

# GRANTS DETERMINATION (CABINET) SUB-COMMITTEE

## MAYOR

Mayor John Biggs

## MEMBERS

Councillor Sirajul Islam

(Statutory Deputy Mayor and Cabinet Member for  
Housing Management & Performance)

Councillor Rachael Saunders

Deputy Mayor and Cabinet Member for Education  
& Children's Services

Councillor Asma Begum

(Cabinet Member for Culture)

## Deputies:

Councillor David Edgar

[The quorum for the meeting is 3 Members]

## MEETING DETAILS

**Tuesday, 14 February 2017 at 5.00 p.m.**

**MP702, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London  
E14 2BG.**

**The meeting is open to the public to attend.**

## Further Information

The public are welcome to attend meetings of the Grants Determination Sub-Committee.

### Contact for further enquiries:

Antonella Burgio, Senior Committee Services Officer,  
Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG  
Tel: 020 7364 4881

E-mail: [antonella.burgio@towerhamlets.gov.uk](mailto:antonella.burgio@towerhamlets.gov.uk)

Web: <http://www.towerhamlets.gov.uk/committee>

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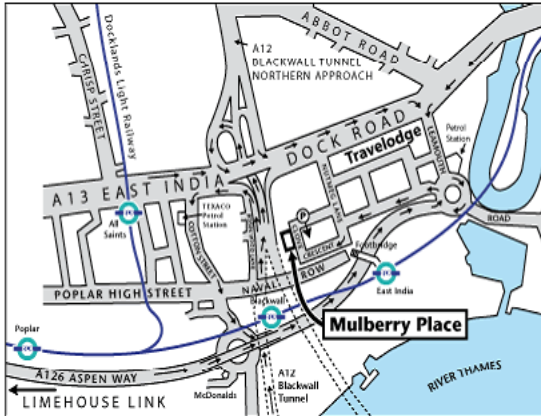
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**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the meeting held on 17 January 2017.  
TO FOLLOW.

**4. CONSIDERATION OF PUBLIC SUBMISSIONS**

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

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

**5. EXERCISE OF COMMISSIONERS' DISCRETIONS**

To note for information individual decisions relating to the award of grants that have been taken by Commissioners since the last CDMM meeting.

**6. REPORTS FOR CONSIDERATION**

**6 .1 Event Fund - Report on Event Fund Awards 2016-17 Quarter 2** (Pages 11 - 58)

**6 .2 Zero Emissions Network Phase Two** (Pages 59 - 74)

**6 .3 Mainstream Grant monitoring report - Update** (Pages 75 - 86)

**6 .4 Grants Forward Plan** (Pages 87 - 88)

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

The next meeting will be held at Tuesday, 28 March 2017 and MP702, 7th Floor, 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:-


- Graham White, Acting Corporate Director of Governance and Interim Monitoring Officer  
020 7364 4800

## APPENDIX A: Definition of a Disclosable Pecuniary Interest

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

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

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<b>Commissioner Decision Report</b> <b>17 January 2017</b>	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Zena Cooke, Corporate Director Resources	<b>Classification:</b> Unrestricted
<b>Exercise of Commissioners Discretion</b>	

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

## **EXECUTIVE SUMMARY**

This report sets out details of any decisions that have been 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 Any decisions made under Commissioners discretion are set out in the attached appendix 1. In this instance, decisions were made by Commissioners on the 20<sup>th</sup> December 2016 regarding the Council's Emergency Funding, phase 8, where 4 applications were received totalling £40,725.02 and these are set out in appendix 1. The Emergency Funding Programme is in place to enable local voluntary and community organisations to apply for what is often referred to as life-and-limb support. The Scheme was established in September 2014 with a one-off budget allocation of £250,000. A revised criteria was agreed by Commissioners at their meeting on the 27<sup>th</sup> September 2016. The maximum available grant is £20,000 (within a rolling 12-month period). To date 18 awards have been made over 7 phases totalling £161,476. The available budget remaining is £88,524.
- 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 Emergency Funding Phase 8. 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 31<sup>st</sup> March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.3. 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 1 would have been identified and evaluated as an integral part of the process which led to the decisions.

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

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

## **9. RISK MANAGEMENT IMPLICATIONS**

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

**10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

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

**11. SAFEGUARDING IMPLICATIONS**

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

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**Linked Reports, Appendices and Background Documents**

**Linked Report**

- NONE

**Appendices**

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

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

- None

**Officer contact details for documents:**

- Steve Hill, Head of Benefits Services  
Telephone Number: 0207 364 7252  
[Steve.Hill@towerhamlets.gov.uk](mailto:Steve.Hill@towerhamlets.gov.uk)

## EXERCISE OF COMMISSIONERS DISCRETION

Date Considered	Name of Grant & Description	Organisation / Recipient	Decision	Grant Requested	Amount Awarded	Directorate	Officer Contact
20 Dec 2016	Emergency Funding – Phase 8	Acorn FC	No funding approved – organisation did not meet eligibility requirements	£6,465	£0	Resources	Mohammed Ahad 020 7364 2762
20 Dec 2016	Emergency Funding – Phase 8	Island House Community Centre	No funding approved – requested funding is for the continuation of a pilot project which falls outside of the remit of the emergency funding programme	£20,000	£0	Resources	Mohammed Ahad 020 7364 2762
20 Dec 2016	Emergency Funding – Phase 8	IoD Bangladeshi Association & Cultural Centre	No funding approved – organisation did not meet eligibility requirements	£2,000	£0	Resources	Mohammed Ahad 020 7364 2762
20 Dec 2016	Emergency Funding – Phase 8	The Rooted Forum	Decision deferred – further information required from organisation regarding their reserves	£12,260.02	Decision deferred	Resources	Mohammed Ahad 020 7364 2762

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<p align="center"><b>Grants Determination Sub Committee</b></p> <p align="center">14<sup>th</sup> February 2017</p>	 <p align="center"><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Debbie Jones, Corporate Director for Children's Directorate</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Event Fund - Report on Event Fund Awards 2016/17 – Quarter 2</b>  <b>Feedback on awards for events taking place in July, August and September 2016</b></p>	

<b>Lead Member</b>	<b>Councillor Asma Begum, Cabinet Member for Culture</b>
<b>Originating Officer(s)</b>	Alison Denning
<b>Wards affected</b>	All Wards
<b>Key Decision?</b>	No – No decision required
<b>Community Plan Theme</b>	<b>One Tower Hamlets</b>

## 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 covers Event Fund Applications for events between July 1<sup>st</sup> 2016 and September 30<sup>th</sup> 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

- Delegated authority for awards to be authorised by the Service Head for Culture Learning & Leisure [now, Divisional Director, Sports, Leisure, Culture & Youth] was granted by the Commissioners on 9<sup>th</sup> September 2015.

