUS MEETING

TO FOLLOW.

**4. FEEDBACK: COMMISSIONERS DECISION-MAKING
(INFORMATION ONLY)**

**4.1 Comments of the GSSC for Commissioners Decision Making
Meeting - 27 September 2016**

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The comments of the Grants Scrutiny sub-committee of 20th September 2016 reported to the Commissioners Decision-Making Meeting on 27th September 2016, and the Record of the Decisions of the Commissioners Decision-Making Meeting are attached within this agenda pack for information only. At the September meeting, Members requested that this information be circulated in order to better support the transparency of decision making.

4.2 MSG Red & Amber Project Update

TO FOLLOW.

5. 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]

**6. COMMISSIONERS DECISION MAKING MEETING REPORTS
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7. SUB COMMITTEE REPORTS FOR CONSIDERATION

7.1 Revised Terms of Reference

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To note the revised Terms of Reference for the Grants Scrutiny Sub Committee as agreed at the last meeting of the Overview & Scrutiny Committee.

8. REVIEW OF GRANTS SCRUTINY SUB-COMMITTEE AND WORK PROGRAMME REPORT UPDATE

TO FOLLOW.

9. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

Next Meeting of the Committee:

Wednesday, 14 December 2016 at 7.00 p.m. to be held in the Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

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

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

Interests and Disclosable Pecuniary Interests (DPIs)

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

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

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

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

Effect of a Disclosable Pecuniary Interest on participation at meetings

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

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

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

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

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

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

Further advice

For further advice please contact:-

- Melanie Clay, Director of Law Probity and Governance 2017 364 4800

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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Comments of the Grants Scrutiny Sub-Committee of 20th September 2016 for Commissioners Decision-Making meeting on 27th September 2016

Minutes of the previous meeting

It was agreed that in order to better support transparency of decision-making that the minutes of the Commissioners Decision Making Meeting should be included in the agenda pack for the following meeting of the Grants Scrutiny Sub Committee. Similarly, the minutes of the GSSC meeting should be circulated to Commissioners, however due to timing issues, it was noted that this would need to be circulated separately.

5. Commissioners Decision Making meeting reports for consideration

5.1 Exercise of Commissioner Discretion

This report was noted with no comment.

5.2 MSG Theme 5: community engagement, cohesion and resilience arrangements from 1st April 2017

This report was generally endorsed by Members as a positive move by the council.

The Chair highlighted the importance of the work that small, local voluntary sector organisations made to delivering services to vulnerable groups. He raised a concern that local community organisations would find the transition to commissioning challenging. He stated that as the procurement rules precluded contracts being ring-fenced to organisations in Tower Hamlets, that the voluntary sector would find it difficult to compete with larger organisations from outside the borough, and may be put off applying, despite the capacity support being offered.

Members wanted reassurance on the following areas of concern that a move from grant-giving to commissioning could bring for the sector:

- Not under-estimating the culture change that the move to commissioning represented, especially for small voluntary sector organisations. Members wanted assurance that the support offered by the Council and through the CVS would be robust and plentiful to help this transition;
- Assurance that there would still be space for new ideas and creativity in the new model which existed under the grant regime;
- Ensuring that social benefit is positively weighted in the tendering process, the council should look to other LAs to learn from best practice;
- There should be a greater focus on outcomes rather than outputs in these contracts;
- Members raised a concern that the timetable for delivery was tight, and in order to ensure there was enough leeway built in, it was suggested that it was made clear that the contract delivery commencement date was an 'expected' delivery date.

5.3 Integrated early year's-service commissioning

Members asked for an explanation as to why there were no bids from the 'complex needs' block. Members wanted assurance that there would be a process of review and learning as to why there were no bids for the 'complex needs' block by involving the sector earlier, through co-production.

The Committee noted the report.

5.4 MSG project and performance report April-June 2016

Whilst recognising the need to keep the report succinct, the committee asked for future reports to provide some high level information about the support offered to organisations which were rated as AMBER or RED. In addition, Members asked for appendices to be printed in colour and A3, where necessary, to make them more readable.

The committee were pleased to see measurable outcomes included for the jobs, skills and prosperity theme, and asked that this was replicated for the other themes in future reports. The committee suggested future reports should also include cost-benefit analysis.

The Committee also raised concerns about how funds of over £17,721 were released to Limehouse Project in error and sought assurances that lessons from this had been learnt to ensure this does not happen in the future. It was also noted that as the status of some projects were changing constantly due to information being provided, it would be useful for officers to provide updates to the Committee at the meeting so they can consider these in their deliberation.

Zena Cooke advised that an interim evaluation report of the MSG will be reported to GSSC in December.

The committee endorsed the proposed recommendations.

5.5 Emergency funding revised criteria

The committee asked for assurance that financial robustness, such as building up reserves, would be included as part of the work to build capacity in the voluntary sector. The committee were keen to receive an update on this development area at a future meeting.

The committee suggested that the columns of the table identifying what areas emergency funding may be granted were swapped, to start with what may be awarded as opposed to what may not be granted.

5.6 Grants register- moving to commissioning (review outcomes)

The committee asked for an explanation about why it was appropriate to move the Ben Jonson Road Improvement Works to the commissioning model but not the

Whitechapel high Street Fund works. Zena Cooke agreed that she would ask the relevant service to provide further details to members on this.

The committee suggested that the table at 3.5 should be amended to clarify that it represented the number of grant schemes as opposed to the number of grants.

5.7 Grants forward plan

The committee noted the forward plan.

6. Sub-Committee reports for consideration

6.1 Review of grants scrutiny sub-committee and work programme report

The committee endorsed this report and reiterated the importance of ensuring regular attendance and cross-party support for the meeting in to ensure robust scrutiny of grants decision making process.

It was also noted that recruitment of co-opted members should ensure diversity of the borough is reflected and future recruitment details to be sent to councillors so they can advertise amongst the local community.

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LONDON BOROUGH OF TOWER HAMLETS

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

HELD AT 5.05 P.M. ON TUESDAY, 27 SEPTEMBER 2016

**MP702, 7TH FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT,
LONDON, E14 2BG**

Members Present:

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

Co-opted Members Present:

Mayor John Biggs	(Executive Mayor)
Councillor Rachael Saunders	(Deputy Mayor and Cabinet Member for Education & Children's Services)

Councillors Present:

Councillor Peter Golds	(Leader of the Conservative Group)
Councillor Abdul Mukit MBE	

Officers Present:

Vicky Allen	(Strategy Policy & Performance Officer, Strategy, Corporate Strategy and Equality Service, Chief Executive's)
Zena Cooke	(Corporate Director, Resources)
Emily Fieran-Reed	(Service Manager, Community Cohesion, Engagement and Commissioning, Corporate Strategy and Equality)
Jo Green	(Childcare Sufficiency Manager)
Everett Haughton	(Third Sector Programmes Manager, Third Sector Team)
Steve Hill	(Head of Benefits Service)
Pauline Hoare	(Lead Officer, Early Years)
Christine McInnes	(Service Head, Education and Partnerships, Children's Services)
Antonella Burgio	(Democratic Services)

1. APOLOGIES FOR ABSENCE

Apologies for lateness were submitted on behalf of Councillors Rachael Saunders and Mayor John Biggs.

2. DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

Note – Guest, Councillor Golds declared an interest in respect of item 6.3 in that he was a Council appointee on the board of the Green Council Dance Company.

3. DECISIONS OF THE PREVIOUS MEETING

The published decisions of the meeting held on 5 July were noted for information and signed as a correct record of proceedings.

4. CONSIDERATION OF PUBLIC SUBMISSIONS

The Chair advised that two public submissions concerning agenda item 6.3 “MSG Performance Report April - June 2016” had been received. These were from Mile End Community Project and Limehouse Project. He advised that these representations would be considered during the discussion of the item.

5. EXERCISE OF COMMISSIONERS' DISCRETIONS

The Chair introduced the item which reported two urgent decisions discharged by Commissioners as individual decisions in the period 28th June - 5th August 2016.

RESOLVED

That these decisions be confirmed

6. REPORTS FOR CONSIDERATION

6.1 MSG Theme 5: Community Engagement, Cohesion and Resilience Arrangements from 1st April 2017"

Emily Feiran-Reed Service Manager, Cohesion Engagement and Commissioning presented the report which outlined a rationale for the adoption of a commissioning approach to voluntary sector activities around community engagement cohesion and resilience from April 2017.

The Chair invited Councillor Mokit to comment on the report on behalf of the Grants Scrutiny Subcommittee (GSSC) and he indicated that, in general, the proposal was endorsed. He also

- highlighted the importance of the work of small local voluntary sector organisations to vulnerable groups and
- raised concerns that local organisations would find the transition to commissioning arrangements challenging and, due to competition, these might be prevented from applying

Noting the concerns raised, the following information was provided to Commissioners and Co-optees

- it was intended that engagement would be facilitated through training on commissioning and co-production would give opportunities in this respect.
- since the services in this theme were not categorised as essential care services, there was scope to explore commissioning flexibly.
- the proposals reported would serve to test the suitability of the intended approach.
- the introduction of commissioning based procurement did not rule out all other forms of future grant-making.

Commissioners noted that co-production can appear fearful to small and inexperienced organisations and Commissioners asked officers to respond to the issues raised by GSSC.

Action by, Steve Hill, Head of Benefits Service, Resources

RESOLVED

That the report be noted

6.2 Integrated Early Years' Service Commissioning

Pauline Hoare, Early Years Lead Officer presented the report which outlined arrangements for clarifying arrangements for early year services provision in the circumstances of reducing Direct Schools Grant and move to a commissioning approach. To assist the transition, Schools Forum agreed arrangements for funding supplements for the Two-year Old Funding programme and for parachute payments for Early Years Grants over 19 months in the period August 2015 – April 2017. It was noted that Commissioners and the Executive had had input into the discussion regarding the arrangements for regularising early years provision.

The Chair invited Councillor Mukit to comment on behalf of GSSC and he indicated that

- GSSC requested an explanation as to why there were no bids from the complex needs block.
- GSSC wanted an assurance that there would be a process of review and learning as to why there had been no bids by involving the sector earlier through co-production.
- many groups did not understand the logic around placing bids.

The Lead Officer noted the comments and advised that

- Tower Hamlets Group had applied but were overwhelmed by the complexity of the process. Therefore officers have been asked to contact all interested groups to hear their views on how the process

can be made better and from these a re-commissioning will be explored.

Responding to above, Commissioners and Co-opted Members noted that:

- their support for the approach in the transitional period and the proposal to provide funding supplement
- 1100 children had been supported by the early years programme.
- a future report should be made outlining and monitoring growth of the service
- the proposals will ensure that future arrangements will be operated in a transparent manner
- the projects would be aligned to Government priorities
- it was desirable that delivery of imaginative solutions should be achieved. The Lead Officer confirmed that this would be thought through highly skilled and creative staffing from the voluntary sector

Action by, Pauline Hoare, Early Years Lead Officer, Children's Services

RESOLVED

That the report be noted

6.3 MSG Performance Report April-June 2016

Steve Hill, Head of Benefits Services presented the report which informed Commissioners and Co-opted Members of the activities and services being delivered and their respective RAG ratings in the period April to June 2016. Two public submissions circulated at item 4 were considered as part of the discussion.

The Chair invited Councillor Mokit to comment on behalf of GSSC and he indicated that:

- the Subcommittee wish future reports to provide some high-level information about the support offered to organisations which are needed to improve their performance
- the subcommittee endorsed the proposed recommendations but also wished to receive information on measurable actions and cost analysis in future reports

Councillor Golds made a representation on behalf Green Candle Dance Company requesting that their case be re-examined.

Commissioner Caller noted:

- the requests made by GSSC
- that the process of monitoring performance and imposing sanctions was not being administered correctly.
- that for transparency, changes to targets and terms must be done through an open process and brought before Commissioners for approval.

- there was concern that details and arguments around changes to targets/criteria had not been provided. Commissioner Caller agreed that a written report should be received made containing a rationale for proposals relating to withdrawal of funding
- that changes affecting the criteria for release of grants may be taken forward only after Commissioners have been apprised and considered the matter.
- Commissioners had previously highlighted that it was necessary to report to them details of organisations receiving MSG which had ongoing performance issues. Therefore Commissioner Caller suggested that decisions to close underperforming projects reported be deferred pending a detailed report to be presented at a future meeting

The Chair endorsed Commissioner Caller's approach noting any withdrawal of grant must be made through a transparent process.

Mayor Biggs noted that it had been inappropriate in the past to delegate powers to re-negotiate contracts to officers; therefore it was necessary to have an appropriate transparent protocol. To prevent further delays he suggested that Commissioners should take individual decisions on projects in danger consulting with the Chair of Overview and Scrutiny Committee and that these decision be reported in public. Commissioner Knight also requested that GSSC be kept informed of matters.

Actions by, Steve Hill, Head of Benefits Service, Resources

Concerning the projects that reported performance issues, the following was noted:

- The Corporate Director Resources advised that grant to the Limehouse Project had been withheld due to outstanding issues around a property lease in accordance with agreed Commissioners' directions. It was noted that there had been recent progress around resolving this matter.
- Councillor Saunders noted that Mile End Community Project was a small project and personal circumstances were responsible for its withdrawal from MSG rather than performance issues.

RESOLVED

1. That,
 - a. regarding the ongoing premises agreement at 3.3.1 of the report and noting the information provided verbally on Osmani Trust and Limehouse Project on their premises agreements, that funding should be released to these named projects
 - b. that discussions around premises agreements be continued with Children Education Group

2. That,
 - a. based on the verbal information presented at the meeting relating to red and amber projects that the withdrawal of Mile End Community Project from MSG as per the public submission for the personal reasons described by Councillor Saunders be noted
 - b. since the Ragged School Museum had requested a significant variation in their targets, the withdrawal of funding for this project be deferred pending Commissioners consideration of the variations requested.
 - c. the withholding of £5053 grant funding to Somali Parents and Children's Play Association be endorsed on the basis of the monitoring information provided
3. That,
 - a. on the basis of the monitoring information provided in the report, the following *amber rated* projects receive two of the three months advanced funding in accordance with the MSG programme procedure
Teviot Bangladeshi Association
City Gateway
Wadajir Somali community Centre
Age UK East London
Toynbee Hall well-being in Tower Hamlets
Toynbee Hall well-being Centre
 - b. on the basis of the monitoring information provided in the report, the following projects which have *moved from red ratings to amber* receive two of the three months advance funding
Teviot Bangladeshi Association
City Gateway
Bangladesh youth movement
 - c. on the basis of the monitoring information provided that the following projects have which have *moved from green to amber* receive of two of the three months funding
Wadajir Somali community Centre
Age UK East London
Toynbee Hall well-being in Tower Hamlets
 - d. on the basis of the monitoring information provided that the following projects which would have *remained at amber* rating receive two of the three months funding with the expectation that these projects will return to green rating in the next period
 - e. Toynbee Hall well-being Centre
- 4 That on the basis of the verbal discussion at the meeting that the release of funding for the following projects be deferred:
 - a. Monakka Monowar Welfare Foundation - on the basis that the supplementary monitoring information provided at page 3 of 2nd supplement raised performance issues

- b. Shadwell Community Project - the release of funding deferred pending the provision of all the required monitoring information.
 - c. Green Candle Dance Company - release of two of the three months funding deferred pending Commissioners' consideration of variation to agreed targets.
5. That the project and programme management arrangements and ongoing improvements in the monitoring and reporting of information be noted

6.4 Emergency Funding Revised Criteria

Zena Cooke, Corporate Director Resources presented the report which proposed a number of changes to the current emergency funding programme, to ensure a clear understanding and consistency in approach to addressing any applications in this category.

The Chair invited Councillor Mukit to comment on the report and he indicated that GSSC:

- suggested that the presentation of the table at Appendix B should first indicate which types of activity for which emergency funding *may* be awarded followed by types of activity would not qualify for this funding.
- wished to receive an update on developments in this area at a future meeting.

Action by, Steve Hill, Head of Benefits Service, Resources

Commissioners and Co-opted Members indicated support for the proposals and welcomed the clarity that would be offered to those that need to access this funding.

RESOLVED

1. That the revised process and criteria for emergency funding as detailed in paragraph 3.9 and 3.10 subject to the revision requested by GSSC be approved
2. That a report detailing feedback on the revised scheme be made to Commissioners three months after implementation of the revised process, taking into account the views of the Third Sector Advisory Board
3. That the revised arrangements were decision-making as detailed in Option 2 at paragraph 3.9 of the report be approved
4. That the examples of matters likely and unlikely to be funded through the program as detailed at 3.12 of the report be agreed

5. That the issues relating to the reserves as set out in paragraph 3.13 to 3.17 the report be noted
6. That the revised application assessment forms and FAQs at appendices A,B and C be approved subject to the revision suggested by GSSC regarding the display of eligible/ineligible activities for this category of funding.