## **Recommendations:**

The Mayor and Grants Determination Sub Committee is/are recommended to:

There are no recommendations to the Mayor in Cabinet;  
This is a quarterly report of Event Fund Grant applications made and awards approved by the Divisional Director Sports, Leisure, Culture & Youth for applications for events taking place in July, August and September 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 2 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 £12,000 was awarded in Quarter 2.

- 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.

3.3 Following the assessment of applications received a report is submitted to the Divisional Director, Sports, Leisure, Culture & Youth for consideration with a meeting with a Festivals and Events Officer to discuss the recommendations and agree awards. For full details of the Guidelines and Criteria, please see Appendix E.

3.4 A total of 18 Applications were received in Quarter 2  
 A total of 11 Applications were awarded funding.  
 A total of 7 applications were declined funding.  
 A full list of the applications received for Quarter 2 can be seen in Appendix A  
 1 event from Quarter 1 (Dash Arts Dacha) changed the event date to July and evaluation information will be examined in Appendix D of this report.  
 The evidence considered in the monitoring (Appendix D) is based on 12 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.

<b>Awards</b>	<b>Month</b>	<b>Total Number of Applications</b>	<b>Total Number Awarded</b>	<b>Total Number Declined</b>
£ 3800	July	5	4	1
£ 3500	August	5	3	2
£ 4700	September	8	4	4

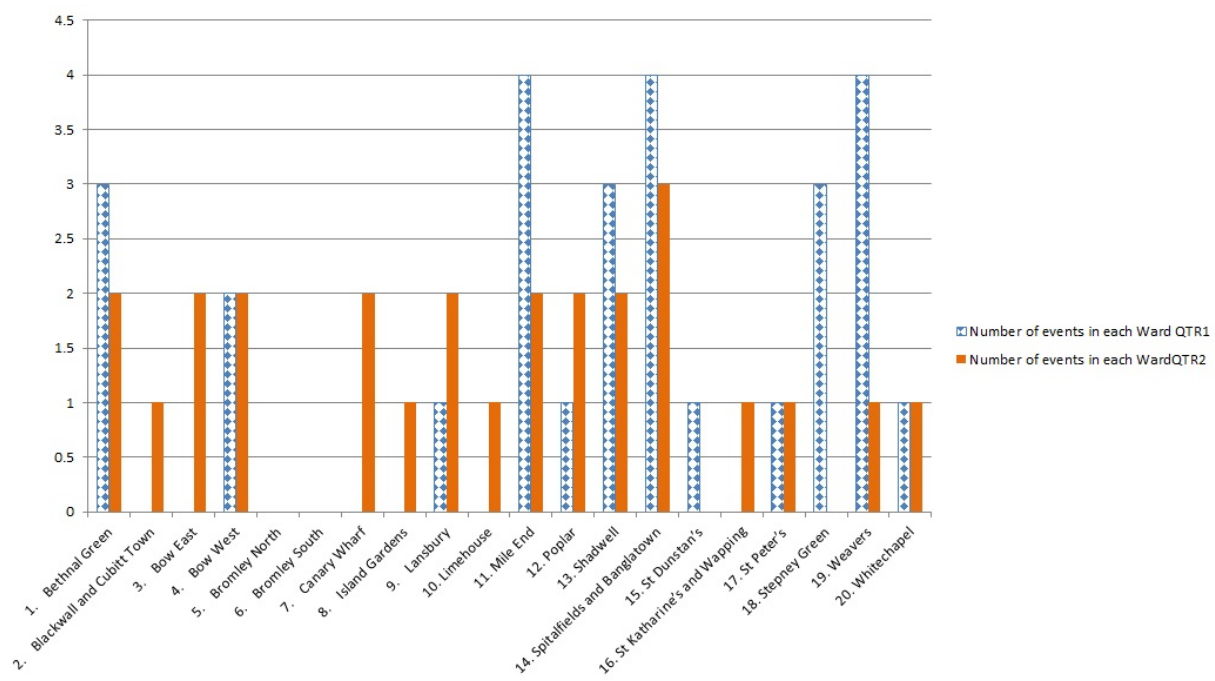
3.5 A number of applications involved multiple events and multiple venues, which is reflected in the monitoring information. Events took place in 16 wards. The Table below illustrates the number of events which were funded in each ward during quarter 2 was 2.

As a response to the lack or low numbers of Event Fund applications from certain wards in the previous year and the first quarter, there has been additional targeting and marketing to encourage applications through the Event Fund priorities, Our East End publication, our website, social media, and e-newsletters.

The table and chart below below shows the number of events in each ward from July to September 2016 in comparison to quarter 1 (April to June 2016).

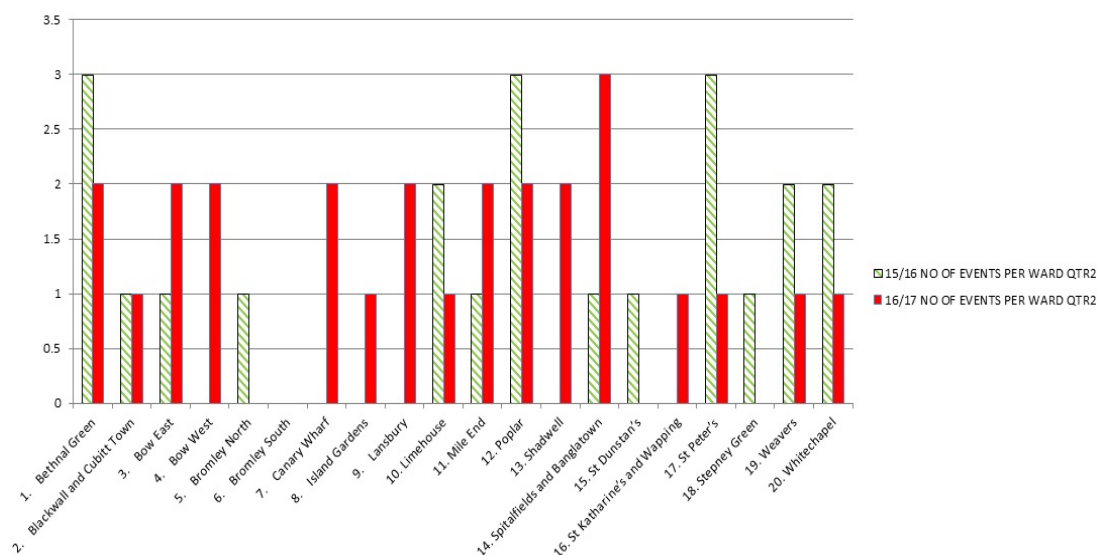
<b>WARD PROFILE -</b>	<b>Number of events in each Ward QTR1</b>	<b>Number of events in each Ward QTR2</b>
1. Bethnal Green	3	2
2. Blackwall and Cubitt Town	0	1
3. Bow East	0	2
4. Bow West	2	2
5. Bromley North	0	0
6. Bromley South	0	0
7. Canary Wharf	0	2

WARD PROFILE -	Number of events in each Ward QTR1	Number of events in each Ward QTR2
8. Island Gardens	0	1
9. Lansbury	1	2
10. Limehouse	0	1
11. Mile End	4	2
12. Poplar	1	2
13. Shadwell	3	2
14. Spitalfields and Banglatown	4	3
15. St Dunstan's	1	0
16. St Katharine's and Wapping	0	1
17. St Peter's	1	1
18. Stepney Green	3	0
19. Weavers	4	1
20. Whitechapel	1	1



The table and chart below indicates the comparison with quarter 2 in 1516, and shows that 6 wards had a reduction in the number of events on last year, however there was an increase in events in 9 wards 8 of which were priority wards.