6.5 Grants Register - Moving to Commissioning (review outcomes)

Zena Cooke, Corporate Director Resources presented the report which sought to identify which grants were likely to be commissioned in future. It was noted that the outcome of the review indicated that a large number of grants were likely to remain in a grants format rather than transferred to a commissioning arrangement.

The Chair invited Councillor Mukit to comment on the report of behalf of GSSC and he indicated that he had no specific comments it wished to make although GSSC was awaiting officer responses to questions relating to some schemes in the register.

Commissioners and Co-opted Members considered to the report and noted:

- the information at appendix A should clearly outline which services/projects would transfer to commissioning arrangements and which would not.
- The following projects had not detailed their budget 2016-17, Local Community Ward Forums, Crisis and Support Grants, and Discretionary Housing payments. They were informed that it was impossible to report this figure because it was subject to policy considerations which were to be made in the coming months.

RESOLVED

1. That it be noted that the four grants below are likely to be commissioned in future as detailed in the report
 - MSG programme (2015 -- 16) VCS organisations
 - Positive activities are young people, VCS organisations
 - Ben Jonson Road improvement Works, Community
 - Local Community Initiatives S106 Funding, Community

6.6 Grants Forward Plan

RESOLVED

That the arts forward plan 2016 17 as at 27 September 2016 be noted

6. REVIEW OF GRANTS SCRUTINY SUB-COMMITTEE AND WORK PROGRAMME REPORT

Vicky Allen, Corporate Strategy and Equality Officer presented the report which reviewed the initial activity of the Grants Scrutiny Subcommittee during its first three months. The report made 11 recommendations to Overview and Scrutiny Committee based on the findings of the review. Councillor Mukit advised that a recruitment of co-opted members was being undertaken with the aim of bringing experience, relevant experience from the community into the grants making process.

Commissioners and Co-opted Members noted:

- The wide cross-party engagement offered by the creation of the subcommittee
- The support and efforts of Councillor Mukit to engage all of the political parties in this area of work
- That work undertaken to increase the profile of GSSC and engage local people in the delivery of its work was supported by Commissioners and Co-opted members
- That co-optees appointed to GSSC should add value but needed to be selected carefully to prevent potential conflicts of interests

RESOLVED

1. That the above comments be noted and referred to Grants Scrutiny Subcommittee for information
2. That the recommendations of the report be endorsed
3. That the report be referred onwards to Overview and Scrutiny Committee for consideration.


8. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

Nil items.

The meeting ended at 6.20 p.m.

Chair: Sir Ken Knight
COMMISSIONER

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Commissioner Decision Report 8 November 2016	 TOWER HAMLETS
Report of: Zena Cooke, Corporate Director Resources	Classification: Unrestricted
Exercise of Commissioners Discretion	

Lead Member	Rachel Saunders
Originating Officer(s)	Steve Hill
Wards affected	All wards
Key Decision?	No
Community Plan Theme	One Tower Hamlets

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 funding for the community cohesion Heartstone Project with schools and home repairs grants, and were considered outside of the Decision Making Meetings in Public.
- 3.2 These decisions were taken outside of scheduled meetings in public in order that grants were considered and awarded in a timely manner.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The decisions set out in the attached appendix have already been made under the Commissioners discretionary powers.
- 4.2 In taking their decisions the Commissioners are provided with a report setting out the relevant information to inform their decision and which includes specifically the financial implications of the proposed decision together with financial and legal comments provided by the Chief Finance Officer and the Monitoring Officer respectively.

5. LEGAL COMMENTS

- 5.1. This report seeks the approval of Commissioners to a grant allocation for the Heartstone Odessy pilot project and for four homes repairs grants. The payments are discretionary and therefore considered to be grants.
- 5.2. The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31st March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.3. 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. In that regard the proposed grants are supported by the Council's general power of competence. Section 1 of the Localism Act 2011 gives the council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes.

- 5.4. The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.5. The Council must ensure that no part of the funds issued represents a profit element to the recipient. 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.
- 5.6. 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. 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

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

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<p>Commissioner Decision Report Tuesday 8th November 2016</p>	
<p>Report of: Graham White</p>	<p>Classification: [Unrestricted or Exempt]</p>
<p>Syrian Vulnerable Persons Resettlement Scheme (SVPRS)</p>	

Originating Officer(s)	Sharon Godman and Joseph Lacey-Holland Corporate Strategy and Equality
Wards affected	All Wards
Key Decision?	Yes
Community Plan Theme	All

Executive Summary

This report outlines proposals for the Council’s participation in the Syrian Vulnerable Persons Resettlement Scheme (SVPRS). It sets out background to the SVPRS, plans for local delivery led by the Council and the requirements for grant funding to enable effective implementation of the scheme.

This report has been developed following the Executive Mayor’s, and Full Council’s, commitment that the Council would seek to resettle a number of Syrian refugee households as part of the UK Government’s response to the humanitarian crisis in Syria (see Appendix 1).

Recommendations:

The Commissioners are recommended to:

1. Note the details of the SVPRS as set out by the UK Government, and issues arising;
2. Approve the proposals to make grant payments to the families supported by the SVPRS for the first two years of the five year scheme. Payments related to housing costs are expected to be made directly to the landlord.
3. Note that following the initial two year period highlighted above, the Executive Mayor will consider the scheme and will be able to agree further grant payments, if required, in order to support families participating in the SVPRS and fulfil the Home Office’s requirements.

1. REASONS FOR THE DECISIONS

- 1.1 This decision is required in order to enable the Council to participate in the Government's Syrian Vulnerable Persons Resettlement Scheme (SVPRS). A number of other London Boroughs have participated in the scheme to date.

2. ALTERNATIVE OPTIONS

- 2.1 The council would not participate in the Syrian Vulnerable Persons Resettlement Scheme (SVPRS). Full Council made a commitment in September 2015 to explore all options to support a small number of refugee families.

3. DETAILS OF REPORT

BACKGROUND TO SVPRS

- 3.1 Since its outbreak in 2011 the civil war in Syria has claimed the lives of over 250,000 people and the country is now the world's largest source of both internally displaced people (7.6 million) and refugees (3.88 million). The SVPRS is part of the UK Government's response to this humanitarian crisis and will enable the resettlement of 20,000 Syrians in the UK by 2020.
- 3.2 SVPRS is being coordinated by the Department for International Development (DfID), the Home Office and Department for Communities & Local Government (DCLG), working in collaboration with volunteer Local Authorities to bring Syrians to the UK and resettle them across the country. Central Government departments are responsible for the 'pre-arrival' element of the scheme (i.e. enabling migration to the UK) whilst responsibility for 'post-arrival' arrangements (i.e. providing accommodation and supporting integration into British society) falls to participating councils.
- 3.3 SVPRS is only open to Syrians from 'in region', making those who have made their way to Europe ineligible. The United Nations High Commission for Refugees (UNHCR) is tasked with identifying candidates for resettlement in the UK using agreed criteria, and applicants are subject to a 2-stage vetting process by UK authorities before acceptance onto the scheme.
- 3.4 Those accepted onto SVPRS (referred to as 'beneficiaries') are granted leave to remain in the UK for 5-years under 'Humanitarian Protection' status, entitling them to full employment rights and recourse to public funds. At the end of this 5-year period 'beneficiaries' will be able to apply for residence in the UK or return to Syria.
- 3.5 Before migration to the UK 'beneficiaries' must be matched with a volunteer Local Authority via an on-line system. This is to ensure that councils only receive households who they are willing and able to support. During this

process Local Authorities retain the discretion to reject applicants if they feel unable to meet their needs.

3.6 Upon arrival in the UK, volunteer Local Authorities are expected to adhere to a 'Statement of Requirements' created by the Home Office (see Appendix 3), which sets out expected minimum standards and compulsory deliverables for the scheme. These include:

- Arrangements in place to greet refugees as they arrive;
- Suitable accommodation for at least 12-months (preferably 2 years), including registration and payment arrangements for utilities;
- Case worker support for at least 12-months;
- Integration support including registering with local schools, GPs and ESOL services;
- Arrangements in place to meet any physical/mental health and social care needs (if eligible).

3.7 Volunteer Local Authorities are entitled to draw down on Central Government funding totalling £20,500 per-refugee (adult or child) over any 5-year period up to 2025, provided via a tapered annual payment:

Funding per person	
Year 1	£8,500
Year 2	£5,000
Year 3	£3,700
Year 4	£2,300
Year 5	£1,000

3.8 This funding is intended to cover the cost of providing integration and case work support services to the refugees. In addition to this 'per capita' funding Central Government will provide financial support to assist local authorities with mainstream education and SEN provision, and offer a supplement for any persons resettled with complex needs (estimated to be 20% of arrivals).

3.9 Above and beyond the specific financial support offered via SVPRS, 'beneficiaries' are entitled to claim benefits (subject to statutory limits), whilst Local Authorities are expected to absorb any wider costs arising from resettlement, such as mainstream service provision and any 'top-up' that might be required to cover shortfalls (for example in rent).

LOCAL SCHEME PROPOSALS

- 3.10 The Council has informed the Home Office of its intention to become a volunteer Local Authority for the SVPRS. This follows a commitment made by the Executive Mayor of Tower Hamlets in September 2015 to support the resettlement of Syrian refugees in the Borough, with the proviso that sufficient Central Government support was received and that participation would not negatively impact on current residents.
- 3.11 The Council has agreed that in delivering SVPRS, the Local Authority will operate a 'mixed' delivery model. The council's own 'Housing Options' service will secure appropriate accommodation for 'beneficiaries' in the private rented sector (PRS) and support them to maintain their tenancies, whilst 12-months casework 'integration support' for households will be commissioned from a specialist provider.
- 3.12 In addition the Council will work with the provider of its recently commissioned 'New Resident and Refugee Forum' (NRRF), whose role is to champion the voice and concerns of newly arrived migrant communities in the borough, to ensure these are reflected in the design and delivery of services. To this end, the Council will signpost the 'NRRF' and other local refugee support organisations to grant funding opportunities provided by the UK Community Foundation, so they can bid for additional resources to assist with integration activities.
- 3.13 The Council will also continue to liaise with the Regional Migration Partnership (the Greater London Authority), as well as other London Boroughs who have volunteered for SVPRS to date, to build a pan-London support network for 'beneficiaries'. This will help to ensure that 'beneficiaries' are provided with all available assistance to avoid social isolation, and allow for the sharing of 'best practice' between participating councils.
- 3.14 Initially the Council has agreed to resettle 3 households via SVPRS. The Corporate Strategy & Equality Service (CS&E) within the Council will coordinate the overall delivery of SVPRS, with oversight from a recently established cross-partner 'Steering Group'. This group first met in May 2016 and provided sign-off of the intended approach. The 'Steering Group' consists of representatives from the following agencies/internal service areas:
- Metropolitan Police Service;
 - Tower Hamlets Clinical Commissioning Group;
 - East London Foundation Trust;
 - Job Centre Plus;
 - Adults and Children's Social Services (inc. Education);
 - Housing;
 - Adult Skills;
 - Finance;
 - Procurement.

SCHEME COSTS

3.15 It is extremely challenging for volunteer Local Authorities to project with certainty the full cost implications of participating in SVPRS because of the large number of dependent variables, including:

- The number and composition of ‘beneficiary’ households accepted locally;
- The ‘contingent’ costs arising from unknown and potentially changing levels of ‘beneficiary’ need;
- The period of time resettled households remain residents of Tower Hamlets (they are under no obligation to remain where settled);
- The degree of independence achieved by adults resettled via the scheme (i.e. some may enter employment, some may not);
- The outcome of GLA/London Council’s lobbying for full resourcing of the scheme from Central Government to take account of London housing costs.

3.16 Despite these difficulties, an effort has been made to capture costs of participating in SVPRS by using a financial model informed by the experience of other councils. An indicative cost estimate has been developed based upon the proposal to resettle three families (3 x 4 individuals). The two areas of major cost to the Council include: covering the rental gap between Housing Benefit and market rents in the borough, and providing a casework ‘integration support service’ to the beneficiaries.

3.17 The model used assumes that resettled households will remain in-borough, in two-bedroom PRS properties, for the full five years of the scheme, without changing composition and have stable needs. The calculations include the expected impact of the ‘benefit cap’ as of April 2016, as well as projected growth in median rents for a 2-bedroom property, but exclude the cost of pre-school, primary or secondary education, as this is assumed to be cost neutral (due to additional SVPRS money for school places above the income set out in 3.7).

3.18 Other costs that are contingent on need, like social care, have also not been factored into this model, as they are very difficult to predict without a detailed understanding of the households that will be resettled. Given the relatively small number of beneficiaries to be supported in the borough and the Government’s commitment to provide additional funding for those with ‘complex needs’ these contingent costs are unlikely to exceed what might otherwise occur through general population change.

Summary of costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total cost of 5 year programme
Total Initial Settlement Package	£7,200					£7,200
Total Variable Cost	£101,816	£64,839	£66,945	£69,156	£71,439	£374,195
Total Fixed Cost	£51,116					£51,116
Total Cost	£160,132	£64,839	£66,945	£69,156	£71,439	£432,511
Total Funding & Housing Benefit	(£132,643)	(£87,403)	(£71,803)	(£55,003)	(£39,403)	(£386,255)
Net Cost	£27,489	(£22,564)	(£4,858)	£14,153	£32,036	£46,256

- 3.19 The estimated *total cost* of the scheme is £433k over the full five years. YR1 is significantly more expensive than future years due to the requirement to provide a casework 'integration support service' over the initial 12-month resettlement period. Although total costs fall significantly in YR2 due to the cessation of the 'integration support service', they begin to rise incrementally through YR3-5 as a result of increasing median rents and falling per-capita tariff payments from Central Government (see 3.7).
- 3.20 The estimated *net cost* to the council of participation in the scheme over the full five years is estimated to be in the region of £50k. However, for the reasons set out above (including 5.1), the actual costs may vary significantly from this figure.
- 3.21 It has been agreed that the Corporate Director of Resources will make provision within the Council's budgeted reserves to cover the full costs of participation in SVPRS as set out above (and additional monies if needed to meet the requirements of the Home Office). The Council will create an SVPRS budget into which Central Government tariff payments will be paid and out of which local expenditure will be made.
- 3.22 An annual review will be undertaken by the cross-partner 'Steering Group' to fully understand the direct costs of participating in SVPRS, anticipate the potential future needs of 'beneficiaries' and ensure that the Council is properly supporting their journey to independence and integration.

GRANT REQUIREMENTS

- 3.23 The biggest challenge to delivering SVPRS in London relates to securing affordable and sustainable housing. This is because in designing the scheme Central Government has assumed that housing costs will be fully covered through Housing Benefit payments to 'beneficiaries'.
- 3.24 This is unrealistic in London because most volunteer Local Authorities in the city have ruled out placing 'beneficiaries' in their public/RSL housing stock due to long waiting lists, and have instead committed to finding accommodation in the private rented sector (PRS).
- 3.25 However, the supply of PRS properties available at Local Housing Allowance (LHA) rates is very low in London as welfare reforms have limited LHA entitlements to the 30th percentile of market rents, and few landlords are willing to let-out properties at such low margins in current market conditions. In addition the 'Overall Benefit Cap' restricts the total amount of benefit that a household can claim, and is being reduced from £26k to £23k in London this autumn. These have created a significant 'rent gap' for private renters receiving LHA.
- 3.26 This means that volunteer Local Authorities in London are having to assume a cost burden when participating in SVPRS, as to secure PRS properties for

'beneficiaries' they are having to pay market rates, which essentially means committing to cover the 'rent gap' on accommodation for the required minimum of 1 year (and potentially for all 5 years of the scheme). Central Government has so far refused to address this issue by providing either higher tariff payments to London Boroughs or allowing variations in LHA allowances for 'beneficiaries'/exemption from the 'OBC'. The Home Office's 'Statement of Requirements' makes clear that accommodation for arriving beneficiaries must be both affordable and sustainable.

3.27 The table below sets out the total annual rental costs for 3 two-bedroom properties let-out at the local median PRS rate (drawn from the figures set out in 5.4). The annual 'rent gap' grows year-on-year as rental rates increase but LHA stays stable (excluding inflation) and the benefit cap restricts any growth in claim entitlements.

Based on three 2 bedroom accommodation	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total
Annual Rent	£59,292	£61,416	£63,612	£65,916	£68,292	£318,528
Maximum Housing Benefit (inc. OBC)	(£30,403)	(£27,403)	(£27,403)	(£27,403)	(£27,403)	(£140,015)
Total shortfall	£28,889	£34,013	£36,209	£38,513	£40,889	£178,513

3.28 Although this table does not describe the net cost to the Council (as some of the shortfall may be offset by tariff income), it does illustrate the insufficiency of the combination of Central Government funding and Housing Benefit in securing accommodation in the PRS for resettled 'beneficiaries' in London under current conditions.

3.29 The Council is currently exploring the best arrangements for paying landlords, but it is likely that given the needs of 'beneficiaries' a direct payment arrangement for Housing Benefit will be required. In order to make-up the significant shortfall between HB and rental rates, the Council will also need to pay landlords a 'top-up' amount to cover the 'rent gap'.

3.30 Council legal advice has indicated that the payment of the 'top-up' amount would constitute a grant (regardless of the payment mechanism used) and therefore may require authorisation from the Commissioners.

3.31 In addition, the Home Office requires 'beneficiary' households to have their accommodation furnished with a list of specific goods (from furniture through to white goods). Although it is intended to draw this resource from within the funding tariff provided by Central Government, obtaining the items themselves will require payment to a supplier – either by the Council directly, or by the provider of the 'integration support service'. Modelling suggests that a one-off sum of £2500 per family will be required to meet the basic requirements.

CONCLUSIONS

- 3.32 Following initial discussions with the Executive Mayor, the Council is seeking to resettle three households in the borough in the private rented sector. This 'start small' approach is in-line with the other London Boroughs participating to date; it is understood that eight are currently participating in SVPRS. The proposed approach will allow the Council to review the experience of the resettled households, and the costs incurred, before determining whether to participate further in the scheme.
- 3.33 To date, work has been undertaken on how best to operationalise the scheme with the Housing and Benefits Services, and initial discussions have been undertaken with Children's and Adult Services. The intention is for the Council to identify and secure appropriate housing through its in-house services, such as Housing Options, and commission an 'integration support service' from a specialist provider to support the resettlement of 'beneficiaries' into the community.
- 3.34 A cross partnership 'Steering Group' bringing together all relevant agencies in the borough has been created, and during its first meeting agreed the outline approach developed. This group will operate as a project board when the scheme goes live, providing oversight of delivery and the wellbeing of 'beneficiaries'.
- 3.35 Before confirming the participation of the Council in SVPRS with the Home Office, agreement is required that grant payments can be used to cover the 'rent-gap' on local PRS properties used for the scheme. Without this, the council will be unable to demonstrate its ability to meet the 'Statement of Requirements', which oblige Local Authorities to provide accommodation for at least 12-months (preferably 2-years).

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The financial implications of the proposed scheme are set out in the body of the report. The Council will allocate sufficient funding from reserves to cover the shortfall in central government funding, currently estimated to be approximately £50k per annum.

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 On 7th September 2015 the Prime Minister announced an expansion of the Government's existing Syrian Vulnerable Persons Resettlement Scheme (SVPRS). Through this expansion, the Government expected to resettle 20,000 Syrians in need of protection during the current Parliament. The Council, along with other London Boroughs and Councils nationally have made a commitment to support the SVRPS. The SVRPS is voluntary for Local Authorities and covering the rent gap is therefore a grant.
- 5.4 The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31st March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.5 To the extent that the Commissioners are exercising powers which would otherwise have been the Council's, there is a need to ensure that the Council has the power to make the grant in question. In that regard, the proposed grants are 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. This power of competence would permit covering the rent gap.
- 5.6 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have been addressed in paragraph 7 of the report where it is noted that this support is offered in accordance with the Government's SVPRS. This is also aid of a humanitarian nature.
- 5.7 Grants can be classed as 'State aid'. 'State aid' is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU). The definition of state aid is very broad because 'an advantage' can take many forms. It is anything which an undertaking (an organisation engaged in economic activity) could not get on the open market.

- 5.8 As grants are State aid and public authorities are responsible for ensuring their policy measures and projects comply with the rules. In principle, state aid is not allowed in the EU. However, some state aid is beneficial to the economy and supports growth and other policy objectives and the Treaty on the Functioning of the European Union (TFEU) provides that certain activities are considered to be compatible with EU law and which includes “aid having a social character”.
- 5.9 There is also a *de minimis* threshold for the purposes of European restrictions on State aid and which amounts to €200,000 over any rolling 3 year period. If therefore over a rolling period of 3 years the off-sent rent is less than €200,000 then the European restrictions on State aid.
- 5.10 If the amount in respect of covering and rent gap exceeds the *de minimis* threshold then the Council would have to ensure that the off-sets is for “aid having a social character” and are therefore not prohibited and it is for the Council to ensure that that is the case. As this is State aid for humanitarian purposes, it is considered that it is “aid having a social character”.
- 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. It is important that the Council seeks to assist the effective integration of persons supported by the scheme. In order to ensure this, casework ‘integration support’ will be commissioned from a specialist provider. The commissioning process, including the service specification, will include a strong focus on equality.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 In line with the relevant Directions, this report is seeking agreement for grant payments to be made. These payments will support the Council’s participation in the Government’s scheme. As set out above, an annual review will be undertaken by the cross-partner ‘Steering Group’ to fully understand the direct costs of participating in SVPRS, anticipate the potential future needs of ‘beneficiaries’ and ensure that the council is properly supporting their journey to independence and integration.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 No direct implications.

9. RISK MANAGEMENT IMPLICATIONS

9.1 The cross-Partnership SVPRS Steering Group will oversee the monitoring and management of risks associated with the scheme. Risks will be escalated and managed in accordance with the Council's risk management procedure.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 No direct implications. The Metropolitan Police are a member of the cross-Partnership SVPRS Steering Group.

11. SAFEGUARDING IMPLICATIONS

11.1 Both Adults and Children's Services are part of the SVPRS Steering Group in recognition of the need to ensure that any safeguarding issues are identified and managed appropriately. The Council's specification for the casework 'integration support' includes a strong focus on safeguarding issues.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Mayor of Tower Hamlets 'Statement on Tower Hamlets Response to the Refugee Crisis'
- Full Council Resolution

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

- NONE

Officer contact details for documents:

N/A

Appendix 1: Mayor's Statement

Mayor of Tower Hamlets – Statement on Tower Hamlets Response to the Refugee Crisis (September 2015)

East London has a proud history of providing a safe haven for refugees of war and conflict. The pictures we've seen over the recent weeks have shocked the nation and we have all been touched by the scenes of desperate refugees fleeing for their lives. London must play its part and Tower Hamlets will be at the forefront of London's response.

I am getting messages from individuals from across the Borough who want to help and to know what they can do. Irrespective of party affiliation I know my colleagues in the Council Chamber want to see us ready to play our full part in this humanitarian crisis.

The government commitment that Britain will take 20,000 refugees over five years is a start. But it isn't enough.

As Mayor of Tower Hamlets my immediate pledge is as follows:

- We will lobby Government to play a larger role in addressing this crisis by committing to take in more families and over a shorter timeframe.
- We will work with the international aid organisations, Government, government agencies, and appropriate voluntary organisations and other London local authorities to ensure that we are part of an effective response to this humanitarian crisis.
- We are happy, like other boroughs, to make an offer to receive families but we will need to see the details of the Government's offer of support before we can work out exactly how to do this, and how many we might help.
- We will lobby Government to make sufficient resources available to local authorities to ensure that we can make adequate provision for refugees and asylum seekers without adversely affecting services for our residents. Our offer to refugees would have no effect on scarce resources, such as our limited supply of social housing.
- We will urgently review how our various advice services and frontline housing, social service, educational and welfare services can best support incoming refugees.
- We will support community initiatives to collect funds and aid and to support refugees directly and through other means.

I will be introducing a motion at the next meeting of the Council on 16th September to enable a full debate to take place and an agreed Council position to be agreed. I will update this statement on a regular basis as it becomes clearer how we can turn our commitment to support the victims of this international crisis into positive action.

Appendix 2: Agreed at Full Council (16th September)

This Council resolves:

1. To call on the Mayor to explore all possible options with an aim to provide support for a small number of refugee families during this crisis.
2. To call on the Mayor to write to the Prime Minister, signed by all Group Leaders if possible, expressing the importance of leadership from central government and requesting that sufficient resources are made available to local authorities to enable us to make adequate provision for refugees and asylum seekers whilst ensuring that we meet our primary obligation to local residents.
3. To request that the Mayor updates the council on any developments and additional details with regard to the council's response to the crisis.
4. To work with charity groups and organisations across Tower Hamlets and London, particularly consulting and working together with Refugee Council and Refugee Task Force that Jeremy Corbyn has asked Yvette Cooper to lead on.

SYRIAN VULNERABLE PERSONS RELOCATION SCHEME HOME OFFICE 'STATEMENT OF REQUIREMENTS'

1. Section 1 – Delivery Requirements

1.1 The Syrian VPR scheme is made up of two elements.

1.1.1 **Pre arrival** – Provision of medical and travel services enabling the migration of accepted Beneficiaries to the UK;

1.1.2 **Post arrival** – Housing provision, initial reception arrangements, casework and orientation support including English language provision.

1.2 The Authority requires the following deliverables:

2. Post Arrival services

Provision of accommodation:

2.1 The Recipient will meet and greet arriving Beneficiaries from the relevant airport and escort them to their properties briefing them on how to use the amenities

2.2 The Recipient will arrange accommodation for the arriving Beneficiaries which meets local authority standards and which will be available on their arrival and is affordable and sustainable

2.3 The Recipient will ensure that the accommodation is furnished appropriately. The furniture package should not include luxury items. This means that food storage, cooking and washing facilities can be provided but the facilities should not include the provision of other white goods or brown goods, i.e. TV's, DVD players or any other electrical entertainment appliances.

2.3.1 The Recipient will ensure that the Beneficiaries are registered with utility companies and ensure that arrangements for payments are put in place (no pre pay/card accounts)

2.3.2 The Recipient will provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point

Casework support service:

2.4 The Recipient will ensure that Beneficiaries are provided with a welcome pack of groceries on their arrival

2.5 The Recipient will provide a cash/ clothing allowances for each Beneficiary of £200 – this is to ensure they have sufficient funds to live on while their claim for benefits is being processed.

2.6 The Recipient will provide advice and assistance with registering for mainstream benefits and services and signposting to other advice and information giving agencies – this support includes:

2.6.1 Assisting with registration for and collection of Biometric Residence Permits following arrival

2.6.2 Registering with local schools, English language and literacy classes

2.6.3 Attending local Job Centre Plus appointments for benefit assessments

2.6.4 Registering with a local GP

2.6.5 Advice around and referral to appropriate mental health services and to specialist services for victims of torture as appropriate

2.6.6 Providing assistance with access to employment

2.7 The Recipient shall put in place a support plan for each family or individual for the 12 month period of their support to facilitate their orientation into their new home/area.

2.8 The Recipient shall put in place arrangements for the provision of English language classes which Beneficiaries should be able to access within one month of arrival. This should be provided following an assessment to determine the appropriate level of provision. This provision should be delivered by an accredited English for Speakers of Other Languages (ESOL) provider. This ESOL provision should be made available until such time as suitable mainstream provision becomes available or until 12 months after arrival (whichever is sooner). The purpose of the language tuition is to ensure that Beneficiaries are able to carry out basic transactions within the communities in which they have been placed.

2.9 Throughout the period of resettlement support the Recipient will ensure interpreting services are available.

2.10 The above services will be provided through a combination of office based appointments, drop in sessions, outreach surgeries and home visits.

Requirements for Beneficiaries with special needs/assessed community care needs:

2.11 Where Beneficiaries are identified as potentially having special needs/community care needs the Authority will ensure, as far as possible that these needs are clearly identified and communicated to the Recipient 6 weeks prior to the arrival of the Beneficiaries.

2.12 Where special needs/community care needs are identified only after arrival in the UK, the Recipient will use its best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible

3. General Requirements

Hours of operation:

3.1 The Recipient shall note that the Authority's offices perform normal business during the hours times of 09.00 to 17.00 on Working Days

3.2 The Programme as defined in the Statement of Requirements (SoR) shall be provided on each Working Day. The Authority recognises that in the interests of efficiency the exact availability and timings of the various service elements will vary. It is envisaged that some Out of Hours provision will be required from the Recipient

3.3 All premises used to deliver the Programme elements should meet all regulatory requirements and be suitable for the purpose.

3.4 The Recipient and/or its Delivery Partners shall develop, maintain and implement the following procedures:

3.4.1 A procedure for Beneficiaries to complain about the service provided by the Recipient.

3.4.2 A procedure for managing and reporting critical incidents. The Authority must be advised of such incidents as soon as reasonably possible, but in any event by the end of the next Working Day

Personnel standards:

3.5 The Recipient shall ensure that the recruitment, selection and training of its Staff, including persons employed by or as agents or sub-contractors to the Recipient, are consistent with the standards of service required for the performance of the service. The Recipient will fully equip and train staff to ensure they are able to fulfil their roles and ensure that appropriate and sufficient security provisions are made for all staff undertaking face-to-face activities. Also, the Recipient shall ensure that staffing levels are appropriate at all times for the purposes of the service and ensure the security and well-being of all Beneficiaries, dependent children and its staff.

3.6 The Recipient shall ensure that all applicants for employment in connection with the Requirement are obligated to declare on their application forms any previous criminal convictions subject always to the provisions of the Rehabilitation of Offenders Act 1974.

3.7 In addition, the Recipient shall ensure that all Staff (including volunteers and sub-contractors):

3.7.1 employed or engaged have the right to work in the United Kingdom under applicable immigration Law

3.7.2 Disclosure and Barring Service checks are undertaken on any potential Staff member. The results of such checks must be known before any employee undertakes duties requiring contact. Where such checks reveal prior criminal convictions that might reasonably be regarded as relevant to the appropriateness of the individual to have unsupervised access, particularly to children under the age of 18, or where such checks are not possible because of identification issues, the Recipient shall follow its internal policy and carry out an appropriate risk assessment before an offer of employment is made.

3.7.3 who are likely to have unsupervised access to children under the age of 18 have been instructed in accordance with National Child Protection Guidelines and Area Child Protection Committee guidance and procedures.

3.7.4 Providing immigration advice should be known to the Office of the Immigration Services Commissioner (OISC) in accordance with the regulatory scheme specified under Part 5 of the Immigration & Asylum Act 1999. The Recipient shall use all reasonable endeavours to ensure that Staff do not provide immigration advice or immigration services unless they are “qualified” or “exempt” as determined and certified by OISC.

3.8 The Recipient shall, on request, provide the Authority with details of all staff (and volunteers and sub-contractor agents) delivering the service in this schedule.

3.9 The Recipient shall, on request, provide the Authority with CVs and/or job descriptions for all members of staff selected to work on the project.


3.10 The Recipient shall use all reasonable endeavours to comply with the requirements of the Computer Misuse Act 1990.

3.11 The Recipient shall implement the Programme in compliance with the provisions of the Data Protection Act 1998.

Information sharing:

3.12 The Authority expects the Recipient to share relevant information on the delivery of the Programme and on Beneficiaries by signing a Sharing of Information Protocol with relevant deliverers of the Programme.

3.13 Beneficiaries will be expected to sign a consent form to confirm their willingness to share personal data with executive bodies and relevant deliverers of the programme. The Recipient will retain these forms and will allow inspection by the Authority as requested.

Commissioner Decision Report	 TOWER HAMLETS
Report of: Debbie Jones, Corporate Director (Children’s Services)	Classification: [Unrestricted or Exempt]
Agreement of the business case for the Tower Hamlets Education Partnership	

Originating Officer(s)	Christine McInnes
Wards affected	All Wards
Key Decision?	Yes
Community Plan Theme	A prosperous community

Executive Summary

This report provides a summary of development work establishing the Tower Hamlets Education (THE) Partnership and the proposed business plan, following the agreement of the Executive Mayor on 10th May 2016 of financial support of £300,000 per annum for three years, confirmed by the Commissioners on the 24th May 2016.

Longstanding collaboration between schools and the local authority has been a strength of education in Tower Hamlets. School have established the THE Partnership to promote and extend joint working so that the successful collaboration can be developed further for the good of children and young people.