WARD PROFILE - COMPARISON 15/16 AND 16/17 QTR 2	15/16	16/17
	No of events in each Ward QTR2	No of events in each Ward QTR2
1. Bethnal Green	3	2
2. Blackwall and Cubitt Town	1	1
3. Bow East	1	2
4. Bow West	0	2
5. Bromley North	1	0
6. Bromley South	0	0
7. Canary Wharf	0	2
8. Island Gardens	0	1
9. Lansbury	0	2
10. Limehouse	2	1
11. Mile End	1	2
12. Poplar	3	2
13. Shadwell	0	2
14. Spitalfields and Banglatown	1	3
15. St Dunstan's	1	0
16. St Katharine's and Wapping	0	1
17. St Peter's	3	1
18. Stepney Green	1	0
19. Weavers	2	1
20. Whitechapel	2	1



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

- 4.1 This report complies with the requirement to provide a quarterly update report to the Grants' 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. To date a total of £27,200 has been awarded for quarters

one and two with the balance remaining of £25,300 still to be allocated. The process is 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 second quarter of this financial year a total of 11 grant applications were successful receiving grants totalling £12,000 out of a total of 18 applications, requesting total grants of £33,879. This enabled coverage of a total of 26 events to be delivered across 16 Wards in the Borough. By comparison for the same period in the previous year, only 22 events were delivered across 13 Wards.
- 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 2017/18 will benefit the Events Fund, enabling completion of all reporting and submission of required documents to be made 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). Best Value considerations have also been addressed in paragraph 7 of this 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 Grants Determination Sub Committee with a quarterly performance update for the period 1 July 2016 to 30 September 2016 on applications received for grants from the Events Fund.
- 5.4 There are no other immediate legal implications arising from this report.

## **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.
- 6.4 We received feedback from the Commissioners and Grants Scrutiny Sub Committee when presenting the Quarter 1 Report in November 2016 that the process is difficult for some organisations and that further work is needed to engage with the whole borough. We are now in the process of setting up workshops prior to the new 17/18 quarterly deadline in partnership with THCVS both to raise awareness and to increase community engagement and support applications in Wards where there is low take up.

## **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. A decision was made at the Commissioners meeting on Tuesday 8<sup>th</sup> November 2016 to move the deadlines to quarterly for 2017/18. 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 Due to changes in the administration and assessment of the Event Fund in 2016/17 which now necessitates additional cross-departmental input, and sign off by the Divisional Director, a review is to be carried out in January / February 2017 to look at how the new process has performed, and agree the formal arrangements for the assessment and administration of the Event Fund awards moving to the quarterly process in 2017/18.

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

N/A

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 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

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## **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
- Appendix E Event Fund Guidelines and Criteria

## **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](mailto:alison.denning@towerhamlets.gov.uk) 020 7364 7907

## APPENDIX A - FULL LIST OF EVENT FUND APPLICATIONS 16/17 QUARTER 2

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount requested	Amount awarded	Total ESTIMATED cash income for event including EF request APPLICATION	Total Actual cash income for event including EF award POST EVENT	Estimated number of beneficiaries APPLICATION	Actual number of beneficiaries POST EVENT	Assessment Score	Reason declined / comments
7699	Dash Arts	01-Jun	Dash Art Dacha		Rich Mix	Weavers	£ 2,500.00	£ 1,750.00	£ 7,900.00	£ 5,605.00	3,156	1,544	74	moved to 1st - 3rd July dates. AWARD GIVEN FROM QUARTER 1 BUDGET
	<b>JULY</b>						<b>£ 10,456</b>	<b>£ 3,800</b>						
7721	Hikapee	24-Jul	Home		Island Gardens	Island Gardens	£ 1,680.00	£ 800.00	£ 29,646.00	£ 28,496.00	810	413	80	
7723	FOMEP	03-Jul	Park Life		Mile End Park	Mile End	£ 2,300.00	£ 1,500.00	£ 6,483.60	£ 5,184.00	939	1,837	73	
7738	Green Candle Dance Co	13 - 14 July	Sagacity!	Age	Oxford House	St Peter's	£ 1,976.00	£ 750.00	£ 5,932.00	£ 3,253.80	303	289	65	
7739	Young and Talented	02-Jul	Tiny Stories Summer Event	Age	Oxford House	St Peter's	£ 2,500.00	NIL	£ 2,900.00	N/A	100	N/A	45	high costs, low number of beneficiaries, high reliance on EF, insufficient evidence that would be of benefit to wider community beyond regular users. Insufficient score
7740	Teviot Partnership	16-Jul	Langdon Park Festival		Langdon Park	Lansbury	£ 2,000.00	£ 750.00	£ 9,000.00	NOT RECEIVED	471	NOT RECEIVED	77	
	<b>AUGUST</b>						<b>£ 8,673</b>	<b>£ 3,500</b>						
7708	Kazzum	22 - 26 Aug	Head Space		V & A Museum of Childhood	Bethnal Green	£ 2,500.00	£ 2,000.00	£ 8,500.00	£ 3,870.00	8,526	3,006	89	
7747	London Athletics	07-Aug	London Athletics Community Games		Mile End Park / Stadium	Mile End	£ 1,000.00	NIL	£ 3,017.00	N/A	535	N/A	0	high costs, low number of beneficiaries, high reliance on EF, insufficient evidence that would be of benefit to wider community beyond regular users. Nominal arts content - Sports event.
7748	SPLASH	1 - 26 Aug	Blackwall Road Show		5 estates in Lap 7	Poplar	£ 1,000.00	£ 500.00	£ 3,035.00	£ 2,990.00	2,249	2,606	66	
7749	Open Book Theatre	1 - 26 aug	Terrible Tails		Libraries and Idea Stores: Cubitt, Watney, Bow, Chrisp St, Whitechapel, Canary W	Blackwall & Cubitt Town, Shadwell, Bow West, Lansbury, Spitalfields & Banglatown, Canary Wharf	£ 1,680.00	£ 1,000.00	£ 9,560.00	NOT RECEIVED	506	NOT RECEIVED	84	
7750	Early Years Network	03-Aug	Play Day		Victoria Park and Mile End Park	Mile End, Bow West	£ 2,493.00	NIL	£ 2,493.00	N/A	216	N/A	55	Budget did not indicate any additional cash funding (other amounts not stated if cash or in kind). insufficient evidence that would be of benefit to wider community beyond regular users. Nominal arts content. Insufficient score
	<b>SEPTEMBER</b>						<b>£ 14,750</b>	<b>£ 4,700</b>						
7752	Tamarind Theatre	11-30 Sept	Umrao Jaan - Circle of Light		Brady Arts Centre, George Green School	Spitalfields & Banglatown, Island Gardens	£ 1,500.00	NIL	£ 2,680.00		253		65.5	although it scored above the minimum for funding, the event was largely aimed at schools and was not open to the wider community, there was a ticket price, and high reliance on the Event Fund.