The Business Plan for the first year of THE Partnership’s life is focused on

- Delivering a sustainable and effective school improvement programme
- Effective engagement with members, associate members, partners and communities
- Establishing a financially sound and sustainable organisation.

Appendix A includes the full business plan and Appendix B the financial summary supporting the plan.

This report includes an update on how THE Partnership has met the requirements made by Commissioners on 24th of May and seeks a decision from the Commissioners to release the funding for year 1.

Recommendations:

The Commissioners are recommended to:

1. Note the completion of requirements by THE Partnership included in the Commissioners Decision Report of 24th May 2016
2. Note the THEP business plan and financial planning and agree the release of

- all funding for year 1.
3. Note the Council's proposed scrutiny and governance arrangements for the Tower Hamlets Education Partnership.

1. REASONS FOR THE DECISIONS

- 1.1 The decisions sought in this paper will enable THE Partnership to develop the capacity to become fully operational and work towards a sustainable business model in the medium term in order to play a key role in ensuring schools provide the best opportunities for children and young people to thrive and achieve.

2. ALTERNATIVE OPTIONS

To do nothing, the risks of which are highlighted in the report to Commissioners of the 24th of May. Although publication of the White Paper Education Excellence Everywhere during the spring has to date not been followed up with a Bill, the government has made it clear the previous policy direction of travel will continue.

3. DETAILS OF REPORT

THE Partnership

- 3.1 Since the Commissioners decision in May 2016, there have been a range of developments that started the THEP journey from vision to implementation, with the Corporate Director (Children's Services) instructing Asset Management and Legal Services to make the necessary arrangements to enable the transfer of funds and use of facilities as a first step.
- 3.2 *Establishment of a company* - This work is being led by Rob Crothers, a member of both the Interim Board and Steering Group, partner at Clifford Chance LLP and an experienced school Governor. The Constitutional documents including articles of association and the byelaws of THE Partnership have been drafted and are in the process of being agreed by all parties. The process of drafting and consultation has been overseen and quality assured by Bates Wells & Braithwaite, specialists in educational law. Once the documents are finalised, THE Partnership will be registered with Companies House and the Charities Commission.
- 3.3 *Appointment to the Interim Board* – Release of the initial tranche of funding was dependent on the appointment of a finance director to the Interim Board. Stephen Purse, formerly Chief Financial Officer for Clifford Chance LLP (2005-16), and an experienced school Governor was appointed to the Board in July 2016 and has contributed to the development of the THEP business plan.
- 3.4 *Accommodation* - A THE Partnership office has now been established in the Tower Hamlets Professional Development Centre, Bethnal Green.

3.5 *Staffing* - Cath Smith, headteacher of Bow School was appointed and started her part-time one year secondment as Chief Executive of THEP on the 1st of September 2016. Ian Jones, headteacher of Marion Richardson Primary school, was appointed as Primary Adviser working one day a week from September 2016.

3.6 *Membership* – There has been great support for THEP with 80% of Tower Hamlets schools (82 of 103 schools) now full members of the Partnership, in comparison with less than 50% in May. Member schools include nursery, primary and secondary phase schools, special schools, academies and three of the four Teaching School Alliances in the borough. A diverse range of associate members have also joined including, Aldgate and All Hallows Foundation, Bow Arts, Queen Mary University, Spitalfields Small Business Association, Tower Hamlets Education Business Partnership, Tower Hamlets Together and Toynbee Hall.

3.7 The formal launch on the 20th September, 2016 attracted 111 delegates which included headteacher and governor representatives from 62 of the member schools, and colleagues from seven local partner organisations. The Council was represented by the Mayor, John Biggs, the lead member for Children’s Services Rachel Saunders, the Corporate Director (Children’s Services) Debbie Jones and the Chief Executive, Will Tuckley.

The THE Partnership model

3.8 Sound and reliable information gathering and analysis is at the heart of any effective school improvement system and a priority over the coming months will be to identify an appropriate system for THE Partnership to use which builds on the existing effective practice used by the Council’s school improvement service. Establishing an agreed data sharing protocol with and between schools, securing their agreement to the LA disclosing existing systems and intelligence will be critical to moving this priority forward.

3.9 The intention is to use the Council funding in part to develop

- A deeper understanding and mapping of the existing partnerships, support and challenge systems and relationships between schools in the borough
- Develop school improvement capacity within the schools system as a whole

so that as the Council provided service offer and school budgets reduce THE Partnership can access and broker support from a high performing, high capacity system.

3.10 On-going discussions are underway between THE Partnership and Council officers over how to manage an effective and smooth transition from an LA led school improvement system to a school led system. The important role of effective school improvement officers in London’s successful school improvement journey cannot be underestimated and careful thought needs to

be given about how this capacity will be managed as sufficient school capacity is developed. Much of school improvement work is invisible and headteachers will have to have confidence that transitioning to a new system will provide appropriate confidentiality, as well as challenge and support. The intention in the first instance is for LA officers to be used as one of a variety of providers to be brokered through THE Partnership.

Accountability

- 3.11 The Council is providing financial support for THE Partnership to establish itself as a financially viable organisation over three years. As discussed at the Commissioners meeting in May, processes need to be established to ensure appropriate accountability and scrutiny of the use of this funding.
- 3.12 It is proposed that THE Partnership Board present 6-monthly reports of activity and impact to a sub-group of the Children's Partnership, Cabinet and Overview and Scrutiny. Audited accounts should be presented annually. The contents of the reports will change over time, from monitoring the establishment of THE Partnership through judgements about evidence of achievement of the business plan to judgements about school improvement outcomes.
- 3.13 The intended outcomes for the work of the Partnership which are included in the business plan demonstrate the high ambitions of the organisation and provide a framework for making judgements about effectiveness over time. To date, the Council retains statutory responsibilities for school improvement and, though the government's intention in the White Paper Education Excellence Everywhere was to remove these duties, the subsequent Education Bill has still not been published. Whilst a longer timeframe is welcome, without the legislative imperative, agreement will need to be reached about when THE Partnership will formally take responsibility for school improvement and be judged against the published outcomes. The earliest this could be is summer 2018 and that would be contingent on THE Partnership taking full responsibility for school improvement by September 2017.
- 3.14 This is a decision for the THE Partnership Board and the nature of the reporting will change to align with the transfer of leadership for school improvement.

Confirmation of addressing points from May's meeting

- 3.15 Summary of points raised and the response
- Appointment of a finance director to the Interim Board – achieved
 - THE Partnership would need to be subscribed to by the majority of the schools in the borough – achieved

- The number of schools and pupils THE Partnership will provide for and an assessment of the minimum number the LA think to be viable – THE Partnership will become responsible for the provision of school improvement services for all member schools. For schools which are not members, the role of THE Partnership is TBC and will be informed by new legislation on school improvement. The LA assess a membership of 50% of the borough's schools and pupils would make a sustainable organisation and this has been exceeded.
- Detail the number and percentage of schools and pupils represented by those schools which have joined -As of 13th October, 84 schools have formally joined THE Partnership, representing 84% of Tower Hamlets schools. This accounts for 37,728 pupils, or 86% of the pupil population.
- How the in-kind support would be valued and how and appropriate fee would be charged – the fee charged for accommodation and IT support is in-line with Council pricing policy. The officer in-kind support is being provided at no cost currently, as supporting THE Partnership is considered as an aspect of the fulfilment of statutory school improvement duties.

Review the approach that THE Partnership intends to implement, including annual interviews of those with responsibility within and outside of the Council/Partnership; and OSC consider holding a public hearing taking evidence from the Chair, Chief Executive and Finance Director: a small scale external review will be commissioned annually and reports made in parallel with THE Partnership Board reports as described above.

Conclusion

3.16 Having considered the contents of this report, the THE Partnership Business Case (Appendix A) and Financial Information (Appendix B) the commissioners are requested to

1. Note the completion of requirements by THE Partnership included in the Commissioners Decision Report of 24th May 2016
2. Note the THEP business plan and financial planning and agree the release of all funding for year 1.
3. Note the Council's proposed scrutiny and governance arrangements for the Tower Hamlets Education Partnership.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The Council has approved seed funding of up to £300k per year for three years in addition to in-kind support for the THEP.
- 4.2 The draft business plan identifies how the funding will be used to support the objectives of both the Council and the THEP. Formal monitoring and reporting

arrangements are being established to ensure the funding is used as intended and in line with the business plan.

5. LEGAL COMMENTS

- 5.1. At its meeting on 24th May 2016, the Commissioners approved an annual grant of £300,000 to Tower Hamlets Education Partnership (THEP). This was with a proviso that for the first year £150,000 be initially released and that the Commissioners then required a further report regarding THEP'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. This report is reporting back on THEP's three-year business plan and the arrangements for years two and three so as to release the second £150,000 grant funding for the first year.

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.

Linked Reports, Appendices and Background Documents

Linked Report

- The Tower Hamlets Education Partnership, Commissioners Decision Making Meeting, 24th May 2016

<http://democracy-internal.towerhamlets.gov.uk/documents/g7009/Public%20reports%20pack%2024th-May-2016%2018.30%20Commissioners%20Decision%20Making%20Meeting.pdf?T=10>

- Tower Hamlets Education Partnership, Cabinet Report 10th May 2016

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

Appendices

- Appendix A - Tower Hamlets Education Partnership (THE Partnership) DRAFT BUSINESS PLAN October 2016
- Appendix B – Financial information

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

None

Officer contact details for documents:

Christine McInnes

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Appendix A

Tower Hamlets Education Partnership (THE Partnership)

DRAFT BUSINESS PLAN October 2016

Contents

Introduction

Business Plan Priorities

Services for schools: Priorities 1 and 2

Priority 3: Establishing a financially sound and sustainable organisation –
revenue streams, growth and costs

Revenue streams

Future direction and growth strategy

Financial summary

Risks and opportunities

Appendix 1 THE Partnership Outcomes

Appendix 2 Assumptions underpinning Financial Summary

1. Introduction

- 1.1 Longstanding collaboration between schools and the local authority has been a huge strength of education in Tower Hamlets. Given the national policy context over the past few years, local schools decided to establish THE Partnership to promote and extend joint working so that the successful collaboration – between schools themselves, and between the schools collectively and the local authority and other key partners – could be developed further for the good of children and young people.
- 1.2 THE Partnership is genuinely schools-led and founded in a deep understanding of the local context in which schools operate. THE Partnership is establishing detailed knowledge of both need and expertise in all local schools and educational settings, and over the next three years it will develop capacity and broker the delivery of a range of school improvement programmes, both targeted and universal. THE Partnership has established ambitious goals for outcomes that will demonstrate sustained and continuous educational excellence in all types of schools and other settings in Tower Hamlets.
- 1.3 THE Partnership’s **vision** is that our schools and other educational settings should build on and further develop an existing culture of collaborative working — initially focused on school improvement — to enable all the borough’s children and young people to experience the best possible educational opportunities, outcomes and life chances.
- 1.4 The schools and other partners who make up THE Partnership are explicitly committed to a set of **core values** which will underpin all aspects of the development and operation of THE Partnership’s work. These are:
- Aspiration*
- Promoting and striving for excellent outcomes for all children
 - Continuous improvement in the quality of teaching and learning
 - Developing best practice
 - At the forefront of school improvement, both nationally and internationally
- Trust and support*
- Collegiality and mutual support as part of a family of schools
 - Investing in collaborative working within THE Partnership
 - A voice for all members
 - Supporting one another as critical friends to improve teaching and learning and outcomes for children and young people
 - Innovation through working together
- Equality and inclusion*
- Equal opportunities
 - Fairness in operation and decision-making
 - Fair admissions and fair access policies
 - Promoting and supporting cohesion and integration
 - A voice and involvement for parents, for children and young people, for school staff and for the wider community

Transparency and accountability

- Open and transparent partnership governance and decision-making
- Welcoming challenge from each other, local people and elected representatives

2. THE Business Plan priorities

2.1 The Business Plan for the first years of THE Partnership's life is built around three priorities. These are:

- I. Delivering a sustainable and effective school improvement programme.
- II. Effective engagement with members, associate members, partners and communities.
- III. Establishing a financially sound and sustainable organisation.

These are reflected in the following sections

2.2 School-led services

2.2.1 THE Partnership's offer to schools will be focused on school improvement, with the aim of contributing to improved educational experiences and outcomes for all children and young people in Tower Hamlets.

2.2.2 It is envisaged that services provided directly by THE Partnership itself will be minimal. Rather, THE Partnership will work with schools to develop improvement solutions and will broker access to appropriate provision. This will mainly be through using the skills and expertise of local schools, most particularly THE Partnership's Teaching School Alliances, but also through the commissioning of key associates, approved contractors and associate organisations to provide agreed services. There will also be a strong focus on developing capacity within schools such that the model of schools helping each other can be sustained beyond the first three years.

2.2.3 Improvement resources that could be accessed directly through THE Partnership's members would include support from:

- SLEs
- NLEs
- LLEs
- NLGs
- Expertise in Tower Hamlets schools and from TH teachers and other staff
- Alternative provision
- Associate members

3. THE Partnership's work

3.1 In the initial 3 years, THE Partnership's work will focus on the following areas:

PRIORITY 1	
Delivering a sustainable and effective school improvement programme	
AREA OF WORK	FOCUS
Successful information gathering	<ul style="list-style-type: none"> • Audit and rigorous analysis of information about local schools • Identification of need and risk • Emerging local issues • Identification of capability, expertise and support available from schools and other educational settings • Feedback from schools • Local and national horizon scanning
Successful brokerage	<ul style="list-style-type: none"> • Getting the right people to do the right things • Different models for different purposes
Core school improvement support for schools in greatest need	<ul style="list-style-type: none"> • Customised improvement programmes using school to school support and close monitoring of interventions
Developing good practice in teaching	<ul style="list-style-type: none"> • Brokerage of peer observations and exchange • Improving teaching programmes (ITP) and Outstanding Teaching Programmes (OTP) • Development of centres of excellence • 'Excellence' visits • Trialling joint practice initiatives • TeachMeets • Improving management of behaviour and attendance • Good practice in assessment • Steps for Learning hubs / strategic workshops for senior leaders • Other CPD opportunities • Support for Ofsted inspection

School development work	<ul style="list-style-type: none"> • A range of school development programmes, some customised or highly focused • Development initiatives e.g. Improving Oracy • School-based ITT
Developing leadership CPD	<ul style="list-style-type: none"> • Preparing for headship programmes • Preparing for executive headship programme • Mentoring for new headteachers • Support for headteacher appointment panels • Support for governor appointment panels • Steps for local subject, phase and leader accreditation • Support for governance • Learning new skills for governors, with accreditation programmes for local leads in governance • Training for governing bodies on data analysis and on critiquing each other's results • Support for chairs of governing bodies • High profile termly leadership 'events'
New ways of working	<ul style="list-style-type: none"> • Trialling, analysis and assessment of different models of peer review and peer development • 'Kite-marking' – providing up-to-date member ratings of consultancies and contractors
Research, development and evaluation	<ul style="list-style-type: none"> • Funding for research and intervention on key local issues and the production of research reports • Support for grant applications
Working with parents and carers	<ul style="list-style-type: none"> • Liaison with the Parent & Carer Council to establish initiatives

Working with children	<ul style="list-style-type: none"> Supporting, promoting and facilitating events of celebration and competition for local children and young people
PRIORITY 2	
Effective engagement with members, associate members, partners and communities	
AREA OF WORK	FOCUS
Building and developing relationships	<ul style="list-style-type: none"> Member schools Teaching schools Multi-academy trusts Governance (Advisory Council etc.) School governors Associates Council Other partnerships National College Relevant third sector and community groups RSC Ofsted
Communications and networks	<ul style="list-style-type: none"> Interactive website News and e-Bulletin Social media Head teacher forum Governor forum Council networks

3.2 Opportunities to establish or develop other improvement services will be explored from the outset.

3.3 THE Partnership is firmly committed to improving outcomes for children and young people and will measure how well its services contribute to that goal through rigorous **performance management**, involving the monitoring, review and evaluation of progress, and achievements against specified outcomes. These are set out in Appendix 1.

4. PRIORITY 3: Establishing a financially sound and sustainable organisation – revenue streams, growth and costs

4.1 Revenue streams

4.1.1 Income will be from the following sources:

- THE Partnership Member fees – these would represent an investment in the vision and future of THE Partnership as well as entitlement to a range of value for money services and access to free membership events.
- LA seed funding for three years;
- Events and conferences
- A range of improvement initiatives and services for schools
- Bespoke school development programmes
- Council commissions
- Future potential grant income streams; and
- The possibility of some traded services (including currently de-delegated services) from the 2017-18 academic year.

4.2 Future Direction and Growth

4.2.1 THE Partnership will need to be flexible, adaptable and proactive, and to evolve and develop over time, both as a result of local innovation and response to the national and local context, including the Education Act 2016, the Educational Excellence Everywhere White Paper, 'Schools that Work for Everyone' and the National Funding Formula proposals. The strategic direction this development takes will be steered by the Board, guided by the Advisory Council and implemented in agreement with Members of the Partnership.

4.2.2 Opportunities to establish other services – including both existing services offered by the council and new services – in order to further the goals of THE Partnership will be explored as it develops. Evidence shows that social enterprises, mutual and other not for profit companies that failed to adopt a strong strategy for growth have been less successful than those that have embraced growth as an essential strand of developing their business.

- 4.2.3 'Not for profit' does not mean *no surplus*. The health of the business will depend on its ability to invest in new products and services, in improving and developing current products and services, in our staff; and to build reserves to enable us to mitigate risks. Our priority is to ensure that funding intended to improve outcomes for children does exactly that and any surplus is reinvested to that end.
- 4.2.4 Our five-year growth will focus on;
- Retaining founding schools
 - Attracting new schools
 - Attracting new associate members as partners
 - Improving current support services
 - Developing and introducing new services and support
 - Marketing our services
- 4.2.5 Continuing commitment to our underpinning vision and values is essential to ensuring that we retain strong support from our founding schools and expand our services and support to others.
- 4.2.6 The proposed changes to the National Funding Formula and, more clearly, the *Educational Excellence Everywhere* White Paper, and *Schools that Work for Everyone* make it clear that the shift away from local authority-led to schools-led services will continue and accelerate. THE Partnership will therefore explore the need, impact and value placed on the Council's existing schools-focused traded and de-delegated services for delivery.
- 4.2.7 The *Educational Excellence Everywhere* White Paper (DfE, March 2016) emphasised the changing responsibilities of local authorities: *'Local authorities play an important role in the education system: ensuring every child has a school place, that the needs of all pupils are met and championing parents and families. They will step back from running schools and school improvement.'*
- 4.2.8 *Schools that Work for Everyone* (DfE, September 2016) has more recently made it clear that the shift away from local authority-led to schools-led services will continue and accelerate. At the same time, there has been no move by the government to begin the legislative process of removing statutory responsibilities for school improvement that had been signalled for September 2017. During this period of uncertainty, THE Partnership and the LA will work closely together to ensure schools continue to be supported effectively. This will entail delivering some improvement services in parallel though the intention is that the management will be seamless and from the schools' perspective, the operation will be coherent and efficient.

4.3 Financial Summary (Figures are based on financial year 1 April – 31 March)

4.3.1 The table below shows a summary of the expected revenue and costs over the five-year period. The detailed figures and assumptions on which this summary is based are set out in Appendix 2.

Income & Expenditure	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
Subscriptions	-	153,360	164,314	227,848	280,429
Council seed funding	300,000	300,000	300,000	-	-
Commission income	-	100,000	100,000	170,000	170,000
Event income	-	10,000	15,000	50,000	50,000
Total income	300,000	563,360	579,314	447,848	500,429
Staff costs	89,582	295,100	295,100	295,100	295,100
Fixed costs	99,070	126,120	126,120	103,120	103,120
Variable costs	111,000	138,840	151,974	46,408	87,029
Total costs	299,653	560,060	573,194	444,628	485,249
Surplus/(deficit)	347	3,300	6,120	7,620	7,620
Cumulative surplus/(deficit)	347	3,647	9,767	12,987	28,167

4.3.2 Key assumptions include:

- Subscription income from 70% of the potential membership increasing to 80% over three years;
- Increases in subscription fees in Years 4 and 5;
- Council seed funding of £300,000 per annum for 2016/17 to 2018/19 inclusive;
- Commission income brokered services increasing in value over three years;
- Income from events increasing in value over three years
- The secondment or employment of an Executive Director and an Administrative Assistant supplemented by additional school improvement posts. These will spend their time running the Partnership and, over time, providing some of the Partnership's core service;

- The provision of other services by third party contractors, including teaching schools. In the first three years the Partnership will invest in developing the services it will provide in future years;
- No account has been taken of potential grant income nor of the costs of providing or developing the initiatives covered by the grants.

4.4 Risks and opportunities

4.4.1 As well as exploring the opportunities for development set out above, THE Partnership will take steps to mitigate the main risks to its success and sustainability. These include;

- Uncertainty about Government funding streams
- National policy changes
- Reduction in schools' budgets, with associated reduction in spending power
- Recruitment and retention of high quality staff
- Insufficient capacity to deliver
- Future staff transfer costs
- Future traded services process
- Competition from other providers
- Changing leadership in individual member schools
- Schools (Academy chains, Teaching Schools and Dioceses) don't buy into THE Partnership strategy and model
- Failure to identify and comply with legal and financial requirements
- THE Partnership becomes remote from schools and / or is not effective
- Failure to develop and nurture strategic partnerships (e.g. LA, Education Business Partnership, RSCs, DfE, health and social care)
- Failure to develop and nurture support from other stakeholders (e.g. governors, unions, parents)
- Failure to plan effectively for growth and succession
- Failure to achieve its outcome targets.

Appendix 1 – Tower Hamlets Education Partnership

Outcomes to be achieved	measured by:
All schools in THE Partnership at least 'good', and proportion of 'outstanding' schools among the highest in the country	Ofsted
Overall attainment and progress levels among member schools and other educational settings at all stages of education (from nursery ¹ through primary to secondary and including special schools and alternative provision) among the best in the country	Benchmarked attainment levels
Improved outcomes and progress for different groups of children and young people, with evidence of attainment and opportunity gaps being identified and addressed (including for children and young people with special educational needs and disabilities; post- 16; young people not in education, employment or training)	Benchmarked attainment levels
Attendance figures in member schools among the best in the country	Benchmarked performance
Exclusions figures in member schools among the lowest in the country	Benchmarked performance
A reputation for excellence at national and international levels	Examples of accreditation, feedback, press reports, conference invitations etc. Recruitment and retention
A year-on-year increase in THE Partnership membership	Membership levels
High levels of member participation and satisfaction	Number of schools making use of THE Partnership additional services
	Satisfaction levels
Strong staff motivation and commitment in member schools	Recruitment and retention figures
	Staff surveys
Strong leadership development in member schools at all levels, including governance	Number of staff moving into leadership positions
	Examples of strength of leadership
Effective development of innovative practice	Examples of innovative partnership working
High levels of satisfaction among local communities	Feedback from parents and pupils
	Feedback from local Councillors
	Feedback from partners
	Demand for places in member schools

Appendix 2 – Assumptions underpinning Financial Summary in 4.3

[Stephen's spreadsheet]

APPENDIX B FINANCIAL INFORMATION

Income & Expenditure (£)	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
Subscriptions	-	153,360	164,314	227,848	280,429
Council seed funding	300,000	300,000	300,000	-	-
Commission income	-	100,000	100,000	170,000	170,000
Event income	-	10,000	15,000	50,000	50,000
Total income	300,000	563,360	579,314	447,848	500,429
Staff costs	89,582	295,100	295,100	295,100	295,100
Fixed costs	99,070	126,120	126,120	103,120	103,120
Variable costs	111,000	138,840	151,974	46,408	87,029
Total costs	299,653	560,060	573,194	444,628	485,249
Surplus/(deficit)	347	3,300	6,120	3,220	15,180
Cumulative surplus/(deficit) (£)	347	3,647	9,767	12,987	28,167

Own staff

	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021

Base data	
Oncost	30%

Executive director					
Start date	01/09/2016				
Days per week	4	5	5	5	5
FTE salary	110,000	110,000	110,000	110,000	110,000
FTE holiday allowance	38	38	38	38	38

School improvement support					
Start date	01/10/2016				
Days per week	1	5	5	5	5
FTE salary	70,000	90,000	90,000	90,000	90,000
FTE holiday allowance	71	38	38	38	38

Administrative support					
Start date	01/11/2016				
Days per week	5	5	5	5	5
FTE salary	27,000	27,000	27,000	27,000	27,000
FTE holiday allowance	38	38	38	38	38

Cost					
Executive director	66,133	143,000	143,000	143,000	143,000
School improvement support	9,025	117,000	117,000	117,000	117,000
Administrative support	14,425	35,100	35,100	35,100	35,100
	<u>89,582</u>	<u>295,100</u>	<u>295,100</u>	<u>295,100</u>	<u>295,100</u>

Available days					
Executive director	103	222	222	222	222
School improvement support	19	222	222	222	222
Administrative support	91	222	222	222	222
	<u>213</u>	<u>666</u>	<u>666</u>	<u>666</u>	<u>666</u>

Percentage available for core offer					
Executive director	0%	20%	20%	45%	60%
School improvement support	0%	70%	75%	90%	90%
Administrative support	0%	20%	25%	35%	50%

Available days for core offer					
Executive director	-	44	44	100	133
School improvement support	-	155	167	200	200
Administrative support	-	44	56	78	111
	-	<u>244</u>	<u>266</u>	<u>377</u>	<u>444</u>

Core offer

	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021

Base data

Potential pupil base	43,817				
Subscription/pupil	5.00	5.00	5.00	6.50	8.00
Potential income	219,085	219,085	219,085	284,811	350,536
Percentage received	0%	70%	75%	80%	80%
Subscription income	-	153,360	164,314	227,848	280,429
Days to provide at	600	-	256	274	380
Days from own staff		244	266	377	444
Days to buy in		-	11	7	2
					23


Fixed costs

			1	2	3	4	5
			Year ended				
			31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
	Annual	Yr 1					
		mths					
Premises	16,000	7	9,333	16,000	16,000	16,000	16,000
Travel & subsistence	5,000	7	2,917	5,000	5,000	5,000	5,000
ICT	22,000	15	28,000	22,000	22,000	22,000	22,000
Office supplies	5,000	12	5,000	5,000	5,000	5,000	5,000
Marketing & publications	15,000	12	15,000	15,000	15,000	10,000	10,000
Insurance, payroll, legal & finance	35,120	7	20,487	35,120	35,120	35,120	35,120
Accountancy	10,000	4	3,333	10,000	10,000	10,000	10,000
Business Development support	18,000	-	-	18,000	18,000	-	-
Structure & setup			15,000	-	-	-	-
			99,070	126,120	126,120	103,120	103,120

Variable costs

	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
Variable cost:					
Core school improvement - bought in	-	6,840	4,474	1,408	14,029
Project development	52,000	-	-	-	-
Information gathering, audit and review	21,000	35,000	49,000	7,000	14,000
Brokerage	5,000	5,000	5,000	-	-
Developing good practice	5,000	15,000	15,000	5,000	10,000
Developing leadership	6,000	12,000	12,000	6,000	12,000
New ways of working	5,000	10,000	10,000	5,000	10,000
Research, development & evaluation	5,000	10,000	10,000	-	-
Working with parents	-	10,000	10,000	-	-
Working with children	-	10,000	10,000	-	-
Building relationships	5,000	10,000	10,000	-	-
Communications & networks	5,000	10,000	10,000	5,000	10,000
	109,000	133,840	145,474	29,408	70,029
Recruitment	2,000	2,000	2,000	2,000	2,000
Venue hire & catering (as % of event income)	-	3,000	4,500	15,000	15,000
	111,000	138,840	151,974	46,408	87,029

Other income	1	2	3	4	5
	Year ended				
	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
Council seed funding	300,000	300,000	300,000		
Commission income	-	100,000	100,000	170,000	170,000
Event income		10,000	15,000	50,000	50,000

Commissioner Decision Report 8 th November 2016	 TOWER HAMLETS
Report of: Shazia Hussain Service Head Culture, Learning and Leisure	Classification: [Unrestricted or Exempt]
Event Fund - Report on Event Fund Awards 2016/17 – Quarter 1	

Originating Officer(s)	Alison Denning
Wards affected	All Wards
Key Decision?	No – No decision required
Community Plan Theme	One Tower Hamlets

Executive Summary

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

This report will cover Event Fund Applications for events between April 1st 2016 and June 30th 2016.

Strategic Alignment

The Tower Hamlets Community Plan provides the long-term vision for the borough, articulating local aspirations, needs and priorities.

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

- A Great Place to Live**
- A Prosperous Community**
- A Safe and Cohesive Community**
- A Healthy and Supportive Community**
- One Tower Hamlets**

The Event Fund exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community and to promote the One Tower Hamlets principles across the borough, which are:

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

The projects are expected to demonstrate:

Administration and management of events

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

A robust process for collaborating with community groups or organisations

- Evidence they have a strong approach to partnership working with local organisations across the borough and robust partnership processes in place.

A strong understanding of equality, including:

- Understanding of the council's commitment to equality through the Community Plan and ideally, also some understanding of the council's commitment across the protected characteristics as detailed in the Single Equality Framework.
- A proposal that outlines what issues or topics will be addressed through the events, why these have been selected and how they help the council to achieve the One Tower Hamlets principles.

Mayor's Priorities:

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

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

Monitoring & evaluation

- Organisations will be expected to have a system in place to measure the outputs and outcomes by the protected characteristics as set out in the Public Sector Equality Duty where relevant and appropriate.
- We acknowledge that there is an imbalance between number of events taking place in each ward and therefore ask organisers to provide additional monitoring to look at the origin of the audience / participants. Organisations will be expected to have a system in place to monitor the area of the borough that their participants and audience are from and are provided with a two types of template to gather this information. This information is broken down into the 5 postcodes: E1, E2, E3, E14, E1W

Recommendations:

There are no recommendations to the Commissioners; this is a quarterly report of Event Fund Grant applications made and awards approved by Service Head for

Culture Leisure and Learning for applications for events taking place in April, May and June 2016.

1. REASONS FOR THE DECISIONS

1.1 No Decisions are required. This is for information only.

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. DETAILS OF REPORT

Event Fund Applications, Quarter 1 2016/17

3.1 The annual budget for the Event Fund is £52,500. The maximum grant award is £2,500, however, most awards are in the region of £500 - £1,500.

A total of £15,200 was awarded in Quarter 1.

3.2 Applications are assessed by three officers independently of each other. Applications are initially checked for eligibility. If not eligible they are rejected and not assessed. If eligible, applications are scored across a number of areas:

- Track record of delivery for the organisation;
- Event outline,
- Benefit (how it meets the EF Priorities, and objectives of One Tower Hamlets),
- Accessibility, Marketing,
- Partnerships & community involvement,
- Outcomes
- Value for money.

These areas form 7 sections on the assessment form for the Event Fund 2016-17 and each area attracts a maximum score of 5, with the overall application receiving a maximum score of 35 by each assessor. The three assessors' scores are then added together to give a maximum score of 105. The minimum score of 63 is required to be considered for funding, but the ultimate decision is made by the Service Head for CLC.

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

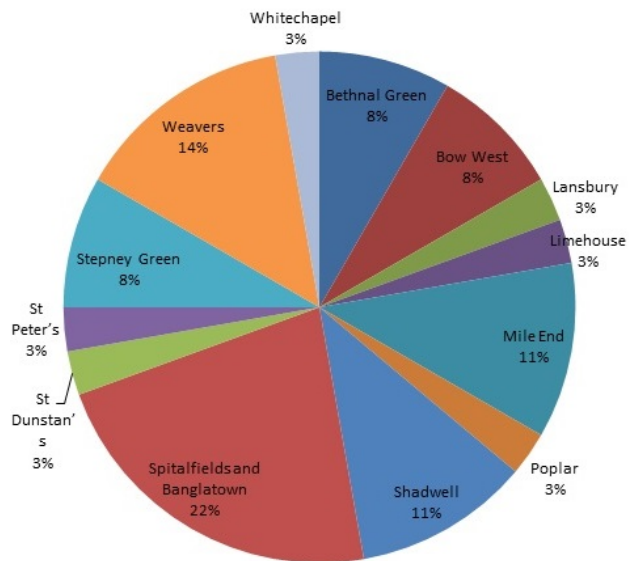
- 3.4 A total of 31 Applications were received in Quarter 1
 A total of 24 Applications were awarded funding.
 A total of 7 applications were declined funding.
 A full list of the applications received for Quarter 1 can be seen in Appendix A
 2 successful applicants withdrew their applications due to other funding not being awarded or due to the level of paperwork required.
 2 applications did not send in their acceptance packs in spite of a number of reminders and were therefore disqualified.
 1 event changed it's date to July and evaluation information will be examined in Quarter 2 report.
 The evidence considered in the monitoring (Appendix D) is based on 17 applications. The evaluation forms tend to be completed based on estimates and some do not provide feedback for all categories. This should be considered when referring to Appendix D.