APPENDIX A - FULL LIST OF EVENT FUND APPLICATIONS 16/17 QUARTER 2

No	Organisation name	Event Date	Event name	Project / theme	Venue	Ward	Amount requested	Amount awarded	Total ESTIMATED cash income for event including EF request APPLICATION	Total Actual cash income for event including EF award POST EVENT	Estimated number of beneficiaries APPLICATION	Actual number of beneficiaries POST EVENT	Assessment Score	Reason declined / comments
7753	Saudha Society	25th Sept - 10th Dec	Bangla Music Festival		Kobi, Rich Mix, Rough Trade, River Poet, Town House, Idea Store Whitechapel, Brady	Weavers, Spitalfields & Banglatown,	£ 2,000.00	£ 1,000.00	£ 4,520.00	NOT RECEIVED	875	NOT RECEIVED	70	
7754	Providence Row HA	01-Sep	Dellow Nights 2016		Providence Row, E1 7SA	Spitalfields & Banglatown	£ 2,500.00	NIL	£ 4,743.76	N/A	160	N/A	56	costs high for number of beneficiaries, insufficient evidence that open to wider community, nominal arts content. Limited benefit. Insufficient score.
7755	Theatre Centre	21-Sep	Layla's Room	BHM	Mulberry School & Bigland Centre	Shadwell	£ 800.00	NIL	£ 1,650.00	N/A	133	N/A	51	Insufficient score - high costs, largely takes place in schools (all workshops in schools) limited access and insufficient evidence that benefits wider community.
7756	Yard Theatre	17-Sep	Hub 67 Relaunch		Hub 67	Bow East	£ 1,490.00	£ 700.00	£ 1,990.00	£ 1,200.00	341	363	84	
7757	Up Projects	23-25 Sept 16	Swarming the Castle		Mile End Park / canal	Mile End	£ 2,000.00	£ 1,000.00	£ 12,510.00	£ 11,074.00	2,467	1,407	74	
7761	Universal Brand	30 Sept - 29 Oct	TRIBE	BHM	The Republic Gallery, Brady Centre	Spitalfields & Banglatown, Poplar	£ 2,000.00	NIL	£ 6,850.00	N/A	1,522	N/A	71	Although it scored above the minimum for funding, the event was largely reliant on sales of merchandise and artwork to cover costs which was seen as very risky and not really viable. Income targets were unrealistic.
7766	Grand Union Music Theatre Ltd	23 Sept - 8 Oct	Remembering Cable Street	Cable Street	St John's Church, Brady Centre, St Leonard's Church	St Katherine's & Wapping, Bow East & West, Canary Wharf, Limehouse, Poplar, Shadwell, Whitechapel, Bethnal Green, Spitalfields & Banglatown	£ 2,460.00	£ 2,000.00	£ 8,610.00	NOT RECEIVED	1,248	NOT RECEIVED	83	
Quarter 2							£ 33,879	£ 12,000						

1617				
awards	Month	total apps	awarded	declined
£ 3,800.00	July	5	4	1
£ 3,500.00	August	5	3	2
£ 4,700.00	September	8	4	4
£ 12,000.00	Total:	18	11	

# 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 2

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:  
Children's

Team name:  
Arts, Parks and Events  
Sports, Leisure, Culture & Youth

Service manager:  
Judith St John, Acting Divisional Director

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.

### 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.

10 out of 12 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: Event Participants Equalities Data.

## 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"> <li>Please add a narrative to justify your claims around impacts and,</li> <li>Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making</li> </ul> <p>Please also how the proposal will promote the three One Tower Hamlets objectives?</p> <ul style="list-style-type: none"> <li>-Reducing inequalities</li> <li>-Ensuring strong community cohesion</li> <li>-Strengthening community leadership</li> </ul>
Race	Positive	The given data suggest that a range of communities of this group participated in the events.
Disability	Positive	The given data shows that this group participated in at least 6 events during this period.
Gender	Positive	The given data suggest that both male and female participated in the events.
Gender Reassignment	Positive	The given data show some trans people participated in the events.
Sexual Orientation	Positive	There are data that this group participated in two funded event..
Religion or Belief	Positive	It appears that various groups participated in at least one funded event.
Age	Positive	The given data suggest that different age groups participated in the events.
Marriage and Civil Partnerships.	Positive	The data do not show the relationship status of the participants.
Pregnancy and Maternity	Positive	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.*

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

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1 Simplify the Evaluation form to make it more accessible to EF awardees	1 Modify and refine the categories.	1 Some modification will be investigated for 1718 to simplify the categories and a more comprehensive review will be done for future rounds.	1 AD	1 First modification to be done by end of March 2017
2 More streamlined collation of monitoring data	2 Create online evaluation system. Staff trained or given refresher training in GIFTS	2 Evaluation process to be put online for 1718	AD / NSJ	2 Evaluation form to be online by end of April 2017



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## APPENDIX cC: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Event Fund Applications for Events taking place in Quarter 2, financial year 2016/17</b>
<b>Directorate / Service</b>	<b>Children's /Sports, Leisure, Culture &amp; Youth</b>
<b>Lead Officer</b>	<b>Steve Murray, Head of Arts, Parks and Events</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (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> <b>Proceed with implementation</b> </div> </div> <p>An Equality Analysis is attached.</p>