Awards	Month	Total Number of Applications	Total Number Awarded	Total Number Declined
£ 1,500.00	April	4	1	3
£ 2,500.00	May	5	4	1
£ 11,200.00	June	22	19	3

- 3.5 From the £52,500 annual grant allocation, up to £5000 was set aside for events to celebrate the Queen's 90th Birthday in June 2016. Awards were offered up to £250. 10 applications were received. These applications were assessed by one Officer and approval made by the Head of Service for CLC and 10 awards were made for this of £250 each. These 10 applications are included in the 22 for June Events.
- 3.6 With the adoption of the online Grant system (GIFTS) for the 2016/17 reports can be generated automatically and will be uploaded onto the Tower Hamlets Council Online Grant Portal. This will allow access to the general public, Councillors and Commissioners to view the amounts awarded via the Event Fund, it will not however reflect any differentiation if awards have not been paid in full, or events have been cancelled as grant funding is released periodically subject to satisfactory project performance and evaluation. However the online Evaluation Form has not yet been finalised so the evaluations are still submitted using the old system of a word document form and collated manually.
- 3.7 A number of applications involved multiple events and multiple venues, which is reflected in the monitoring information. Events took place in 13 wards. Ward Coverage for successful events in Quarter 1

Wards covered by Event Fund, Quarter 1

Bethnal Green	3
Bow West	3
Lansbury	1
Limehouse	1
Mile End	4
Poplar	1
Shadwell	4
Spitalfields and Banglatown	8
St Dunstan's	1
St Peter's	1
Stepney Green	3
Weavers	5
Whitechapel	1



4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report complies with the requirement to provide a quarterly update report to the Commissioners Decision Making meeting on payments awarded from the Events Fund. The total available for grant funding community arts events in 2016/17 is £52,500. The process will continue to be managed through the Arts, Parks and Events team who consider the grant applications and assess them for the purposes of grant award.
- 4.2. For the period covering the first quarter of the financial year 24 applications were awarded grants totalling £15,200 out of the 31 applications received requesting total grants of £44,805. The enabled a coverage of events across 13 Wards with 22% of the events occurring in the Spitalfields and Banglatown Ward.
- 4.3. Awards of £500 or more, received an initial payment of 80% of the grant reflecting the spend profile of events that typically require necessary infrastructure to be purchased in advance of the events. The balance of the 20% of the award is retained until receipt of the completed evaluation form, final budget statement and all supporting documents as specified in the guidelines and criteria. The adoption of the online Grant system for the Events Fund will enable reporting and any required document submissions to be completed in the future through the Council's online portal.

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 7 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 quarterly performance update for the period 1st April 1st 2016 to 30th June 2016 on applications received for grants from the Events Fund.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Event Fund is designed to support small local events that bring people together and help promote a sense of community. The Event Fund helps to support the diverse local community to celebrate this richness of cultures helping to promote cultural understanding, a sense of inclusion and tolerance and promoting conditions conducive to a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.
- 6.2 All applicants must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the monitoring forms supplied to them which include a template for the recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.
- 6.2 An equality analysis has been completed (Appendix B); the Equality Analysis Quality Checklist (Appendix C), and Event Participants' Equalities Data is also attached (Appendix D).
- 6.3 The monitoring data collated from each round of applications indicated in the quarterly report, provides an overview of the characteristics and wards which need to be targeted for future rounds and officers endeavour to pro-actively engage with the community to increase participation in these areas through social media, and other targeted means. However, with limited resources, we have limited success in increasing participation.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The conditions of the Event Fund state that it cannot be the sole source of funding so in all cases it helps to lever in other funding and assistance in kind for community activity. It supports valuable community led activity supporting a range of key strategic objectives of the Council in a cost effective manner which would otherwise be unlikely to take place (annually it supports circa 40 – 50 community events). The Council therefore receives added value from the events supported through their additional funding received from other sources.
- 7.2 The current process of monthly application deadlines and the increasing pressure placed on the fund through increased numbers of applications and the additional layers of assessment mean that the fund is costly to maintain. Officers will be reviewing the process for 17/18, one option will be to look at reducing the number of deadlines to quarterly. This will ensure that each quarter is assessed fairly and equal weight is given to all applications within that quarter and funding amounts can be more consistent.
- 7.3 Approximately 70 hours of officer time were spent assessing the applications for the first quarter, with an additional 4 hours of officer's and the Head of Service for CLC's time for the approval of the awards. This does not include any of the time spent on admin or marketing support for the Event Fund during this time.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

N/A

9. RISK MANAGEMENT IMPLICATIONS

- 7.1 The Council retains a proportion of grant which is offered on receipt of monitoring information. Any group not providing required information would lose their second payment and may not be eligible for future funding. The Grant process is audited as determined by corporate risk management arrangements.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

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

11. SAFEGUARDING IMPLICATIONS

- 11.1 There are no specific safeguarding implications

Linked Reports, Appendices and Background Documents

Linked Report

- Event Fund Quarterly Report of Successful Applications April – June 2016

Appendices

- Appendix A Quarterly Grant Applications List
- Appendix B Equality Analysis (EA)
- Appendix C EA Checklist
- Appendix D Event Participants' Equalities Data

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

- None

Officer contact details for documents:

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

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount awarded	Amount requested	Full Budget for event
	APRIL			total			£ 1,500.00	£ 10,970.00	£ 20,512.00
7695	Drake music	06-Apr	Soundbox	Disability	Brady	Spitalfields & Banglatown	£ 1,500.00	£ 1,520.00	£ 7,910.00
7697	Umorpor Union	10-Apr	Dinner Party celebrating achievement		Regent's Lake Banqueting venue	Bow West	declined	£ 5,000.00	£ 4,400.00
7698	Daedalus	02-Apr	East Stories - Childrens workshops		Brady	Spitalfields & Banglatown	declined	£ 950.00	£ 3,202.00
7701	Soyttensen	14-Apr	Pohela Boishakh		Brady	Spitalfields & Banglatown	declined	£ 3,500.00	£ 5,000.00
	MAY			total			£ 2,500.00	£ 5,800.00	£ 30,902.00
7707	Rainbow FF	29 May - 5 June	Rainbow Film Festival		Rich Mix, Montefiore Centre, Brady Arts Centre, Genesis Cinema, Tarling Centre	Bethnal Green, Spitalfields and Banglatown, Shadwell, Weavers	£ 1,250.00	£ 3,500.00	£ 8,800.00
7709	Other Asias	29-May	DIY Cultures		Rich Mix	Weavers	£ 750.00	£ 1,000.00	£ 18,122.00
7711	Brick Lane Circle	7th May	Stand up Comedy	cohesion	Rich Mix	Weavers	declined	£ 800.00	£ 2,800.00
7729	Creative Support	28-May	Queen's Birthday	Queen's Birthday	Sue Starkey House	Stepney Green	£ 250.00	£ 250.00	£ 330.00
7732	Athol Square RA	28-May	Queen's Birthday	Queen's Birthday	Athol Square Car Park	Lansbury	£ 250.00	£ 250.00	£ 850.00
	JUNE			Total			£ 11,200.00	£ 28,035.00	£ 236,204.64
7696	Lower Regents Coalition	26-Jun	East End Canal Festival		Art Pavilion	Mile End	£ 1,000.00	£ 1,785.00	£ 7,225.00
7699	Dash Arts	01-Jun	Dash Art Dacha		Rich Mix	Weavers	£ 1,750.00	£ 2,500.00	£ 10,570.00
7710	Swadhinata Trust	19 - 21 June	Immigrants of Spitalfields		VARIOUS PLACES IN SPITALFILEDS AND BANGLATOWN INCLUDING BRICK LANE BOOKSHOP, BRICK LANE MOSQUE, HANBURY HALL, CHRIST CHURCH, WHITECHAPEL ART GALLERY, NELSON STREET SYNAGOGUE, 19 PRINCELET STREET, GUILDHALL LIBRARY AND SANDY'S ROW SYNAGOGUE	Spitalfields and Banglatown, Whitechapel	declined	£ 2,500.00	£ 11,270.00
7715	Story Spinner	15 june - 6 july	story share		V & A Museum of Childhood, Ted Roberts Sheltered Accommodation	Bethnal Green	£ 350.00	£ 500.00	£ 5,866.13
7716	Deep:Black	1 June - 30 Sept	Birds Crossing Borders		28 Redchurch St, Rich Mix	Weavers	£ 475.00	£ 1,500.00	£ 28,750.00
7717	Irish Traveller Movement	26-Jun	Gypsy Traveller Summer Fair		Mile End Park	Mile End	£ 500.00	£ 1,500.00	£ 3,453.00
7718	SPLASH	1-6 june	The 4 C's Celebrate		Poplar Ward estates	Poplar	£ 800.00	£ 1,000.00	£ 3,900.00
7719	THCH	12-Jun	Queen's Birthday	Queen's Birthday	Cable St Club Room	Shadwell	£ 250.00	£ 250.00	£ 300.00
7720	Auto Italia South East	11 - 30 June	Learning Live		Auto Italia	St Peter's	£ 1,000.00	£ 2,200.00	£ 17,000.00
7722	BSK	04-Jun	Boi Lit		Oxford House	St Peter's	declined	£ 1,500.00	£ 2,984.00
7724	FOTHCP	04-Jun	Summer Fayre		TH Cemetery Park	Mile End	£ 825.00	£ 2,500.00	£ 10,800.00
7725	Muslim Womens Collective	25-Jun	Queen's Birthday	Queen's Birthday	Berner Estate	Shadwell	£ 250.00	£ 250.00	£ 790.00
7726	GUYO	12-22 June	Bengal Comes To Bethnal Green		Brady Centre, Rich Mix, TH Primary Schools	various	declined	£ 1,300.00	£ 4,580.00
7727	Friends of Ford & Sidney Square	12-Jun	Queen's Birthday	Queen's Birthday	Sidney Square, Ford Square	Stepney Green, Whitechapel	£ 250.00	£ 250.00	£ 650.00
7728	Gateway Housing	11-Jun	Queen's Birthday	Queen's Birthday	Huddleston Close	Bow West	£ 250.00	£ 250.00	£ 2,089.51
7730	Spitalfields Music	10-Jun	once around the sun		Spitalfields Market	Spitalfields & Banglatown	£ 1,500.00	£ 2,500.00	£ 15,300.00
7731	Stepney City Farm	12-Jun	Queen's Birthday	Queen's Birthday	Stepney City Farm	Stepney Green	£ 250.00	£ 250.00	£ 3,250.00
7733	National Centre for Circus Arts	16-26 June	Depart		TH Cemetery Park	Mile End	£ 500.00	£ 2,500.00	£ 95,487.00
7734	Mukul and the Ghetto Tigers	19 June - 31 July	Abhijan		Kobi Nasrul Centre, Idea Store Whitechapel, Idea Store Watney Market	Spitalfields & Banglatown, Shadwell	£ 500.00	£ 2,000.00	£ 9,340.00
7735	Queen's Head Supporters	12-Jun	Queen's Birthday	Queen's Birthday	York Square Gardens	St Dunstan's	£ 250.00	£ 500.00	£ 800.00
7736	Chisenhale Ladder Neighbourhood	19-Jun	Queen's Birthday	Queen's Birthday	Chisenhale Road	Bow West	£ 250.00	£ 250.00	£ 1,000.00
7745	Cranbrook RA	12-Jun	Queen's Birthday	Queen's Birthday	Cranbrook Community Centre	Bethnal Green	£ 250.00	£ 250.00	£ 800.00
	Quarter 1						£ 15,200.00	£ 44,805.00	£ 287,618.64

1617				
awards	Month	total apps	awarded	declined
£ 1,500.00	April	4	1	3
£ 2,500.00	May	5	4	1
£ 11,200.00	June	22	19	3
£ 15,200.00	Total:	31	24	7

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Equality Analysis (EA)

Financial Year
2016/17

Section 1 – General Information (Aims and Objectives)

Name of the report

Event Fund - Report on Event Fund Awards 2016/17 – Quarter 1

This is to analyse the implementation of the Event Fund during the period of the first quarter of the financial year of 2016/17.

See Appendix
A

Current decision
rating



Service area:
CLC

Team name:
Culture, Learning and Leisure

Service manager:
Shazia Hussain, Service Head, Culture, Learning and Leisure

Name and role of the officer completing the EA:
Alison Denning, Festival and Events Officer

Section 2 – Evidence (Consideration of Data and Information)

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

The service collects the following data:

1. Protected characteristics that the events intended to focus on. This information was collected by the evaluation form.
2. Equalities data of people who benefited from the project in percentage. This information is collected by the successful applicants and included in the event evaluation form. The form requires the event organisers to specify if the number is actual or estimate.

1. Protected characteristics that the events intended to focus on

All the 24 events that were funded during this period focussed on or included at least one of the protected characteristics. The numbers of events that focused or part focused on each protected characteristic are as the table below.

Race	Age	Gender	Religion or belief	Disability	Gender reassignment	Sexual orientation	Marriage Civil partnership	Pregnancy maternity
6	15	2	6	3	1	1	0	0

2. Equality data of people who benefited from the events

All event applications need to demonstrate that their events will be accessible to deaf and disabled people, this includes venues, content and with some of the applications they specifically mentioned disabled people benefiting.

17 out of 24 organisations have submitted the evaluation form including the equality data of people who benefited from the events to the service. The details of the returned data are as attached Appendix D: Monitoring

The data of only one event, '90 Glorious Years' organised by 'Muslim Women's Collective is based on the actual survey results.

"90 Glorious Years" results are based on 87 respondents. The data of 8 events were identified as based on estimates, the data of 8 events were not identified as actual or estimate, and 6 have not been received at this point. Although the given data suggest that people from various backgrounds participated in the events, we are unable to analyse the data further.

Section 3 – Assessing the Impacts on the 9 Groups

Target Groups	Impact – Positive or Adverse	Reason(s)
	What impact will the proposal have on specific groups of service users or staff?	<ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Positive	6 events targeted this group. The given data suggest that a range of communities of this group participated in the events.
Disability	Positive	3 events targeted this group. The given data shows that this group participated in at least 7 events during this period.
Gender	Positive	2 events targeted this group. The given data suggest that both male and female participated in the events.
Gender Reassignment	Positive	One event targeted this group. The given data show some trans people participated in the events.
Sexual Orientation	Positive	1 events targeted this group. The given data suggest that this group participated in the events.
Religion or Belief	Positive	6 events targeted this group. The given data suggest that different groups participated in the events.
Age	Positive	15 events targeted this group. The given data suggest that different age groups participated in the events.
Marriage and Civil Partnerships.	Positive	0 events targeted this group. The given data suggest that people with various status of this group participated in the events.
Pregnancy and Maternity	Positive	0 events targeted this group. The given data suggest that people of this group participated in the events.
Other Socio-economic Carers		

Section 4 – Mitigating Impacts and Alternative Options

N/A

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

Yes?

No?

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

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

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

Section 5 – Quality Assurance and Monitoring

N/A

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

Yes?

No?

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

Does the policy/function comply with equalities legislation?

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

Yes?

No?

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

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

Section 6 - Action Plan

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

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

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1 Better collection of feedback	1 Evaluation & feedback form being moved to online system for 1617 should improve quality of data received	1 Online form should have been ready for June 2016 when first event evaluations were due. However delays in finalising the online process has meant that the evaluation form is still being submitted on the old form and data manually entered. 2 Identify priority areas and incorporate in criteria and	1 AD / NSJ AD	1 Evaluation form currently being uploaded onto online system Guidelines and Criteria for 1617

<p>2 Targeted marketing and outreach for the Event Fund highlighting priority protected characteristic areas</p>	<p>2 Raise awareness through Social media, web, Arts online newsletter, THCVS networks, print media, email</p>	<p>guidelines for Event Fund 1617 and create awareness campaigns on quarterly basis based on need.</p>	<p>already up and running and 1st quarter of EF applications received. Ongoing Assessment carried out to look at priority areas and target priority groups.</p>
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APPENDIX C: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Event Fund Applications for Events taking place in Quarter 1, financial year 2016/17
Directorate / Service	CLC/ Culture, Learning and Leisure
Lead Officer	Steve Murray, Head of Arts, Parks and Events
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div>Proceed with implementation</div> </div> <p>An Equality Analysis is attached.</p>

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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	Quarterly Report showing the awards made from the Event Fund 1617.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)?	Yes	An Equality Analysis (Appendix B) identifies the positive impact on the protected characteristics.