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)
<b>1</b>	<b>Overview of Proposal</b>		
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?		<p>Monitoring data included in the Evaluation Form provide an audience profile.</p> <p>The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.</p>
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
<b>a</b>	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>b</b>	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service has evaluated the data and information provided by the applicants and recommended events making high enough scores.
<b>c</b>	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
<b>3</b>	<b>Assessing Impact and Analysis</b>		
<b>a</b>	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	<p>The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics.</p> <p>The assessment questions and score sheet provide interpretation of impact against different protected characteristics.</p>
<b>b</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.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
<b>a</b>	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 4 of the Event Fund 2016/17 Guidelines and Criteria were not successful.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
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.  The second payment of 20% will not be made until the Council receive required documents including a completed evaluation form and equalities monitoring.
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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No	Organisation	Project	Date of proposed project (from Application Form)	When did the event/project take place? (From Evaluation Form)
7699	Dash Arts	Dash Art Dacha	01/06/2016	Friday 1st July 7pm – 12am Saturday 2nd July 12pm – 12am Sunday 3rd July 12pm – 12am
7721	Hikapee	Home	24/07/2016	24th July 2016 9am – 7pm (Shows at 1pm & 4:30PM)
7723	FOMEF	Park Life	03/07/2016	Sunday 3 <sup>rd</sup> July 2016 (12-5PM)
7738	Green Candle Dance Co	Sagacity!	13 -14 /07/2016	Friday 29th July - 9am – 6pm Saturday 30th July – 9am – 9pm  The event dates were changed to later on in the month due to a lack of sufficient space available in the event venue on the original dates.
7740	Teviot Partnership	Langdon Park Festival	16/07/2016	Saturday 16 <sup>th</sup> July 2016
7708	Kazzum	Head Space	22 - 26 /08/2016	Monday 29 <sup>th</sup> August – Sunday 4 <sup>th</sup> September 2016
7748	SPLASH	Blackwall Road Show	1 - 26 /08/2016	July 29th - August 25th 2016
7749	Open Book Theatre	Terrible Tails	1 - 26 /08/2016	no evaluation received
7753	Saudha Society	Bangla Music Festival	25/09/2016 - 10/12/2016	no evaluation received
7756	Yard Theatre	Hub 67 Relaunch	17/09/2016	Saturday 17th September 2016, 12pm-4pm
7757	Up Projects	Swarming the Castle	23-25 /09/2016	23 <sup>rd</sup> to 25 <sup>th</sup> September 2016
7766	Grand Union Music Theatre Ltd	Remembering Cable Street	23/09/2016 - 08/10/2016	08-Oct-16



Organisation	Project	Sexual Orientation				
		Heterosexual and bisexual	Lesbian	Gay	Bisexual	Not Known
Dash Arts	Dash Art Dacha					100%
Hikapee	Home					100%
FOMEP	Park Life					100%
Green Candle Dance Co	Sagacity/ Candle Dance Co					100%
Teviot Partnership	Langdon Park Festival					100%
Kazzum	Head Space					
SPLASH	Blackwall Road Show	80%	5%			15%
Open Book Theatre	Terrible Tails					
Saudha Society	Bangla Music Festival					
Yard Theatre	Hub 67 Relaunch					100%
Up Projects	Swarming the Castle	47%	7%	4%	12%	30%
Grand Union Music Theatre Ltd	Remembe ring Cable Street					

Organisation	Project	Gender		
		Women	Men	Transgender
Dash Arts	Dash Art Dacha	56%	45%	
Hikapee	Home	50%	50%	
FOMEP	Park Life	50%	50%	
Green Candle Dance Co	Sagacity/ Candle Dance Co	80%	20%	
Teviot Partnership	Langdon Park Festival	65%	35%	
Kazzum	Head Space	66%	35%	
SPLASH	Blackwall Road Show	70%	30%	
Open Book Theatre	Terrible Tails			
Saudha Society	Bangla Music Festival			
Yard Theatre	Hub 67 Relaunch	56%	45%	
Up Projects	Swarming the Castle	70%	30%	
Grand Union Music Theatre Ltd	Remembering Cable Street	54%	46%	0%

Organisation	Project	Relationship Status				
		Civil Partnership	Married	Single	Co-habiting	Divorced
Dash Arts	Dash Art Dacha					100%
Hikapee	Home					100%
FOMEP	Park Life					100%
Green Candle Dance Co	Sagacity/ Dance Co					100%
Teviot Partnership	Langdon Park Festival					100%
Kazzum	Head Space					
SPLASH	Blackwall Road Show					
Open Book Theatre	Terrible Tails					
Saudha Society	Bangla Music Festival					
Yard Theatre	Hub 67 Relaunch					100%
Up Projects	Swarming the Castle					100%
Grand Union Music Theatre Ltd	Remembe ring Cable Street					

Organisation	Project	Postcode Areas					
		E1	E2	E3	E4	E1W	Other
Dash Arts	Dash Art Dacha	9%	5%	3%	3%		
Hikapee	Home	Not provided as used a very old evaluation form					
FOMEP	Park Life	Lost the sheets					
Green Candle Dance Co	Sagacity/ Dance Co	6.3%	1.5%	17.0%	0.9%	0.0%	
Teviot Partnership	Langdon Park Festival	3%	3%	12%	82%		
Kazzum	Head Space	1%	3%	3%	2%	2%	
SPLASH	Blackwall Road Show				100%		
Open Book Theatre	Terrible Tails						
Saudha Society	Bangla Music Festival						
Yard Theatre	Hub 67 Relaunch	2%	8%	31%	2%	2%	
Up Projects	Swarming the castle	7%	8%	12%	2%	2%	
Grand Union Music Theatre Ltd	Remembering Cable Street	5%	7%	1%	2%	1%	

Organisation	Project	Benefit				
		Participants	audience	artists	managers organisers	total attendance
Dash Arts	Dash Art Dacha	All Artists	1500	40	4	1544
Hikapee	Home	0	400	10	3	413
FOMEP	Park Life	900	1000	30	7	1637
Green Candle Dance Co	Sagacity/ Dance Co	89	126	70	4	289
Teviot Partnership	Langdon Park Festival	30	386	45	9	470
Kazzum	Head Space	1000	2000	3	3	3006
SPLASH	Blackwall Road Show	1000	1500	100	6	2606
Open Book Theatre	Terrible Tails					
Saudha Society	Bangla Music Festival					
Yard Theatre	Hub 67 Relaunch	130	211	16	6	363
Up Projects	Swarming the Castle	90	1294	19	4	1407
Grand Union Music Theatre Ltd	Rememberin g Cable Street	200	300	30	5	535

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No	Organisation	Project	Date of proposed project (from Application Form)	When did the event/project take place? (From Evaluation Form)
7699	Dash Arts	Dash Art Dacha	01/06/2016	Friday 1st July 7pm – 12am Saturday 2nd July 12pm – 12am Sunday 3rd July 12pm – 12am
7721	Hikapee	Home	24/07/2016	24th July 2016 9am – 7pm (Shows at 1pm & 4:30PM)
7723	FOMEF	Park Life	03/07/2016	Sunday 3 <sup>rd</sup> July 2016 (12-5PM)
7738	Green Candle Dance Co	Sagacity!	13 -14 /07/2016	Friday 29th July - 9am – 6pm Saturday 30th July – 9am – 9pm  The event dates were changed to later on in the month due to a lack of sufficient space available in the event venue on the original dates.
7740	Teviot Partnership	Langdon Park Festival	16/07/2016	Saturday 16 <sup>th</sup> July 2016
7708	Kazzum	Head Space	22 - 26 /08/2016	Monday 29 <sup>th</sup> August – Sunday 4 <sup>th</sup> September 2016
7748	SPLASH	Blackwall Road Show	1 - 26 /08/2016	July 29th - August 25th 2016
7749	Open Book Theatre	Terrible Tails	1 - 26 /08/2016	no evaluation received
7753	Saudha Society	Bangla Music Festival	25/09/2016 - 10/12/2016	no evaluation received
7756	Yard Theatre	Hub 67 Relaunch	17/09/2016	Saturday 17th September 2016, 12pm-4pm
7757	Up Projects	Swarming the Castle	23-25 /09/2016	23 <sup>rd</sup> to 25 <sup>th</sup> September 2016
7766	Grand Union Music Theatre Ltd	Remembering Cable Street	23/09/2016 - 08/10/2016	08-Oct-16