	Is there information about the equality profile of those affected?		Monitoring data included in the Evaluation Form provide an audience profile. The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Evaluation / monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service have evaluated the data and information provided by the applicants and recommended events making high enough scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics. The assessment questions and score sheet provide interpretation of impact against different protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The report is retrospective, however the Equalities Data (Appendix D) highlights areas to be included in an action plan for increasing outreach for the Equalities 9 protected Characteristics.

b	Have alternative options been explored	Yes	Applications which did not fully meet the criteria and priorities outlined in section 3.2 of the Report were not successful.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund procedures are reviewed annually along with its criteria and how it is marketed. Additional reviews are ongoing to ensure that any areas not being addressed are targeted.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The successful applicants will be asked to provide a completed evaluation form.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

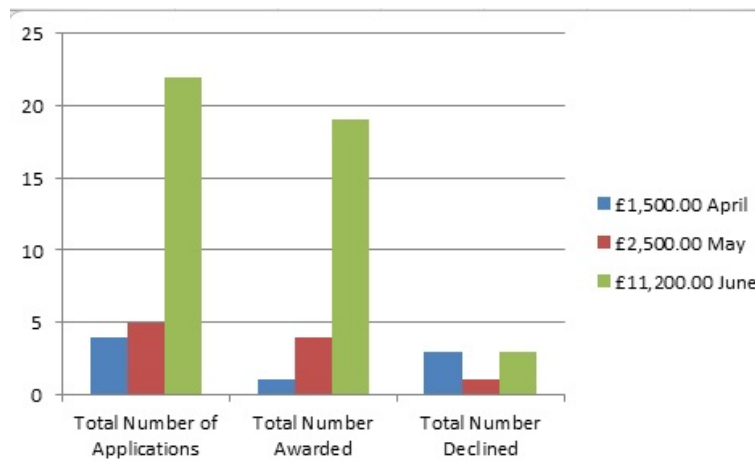
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**Appendix D
Event Fund 1617 Quarter 1 report
Monitoring information from Evaluations received post event.**

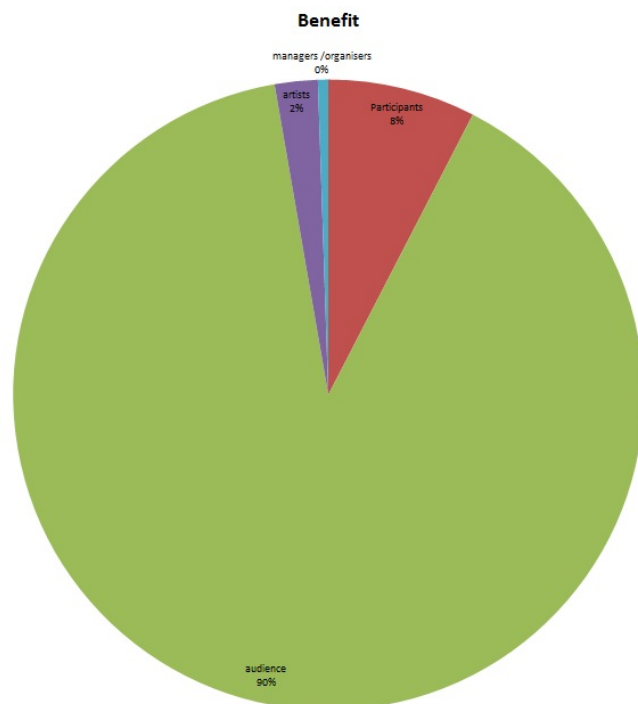
- A total of 24 Event Fund Applications were successful in Quarter 1
- 17 of these submitted their evaluation forms, and the calculations below are the percentages added together from each event evaluation.
- 2 applications withdrew their applications.
- 2 applications did not send in their acceptance forms and therefore did not receive funding.
- 1 event moved to July and will therefore be added to the quarter 2 report
- 2 events did not submit evaluations post event

Please note, that some applications will involve multiple events and multiple venues. The information included on the charts below is based on the Evaluations submitted, 16 were estimates and not all categories were scored in some of the forms.

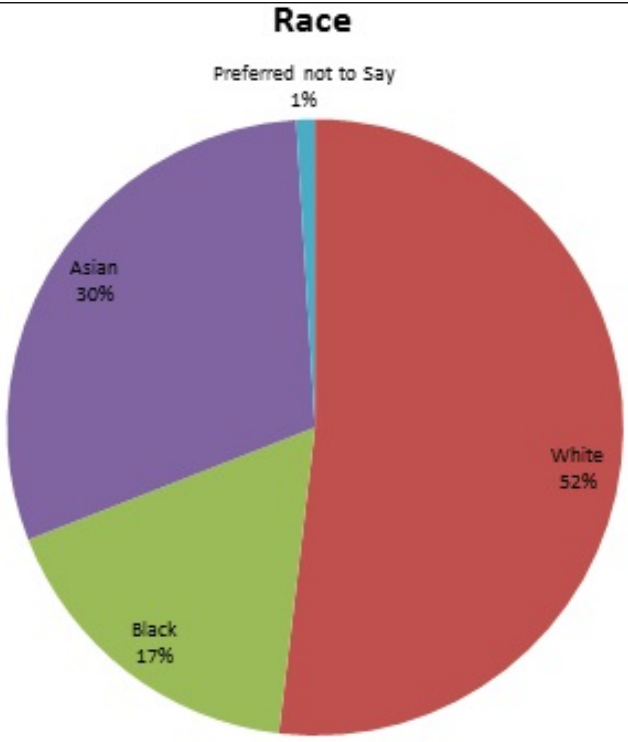
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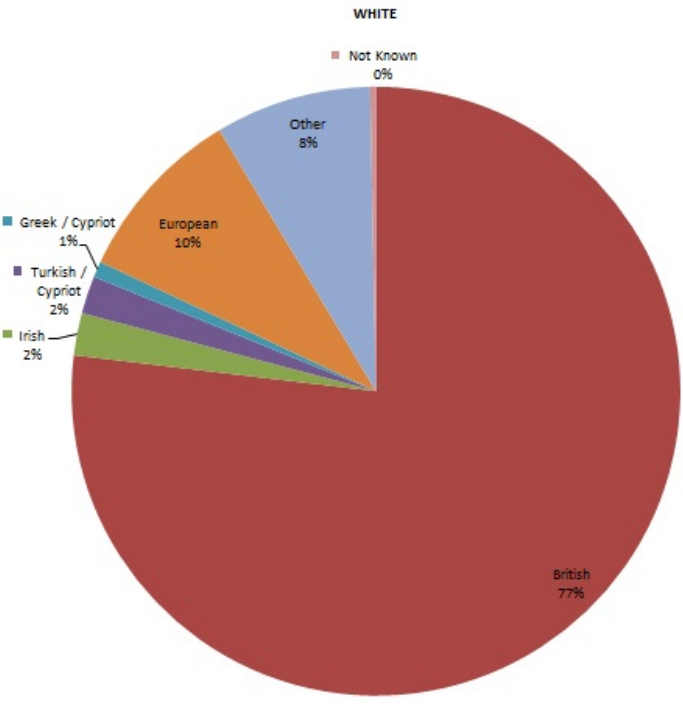
Benefit	
Participants	1562
audience	18490
artists	455
managers /organisers	109
total attendance	20616



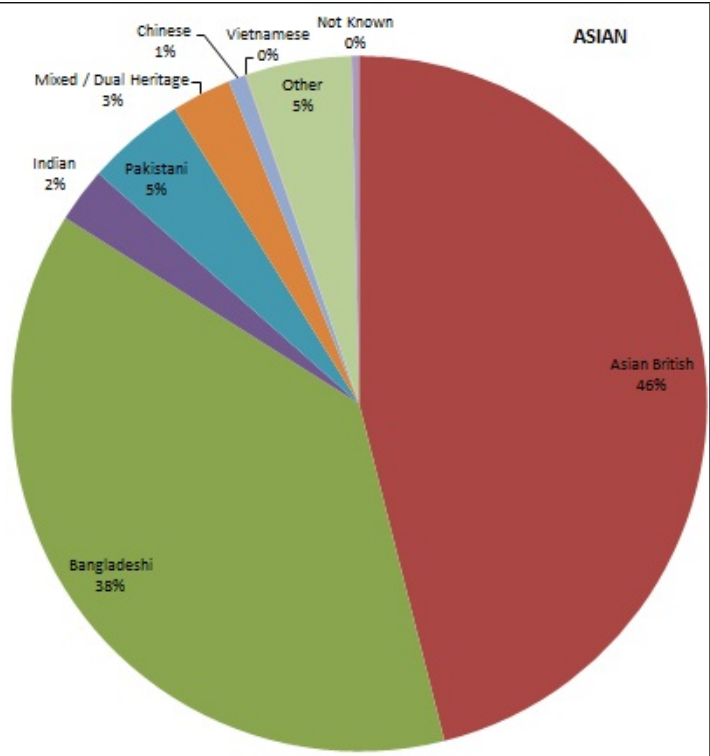
RACE	
White	10696
Black	3541
Asian	6175
Preferred not to Say	204



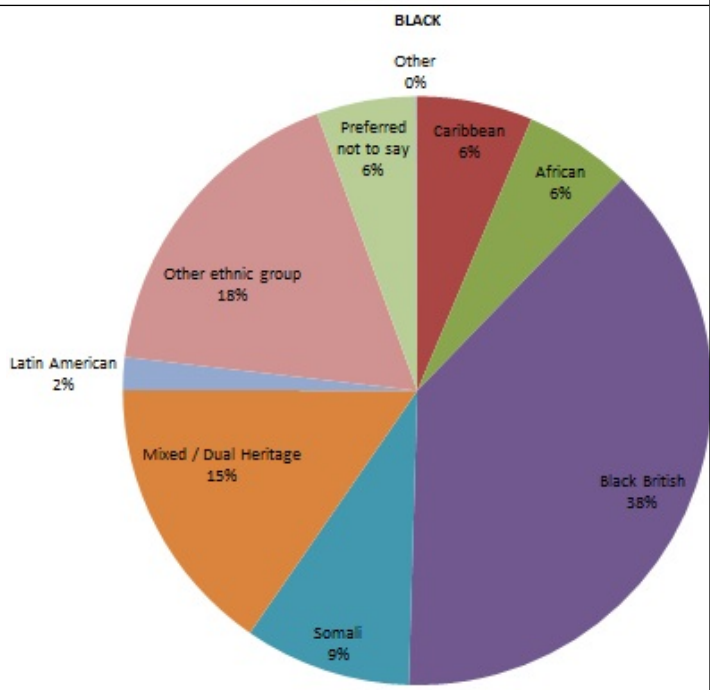
Ethnicity - White	
British	8224
Irish	240
Turkish / Cypriot	214
Greek / Cypriot	90
European	1008
Other	887
Not Known	33



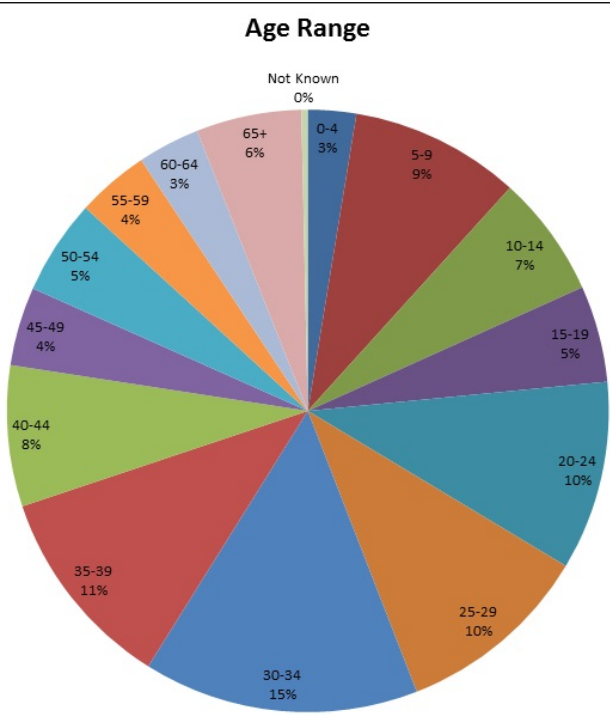
Ethnicity - Asian	
Asian British	2844
Bangladeshi	2341
Indian	157
Pakistani	284
Mixed / Dual Heritage	171
Chinese	50
Vietnamese	3
Other	304
Not Known	21



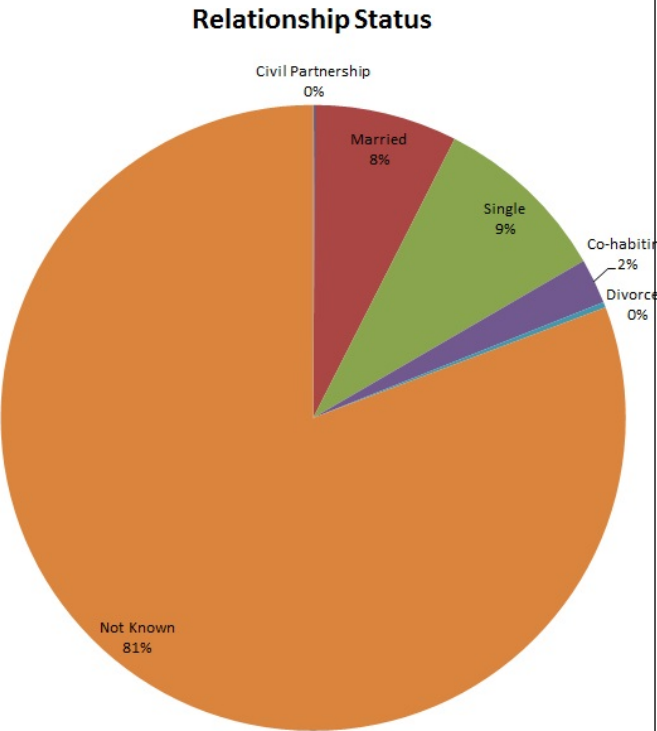
Ethnicity - Black	
Caribbean	237
African	221
Black British	1432
Somali	343
Mixed / Dual Heritage	577
Latin American	67
Other ethnic group	661
Not Known	204
Preferred not to say	3



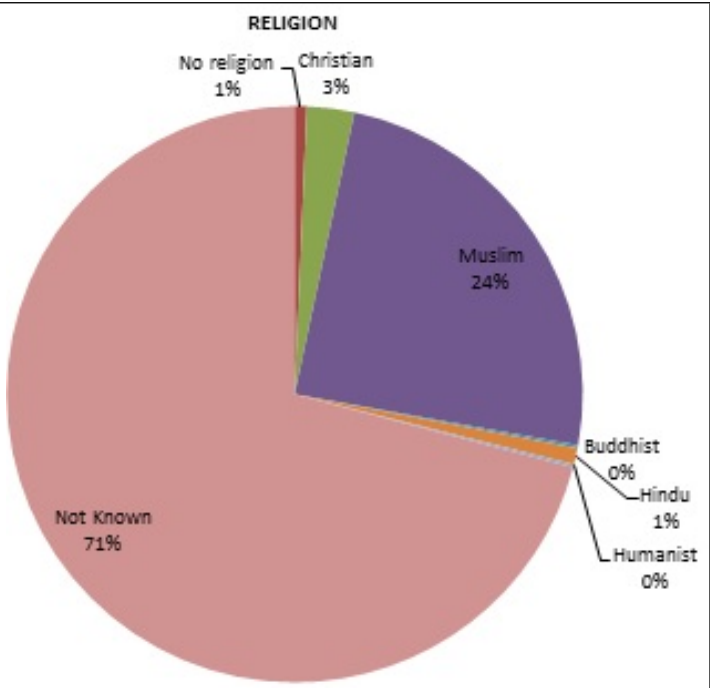
Age	
0-4	38
5-9	134
10-14	96
15-19	76
20-24	149
25-29	154
30-34	217
35-39	161
40-44	111
45-49	62
50-54	75
55-59	57
60-64	49
65+	83
Not Known	5