Organisation	Project	White										Asian										Black									
		British	Irish	Traveller Irish	Turkish / Cypriot	Greek / Cypriot	Gypsy / Roma	European	Other	Not Known		Asian British	Bangladeshi	Other	Indian	Pakistani	Mixed / Dual Heritage	Chinese	Vietnamese		Not Known	Caribbean	African	Black British	Somali	Mixed / Dual Heritage	Other	Latin American	Other ethnic group	Not Known	Preferred not to say
Dash Arts	Dash Art Dacha	14%	6%					31%	17%										3%			6%				14%	3%	6%			
Hikapee	Home	60%						20%				5%										5%	5%	5%							
FOMEF	Park Life									50%				20%				5%	5%							20%					
Green Candle Dance Co	Sagacity!	65%	5%					8%				4%	8%		5%							5%		6%				4%			
Teviot Partnership	Langdon Park Festival	30%			2%			1%	5%			25%	5%		2%	2%		3%	1%			1%	1%	15%	5%		2%				
Kazzum	Head Space	40%					2%	25%				15%					3%							10%		5%					
SPLASH	Blackwall Road Show	20%	5%										60%									10%			2%				3%		
Open Book Theatre	Terrible Tails																														
Saudia Society	Bangla Music Festival																														
Yard Theatre	Hub 67 Relaunch	59%										8%										8%				8%			13%		
Up Projects	Swarming the Castle	52%	1%					6%	6%			8%	2%		1%	1%	1.5%	1.5%					2%	9%	1%	8%					
Grand Union Music Theatre Ltd	Remembering Cable Street	15%	0%	0%	5%	0%	5%	5%	0%			10%	10%	0%	0%	0%	5%	10%	0%		0%	5%	5%	10%	10%	0%	0%	5%			

Organisation	Project	Age														
		0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Not Known
Dash Arts	Dash Art Dacha	14% Under 14			1%	2%	24%	29%	19%	10%	2%	1%	2%	1%	2%	
Hikapee	Home		15%	5%	5%	5%	10%	15%	10%	10%	5%	5%	5%	5%	5%	
FOMEP	Park Life	10%	15%	15%	10%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	
Green Candle Dance Co	Sagacity!			2%		4%	2%	6%	5%	7%	7%	10%	19%	19%	19%	
Teviot Partnership	Langdon Park Festival	10%	12%	5%	8%	6%	10%	10%	9%	5%	5%	4%	6%	4%	6%	
Kazzum	Head Space	20%	20%	20%		1%	2%	7%	9%	6%	3%	3%	3%	1%	5%	
SPLASH	Blackwall Road Show	8%	8%	15%	15%		20%	20%			5%	4%			5%	
Open Book Theatre	Terrible Tails															
Saudha Society	Bangla Music Festival															
Yard Theatre	Hub 67 Relaunch		4%			23%	20%	10%	10%	10%	10%	1%	1%	1%	10%	
Up Projects	Swarming the Castle			3%	5%	15%	22%	23%	6%	8%	3%	4%	5%		6%	
Grand Union Music Theatre Ltd	Remembering Cable Street	0%		1%	8%	5%	12%	10%	5%		5%	12%	14%	18%	10%	

Organisation	Project	Pregnancy /		
		Pregnant	Breastfeeding	Not Known
Dash Arts	Dash Art Dacha			100%
Hikapee	Home			100%
FOMEP	Park Life	1%		99%
Green Candle Dance Co	Sagacity!			100%
Teviot Partnership	Langdon Park Festival			100%
Kazzum	Head Space			
SPLASH	Blackwall Road Show			
Open Book Theatre	Terrible Tails			
Saudha Society	Bangla Music Festival			
Yard Theatre	Hub 67 Relaunch			100%
Up Projects	Swarming the Castle			100%
Grand Union Music Theatre Ltd	Remembering Cable Street			

Organisation	Project	Disability						
		Alzheimer's	Dementia	Deaf / Partially Deaf	Blind / Partially Sight	Physical Disability	Learning Disability	Not Known
Dash Arts	Dash Art Dacha	7% of audience consider themselves to have a disability						
Hikapee	Home							100%
FOMEF	Park Life				1%	1%	1%	
Green Candle Dance Co	Sagacity!			5%		15%		
Teviot Partnership	Langdon Park Festival							100%
Kazzum	Head Space			1%	1%	1%	1%	
SPLASH	Blackwall Road Show					4%		
Open Book Theatre	Terrible Tails							
Saudha Society	Bangla Music Festival							
Yard Theatre	Hub 67 Relaunch					23%		
Up Projects	Swarming the Castle							6% of our audience stated they have a disability but were not asked to specify details
Grand Union Music Theatre Ltd	Remembering Cable Street							

Organisation	Project	Religion									
		Agnostic	No religion	Christian	Jewish	Muslim	Buddhist	Sikh	Hindu	Humanist	Another religion
Dash Arts	Dash Art Dacha										
Hikapee	Home										
FOMEF	Park Life										
Green Candle Dance Co	Sagacity!										
Teviot Partnership	Langdon Park Festival										
Kazzum	Head Space										
SPLASH	Blackwall Road Show			25%		70%					
Open Book Theatre	Terrible Tails										
Saudha Society	Bangla Music Festival										
Yard Theatre	Hub 67 Relaunch										
Up Projects	Swarming the Castle										
Grand Union Music Theatre Ltd	Remembering Cable Street										

Organisation	Project	Sexual Orientation				
		Heterosexual	Lesbian	Gay	Bisexual	Not Known
Dash Arts	Dash Art Dacha					100%
Hikapee	Home					100%
FOMEP	Park Life					100%
Green Candle Dance Co	Sagacity!					100%
Teviot Partnership	Langdon Park Festival					100%
Kazzum	Head Space					
SPLASH	Blackwall Road Show	80%	5%			15%
Open Book Theatre	Terrible Tails					
Saudha Society	Bangla Music Festival					
Yard Theatre	Hub 67 Relaunch					100%
Up Projects	Swarming the Castle	47%	7%	4%	12%	30%
Grand Union Music Theatre Ltd	Remembering Cable Street					

Organisation	Project	Gender		
		Women	Men	Transgender
Dash Arts	Dash Art Dacha	55%	45%	
Hikapee	Home	50%	50%	
FOMEP	Park Life	50%	50%	
Green Candle Dance Co	Sagacity!	80%	20%	
Teviot Partnership	Langdon Park Festival	65%	35%	
Kazzum	Head Space	65%	35%	
SPLASH	Blackwall Road Show	70%	30%	
Open Book Theatre	Terrible Tails			
Saudha Society	Bangla Music Festival			
Yard Theatre	Hub 67 Relaunch	55%	45%	
Up Projects	Swarming the Castle	70%	30%	
Grand Union Music Theatre Ltd	Remembering Cable Street	54%	46%	0%

Organisation	Project	Relationship Status					
		Civil Partnership	Married	Single	Co-habiting	Divorced	Not Known
Dash Arts	Dash Art Dacha						100%
Hikapee	Home						100%
FOMEF	Park Life						100%
Green Candle Dance Co	Sagacity!						100%
Teviot Partnership	Langdon Park Festival						100%
Kazzum	Head Space						
SPLASH	Blackwall Road Show						
Open Book Theatre	Terrible Tails						
Saudha Society	Bangla Music Festival						
Yard Theatre	Hub 67 Relaunch						100%
Up Projects	Swarming the Castle						100%
Grand Union Music Theatre Ltd	Remembering Cable Street						

Organisation	Project	Postcode Areas					
		E1	E2	E3	E14	E1W	Other
Dash Arts	Dash Art Dacha	9%	5%	3%	3%		
Hikapee	Home	Not provided as used a very old evaluation form					
FOMEF	Park Life	Lost the sheets					
Green Candle Dance Co	Sagacity!	6.3%	1.5%	17.0%	0.9%	0.0%	
Teviot Partnership	Langdon Park Festival	3%	3%	12%	82%		
Kazzum	Head Space	1%	3%	3%	2%	2%	
SPLASH	Blackwall Road Show				100%		
Open Book Theatre	Terrible Tails						
Saudha Society	Bangla Music Festival						
Yard Theatre	Hub 67 Relaunch	2%	8%	31%	2%	2%	
Up Projects	Swarming the Castle	7%	8%	12%	2%	2%	
Grand Union Music Theatre Ltd	Remembering Cable Street	5%	7%	1%	2%	1%	

Organisation	Project	Benefit				
		Participants	audience	artists	managers /organisers	total attendance
Dash Arts	Dash Art Dacha	All Artists	1500	40	4	1544
Hikapee	Home	0	400	10	3	413
FOMEF	Park Life	800	1000	30	7	1837
Green Candle Dance Co	Sagacity!	89	126	70	4	289
Teviot Partnership	Langdon Park Festival	30	386	45	9	470
Kazzum	Head Space	1000	2000	3	3	3006
SPLASH	Blackwall Road Show	1000	1500	100	6	2606
Open Book Theatre	Terrible Tails					
Saudha Society	Bangla Music Festival					
Yard Theatre	Hub 67 Relaunch	130	211	16	6	363
Up Projects	Swarming the Castle	90	1294	19	4	1407
Grand Union Music Theatre Ltd	Remembering Cable Street	200	300	30	5	535

No	Organisation	Project	Date of proposed project (from Application Form)	When did the event/project take place? (From Evaluation Form)	Benefit					White								
					Participants	audience	artists	managers /organisers	total attendance	British	Irish	Traveller Irish	Turkish / Cypriot	Greek / Cypriot	Gypsy / Roma	European	Other	Not Known
7699	Dash Arts	Dash Art Dacha	01/06/2016	Friday 1st July 7pm – 12am Saturday 2nd July 12pm – 12am Sunday 3rd July 12pm – 12am	All Artists	1500	40	4	1544	14%	6%					31%	17%	
7721	Hikapee	Home	24/07/2016	24th July 2016 9am – 7pm (Shows at 1pm & 4:30PM)	0	400	10	3	413	60%						20%		
7723	FOMEF	Park Life	03/07/2016	Sunday 3 <sup>rd</sup> July 2016 (12-5PM)	800	1000	30	7	1837									50%
7738	Green Candle Dance Co	Sagacity!	13 -14 /07/2016	Friday 29th July - 9am – 6pm Saturday 30th July – 9am – 9pm  The event dates were changed to later on in the month due to a lack of sufficient space available in the event venue on the original dates.	89	126	70	4	289	65%	5%					8%		
7740	Teviot Partnership	Langdon Park Festival	16/07/2016	Saturday 16 <sup>th</sup> July 2016	30	386	45	9	470	30%			2%			1%	5%	
7708	Kazzum	Head Space	22 - 26 /08/2016	Monday 29 <sup>th</sup> August – Sunday 4 <sup>th</sup> September 2016	###	2000	3	3	3006	40%					2%	25%		
7748	SPLASH	Blackwall Road Show	1 - 26 /08/2016	July 29th - August 25th 2016	###	1500	100	6	2606	20%	5%							
7749	Open Book Theatre	Terrible Tails	1 - 26 /08/2016															
7753	Saudha Society	Bangla Music Festival	25/09/2016 - 10/12/2016															
7756	Yard Theatre	Hub 67 Relaunch	17/09/2016	Saturday 17th September 2016, 12pm-4pm	130	211	16	6	363	59%								
7757	Up Projects	Swarming the Castle	23-25 /09/2016	23 <sup>rd</sup> to 25 <sup>th</sup> September 2016	90	1294	19	4	1407	52%	1%					6%	6%	
7766	Grand Union Music Theatre Ltd	Remembering Cable Street	23/09/2016 - 08/10/2016	08-Oct-16	200	300	30	5	535	15	0	0	5	0	5	5	0	

Asian									Black									Gender			
Asian British	Bangladeshi	Other	Indian	Pakistani	Mixed / Dual Heritage	Chinese	Vietnamese	Not Known	Caribbean	African	Black British	Somali	Mixed / Dual Heritage	Other	Latin American	Other ethnic group	Not Known	Preferred not to say	Women	Men	Transgender
							3%			6%			14%	3%	6%				55%	45%	
5%									5%	5%	5%								50%	50%	
		20%				5%	5%							20%					50%	50%	
4%	8%		5%						5%		6%					4%			80%	20%	
25%	5%		2%	2%		3%	1%		1%	1%	15%	5%		2%					65%	35%	
15%					3%						10%		5%						65%	35%	
	60%								10%			2%				3%			70%	30%	
8%									8%				8%			13%			55%	45%	
8%	2%		1%	1%	1.5%	1.5%				2%	9%	1%	8%						70%	30%	
10	10	0	0	0	5	10	0	0	5	5	10	10	0	0	5				54%	46%	0%

[illegible]