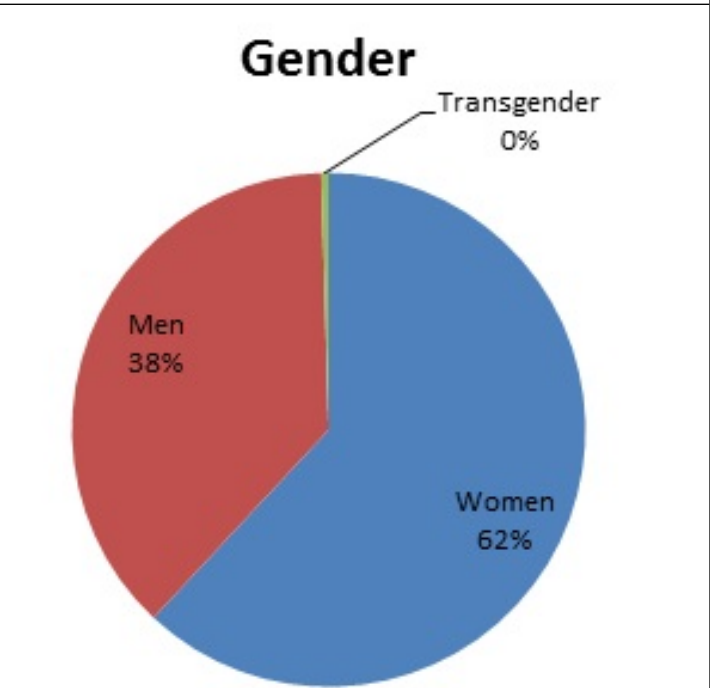
Relationship Status	
Civil Partnership	1
Married	79
Single	98
Co-habiting	25
Divorced	3
Not Known	864



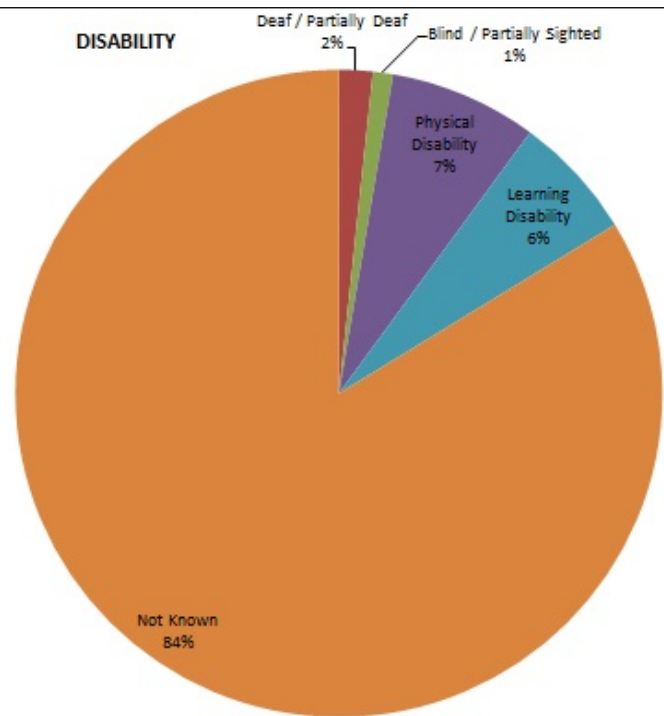
Religion	
No religion	8
Christian	32
Muslim	294
Buddhist	2
Hindu	11
Humanist	2
Not Known	851



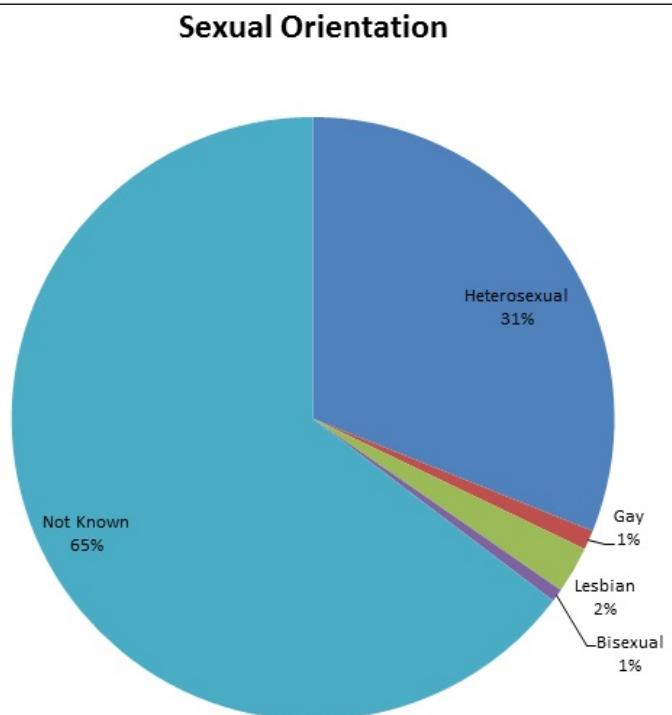
Gender	
Women	1047
Men	635
Transgender	8



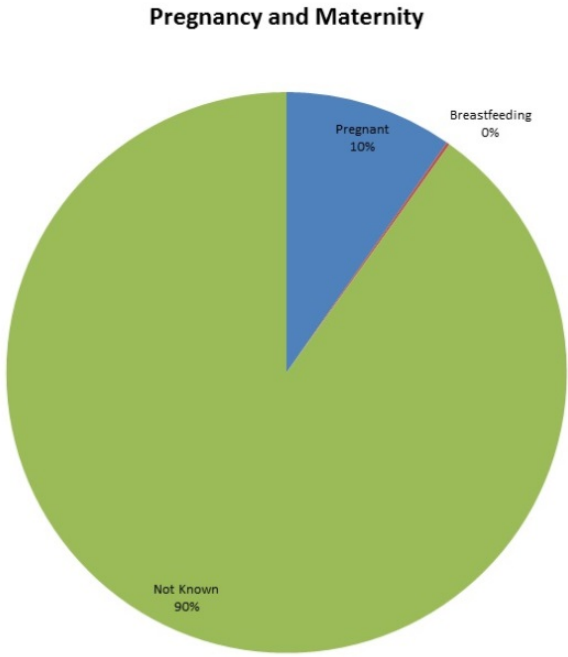
Disability	
Deaf / Partially Deaf	10
Blind / Partially Sighted	6
Physical Disability	44
Learning Disability	37
Not Known	499



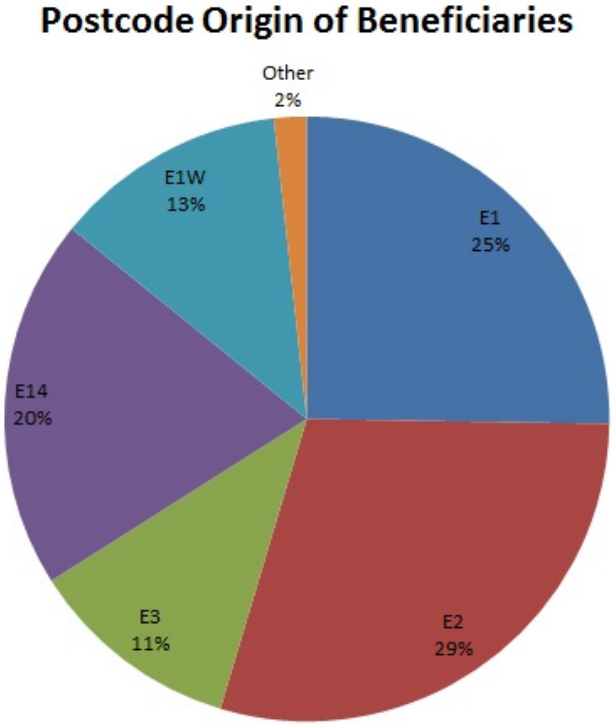
Sexual Orientation	
Heterosexual	359
Gay	12
Lesbian	29
Bisexual	8
Not Known	747



Pregnancy / Maternity	
Pregnant	107
Breastfeeding	2
Not Known	995

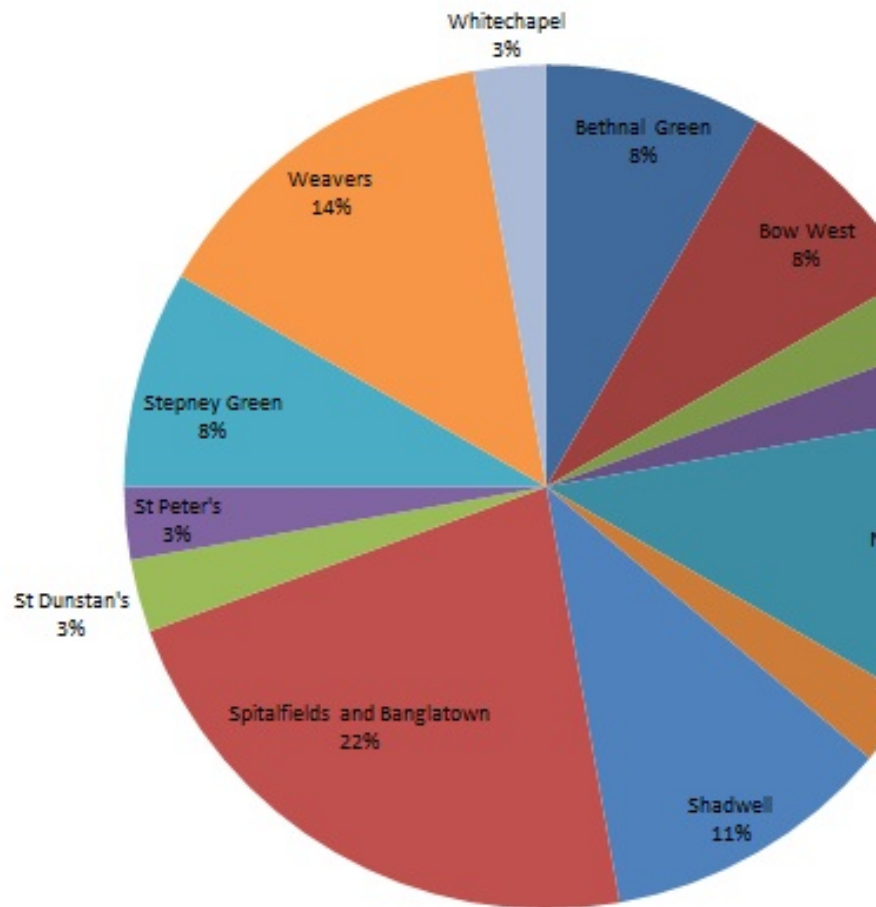


Postcode Areas	
E1	246
E2	286
E3	111
E14	193
E1W	121
Other	17



Ward Areas Served	
Bethnal Green,	3
Bow West	3
Lansbury	1
Limehouse	1
Mile End	4
Poplar	1
Shadwell	4
Spitalfields and Banglatown	8
St Dunstan's	1
St Peter's	1
Stepney Green	3
Weavers	5
Whitechapel	1

Number events in ward



Grants Forward Plan 2016/17

20 December 2016 – Commissioners Decision Making Meeting in Public				
	Report Title	Lead Officer	Officer Confirmation	Notes
1	Exercise of Commissioners Discretion	Steve Hill		
2	Grants Forward Plan	Steve Hill		
3	MSG Quarterly Monitoring Report	Steve Hill / Zena Cooke		

14 February 2017 – Commissioners Decision Making Meeting in Public				
	Report Title	Lead Officer	Officer Confirmation	Notes
1	Exercise of Commissioners Discretion	Steve Hill		
2	Grants Forward Plan	Steve Hill		
3	Event Fund Applications	Shazia Hussain / Steve Murray		

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Terms of Reference

1. Introduction and Aims

- 1.1 Member input is vital at the development and delivery stage of the grants process by ensuring that the overall objectives of the grant scheme are being met based on identified need, that a fair geographical distribution of funding is being proposed, and that the full range of community needs are being met.
- 1.2 The Grants Sub-Committee will support an objective, fair, transparent and co-ordinated approach to grant funding across the Council including but not restricted to the following.
- (a) overseeing the process and arrangements for awarding and administering grants and related procurement processes to ensure a strategic approach;
 - (b) overseeing the processing arrangements for developing grants criteria and assessment methodology
 - (c) overseeing the monitoring, performance management and evaluation arrangements in relation to funded projects; and
 - (d) ensuring fairness and transparency in the grant awarding process.
- 1.3 The Grants Sub-Committee will be mindful of the Council's objective to create an environment for a thriving Third Sector. In this context, the following are key factors:
- (a) improve partnership working between local organisations;
 - (b) provide longer-term funding to organisations;
 - (c) ensure that funding is aligned to the Strategic Plan and Community Plan;
 - (d) ensure that the Council achieves value for money from its grants; and
 - (e) ensure that funding supports appropriate services for the benefit of local residents.

2. Responsibilities

- 2.1 The Overview & Scrutiny Grants Sub-Committee will discharge the Council's statutory functions to undertake overview and scrutiny, insofar as these pertain to grants matters. This will include:
- (a) Reviewing and/or scrutinise recommendations, decisions made or actions taken in connection with the discharge of the council's grants;
 - (b) Advising the Mayor, DCLG Commissioners or Executive of key issues/questions arising in relation to grants reports due to be considered by the Mayor, DCLG Commissioners or Executive; and
 - (c) Making reports and/or recommendations to the full Council and/or the Mayor, DCLG Commissioners or Executive in connection with the discharge of grants functions
- 2.2 The Grants Sub-Committee will have a broad range of responsibilities. This will include scrutinising adherence to grant eligibility, appraisal, and monitoring arrangements.

- 2.3 Other areas of responsibility for the Grants Sub Committee include but are not restricted to the following:
- (a) monitoring and reviewing all grant programmes across the Council;
 - (b) maintaining an overview of performance and value for money for all London Borough of Tower Hamlets grant funding;
 - (c) support an appropriate, fair and transparent commissioning and appraisal process is followed when allocating any grant funding;
 - (d) ensure that the Service agreements used in relation to the various Council grant regimes are fit for purpose and that appropriate monitoring and assurance systems are implemented and in place; and
 - (e) receive grant programme performance, monitoring reports and agreeing appropriate action to be taken in respect of projects which are under-performing.

3. Membership

- 3.1 The membership of the Grants Sub-Committee will consist of the Lead Member for Resources (or his nominated Deputy) as Chair of the Grants Sub-Committee, with the composition consisting of three Members of the Overview and Scrutiny Committee from the administration and one each from the opposition parties (5 in total).

4. Actions and Responsibilities

- 4.1 Below are some of the specific actions and responsibilities required to ensure the effective operation of the Grants Sub-Committee.
- 4.2 **Servicing of meetings.** The servicing of meetings will be undertaken by the Council's Democratic Services Team and which work will include:
- (a) dispatch of reports;
 - (b) taking of minutes and recording of actions/decisions;
 - (c) dissemination of minutes and decisions; and
 - (d) audio recording of meetings.
- 4.3 **Meeting frequency.** The Grants Sub-Committee will meet as required in order to consider grant awards in a timely manner.
- 4.4 Officers preparing reports for consideration must liaise with Democratic Services in good time to ensure that meetings are able to be convened as required to consider reports.
- 4.5 **Preparation and presentation of Reports.** The Lead Manager/Officer of the appropriate grant/funding programme will be responsible for preparing and presenting reports to the Grants Sub-Committee. This will include:
- (a) preparing reports and recommendations;
 - (b) obtaining legal and financial clearance of reports;
 - (c) sending completed reports to Democratic Services for dispatch;
 - (d) presenting reports ; and

(e) implementing actions/decisions agreed.

- 4.6 **Record of attendance.** All members of the Sub-Committee present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.

5. Proceedings

- 5.1 The Grants Sub-Committee will generally meet in public and conduct its proceedings in accordance with the relevant rules of procedure contained in the Council's Constitution such as the:

- (a) Council Procedure Rules;
- (b) Access to Information Procedure Rules, and
- (c) The Overview and Scrutiny Procedure Rules.

- 5.2 For the purposes of the Grants Sub-Committee, Rule 19 of the Council Procedure Rules (Petitions) applies.

6. Declaration of Interests

- 6.1 In accordance with the Council's Code of Conduct for Members, Members are reminded that it is a requirement to declare disclosable pecuniary interests and any other interest that they may have within the published register of interests.

7. Decision making

- 7.1 Currently the Council is subject to Direction from the Secretary of State and Commissioners are responsible for decision making on Grants.

8. Public Engagement

- 8.1 The Sub-Committee will engage local people in the delivery of its work programme and strategic issues on grants within the Council whilst directing representations on individual issues to the Commissioners and the Executive.

Updated: September 2016

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