Religion										Sexual Orientation					Pregnancy / Maternity			Relationship Status							Postcode Areas					
Agnostic	No religion	Christian	Jewish	Muslim	Buddhist	Sikh	Hindu	Humanist	Another religion	Not Known	Heterosexual	Lesbian	Gay	Bisexual	Not Known	Pregnant	Breastfeeding	Not Known	Civil Partnership	Married	Single	Co-habiting	Divorced	Not Known	E1	E2	E3	E4	E1W	Other
										100%					100%			100%						100%	9%	5%	3%	3%		
										100%					100%			100%						100%	Not provided as used a very old evaluation form					
										100%					100%	1%		99%						100%	Lost the sheets					
										100%					100%			100%						100%	6.3%	1.5%	17.0%	0.9%	0.0%	
										100%					100%			100%						100%	3%	3%	12%	82%		
																									1%	3%	3%	2%	2%	
		25%		70%						5%	80%	5%			15%													100%		
										100%					100%			100%						100%	2%	8%	31%	2%	2%	
										100%	47%	7%	4%	12%	30%			100%						100%	7%	8%	12%	2%	2%	
																									5%	7%	1%	2%	1%	

No	Organisation	Project	Date of proposed project (from Application Form)	When did the event/project take place? (From Evaluation Form)	Benefit					White				
					Participants	audience	artists	managers /organisers	total attendance	British	Irish	Traveler Irish	Turkish / Cypriot	Greek / Cypriot
7699	Dash Arts	Dash Art Dacha	01/06/2016	Friday 1st July 7pm – 12am Saturday 2nd July 12pm – 12am Sunday 3rd July 12pm – 12am	All Artists	1500	40	4	1544	14%	6%			
7721	Hikapee	Home	24/07/2016	24th July 2016 9am – 7pm (Shows at 1pm & 4:30PM)	0	400	10	3	413	60%				
7723	FOMEPE	Park Life	03/07/2016	Sunday 3 <sup>rd</sup> July 2016 (12-5PM)	800	1000	30	7	1837					
7738	Green Candle Dance Co	Sagacity!	13 -14 /07/2016	Friday 29th July - 9am – 6pm Saturday 30th July – 9am – 9pm  The event dates were changed to later on in the month due to a lack of sufficient space available in the event venue on the original dates.	89	126	70	4	289	65%	5%			
7740	Teviot Partnership	Langdon Park Festival	16/07/2016	Saturday 16 <sup>th</sup> July 2016	30	386	45	9	470	30%			2%	
7708	Kazzum	Head Space	22 - 26 /08/2016	Monday 29 <sup>th</sup> August – Sunday 4 <sup>th</sup> September 2016	1000	2000	3	3	3006	40%				
7748	SPLASH	Blackwall Road Show	1 - 26 /08/2016	July 29th - August 25th 2016	1000	1500	100	6	2606	20%	5%			
7749	Open Book Theatre	Terrible Tails	1 - 26 /08/2016											
7753	Saudha Society	Bangla Music Festival	25/09/2016 - 10/12/2016											
7756	Yard Theatre	Hub 67 Relaunch	17/09/2016	Saturday 17th September 2016, 12pm-4pm	130	211	16	6	363	59%				
7757	Up Projects	Swarming the Castle	23-25 /09/2016	23 <sup>rd</sup> to 25 <sup>th</sup> September 2016	90	1294	19	4	1407	52%	1%			
7766	Grand Union Music Theatre Ltd	Remembering Cable Street	23/09/2016 - 08/10/2016	08-Oct-16	200	300	30	5	535	15	0	0	5	0

[illegible]

Age														Disability							Religion				
0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Not Known	Alzheimer's	Dementia	Deaf / Partially Deaf	Blind / Partially Sight	Physical Disability	Learning Disability	Not Known	Agnostic	No religion	Christian	Jewish
14% Under 14			1%	2%	24%	29%	19%	10%	2%	1%	2%	1%	2%		7% of audience consider themselves to have a disability										
	15%	5%	5%	5%	10%	15%	10%	10%	5%	5%	5%	5%	5%								100%				
10%	15%	15%	10%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%					1%	1%	1%					
		2%		4%	2%	6%	5%	7%	7%	10%	19%	19%	19%				5%		15%						
10%	12%	5%	8%	6%	10%	10%	9%	5%	5%	4%	6%	4%	6%								100%				
20%	20%	20%		1%	2%	7%	9%	6%	3%	3%	3%	1%	5%				1%	1%	1%	1%					
8%	8%	15%	15%		20%	20%			5%	4%			5%						4%					25%	
	4%			23%	20%	10%	10%	10%	10%	1%	1%	1%	10%						23%						
		3%	5%	15%	22%	23%	6%	8%	3%	4%	5%		6%							6% of our audience stated they have a disability but were not asked to specify details					
0		1	8	5	12	10	5		5	12	14	18	10												

						Sexual Orientation					Pregnancy / Maternity			Relationship Status						Postcode Areas						
Muslim	Buddhist	Sikh	Hindu	Humanist	Another religion	Not Known	Heterosexual	Lesbian	Gay	Bisexual	Not Known	Pregnant	Breastfeeding	Not Known	Civil Partnership	Married	Single	Co-habiting	Divorced	Not Known	E1	E2	E3	E14	E1W	Other
						100%					100%			100%						100%	9%	5%	3%	3%		
						100%					100%			100%						100%	Not provided as used a very old evaluation form					
						100%					100%	1%		99%						100%	Lost the sheets					
Page 50						100%					100%			100%						100%	6.3%	1.5%	17.0%	0.9%	0.0%	
						100%					100%			100%						100%	3%	3%	12%	82%		
																					1%	3%	3%	2%	2%	
	70%					5%	80%	5%			15%													100%		
						100%					100%			100%						100%	2%	8%	31%	2%	2%	
						100%	47%	7%	4%	12%	30%			100%						100%	7%	8%	12%	2%	2%	
																					5%	7%	1%	2%	1%	

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

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

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

### 1. Timelines

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

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

Event Date	ROUND	Application Deadline	Event Date	ROUND	Application Deadline
<b>April 2016</b>	<b>1</b>	11 <sup>th</sup> Feb 2016	<b>Oct 2016</b>	<b>7</b>	28 <sup>th</sup> July 2016
<b>May 2016</b>	<b>2</b>	3 <sup>rd</sup> March 2016	<b>Nov2016</b>	<b>8</b>	1 <sup>st</sup> Sept 2016
<b>June 2016</b>	<b>3</b>	21 <sup>st</sup> April 2016	<b>Dec2016</b>	<b>9</b>	6 <sup>th</sup> Oct 2016
<b>July 2016</b>	<b>4</b>	28 <sup>th</sup> April 2016	<b>Jan 2017</b>	<b>10</b>	3 <sup>rd</sup> Nov 2016
<b>Aug 2016</b>	<b>5</b>	2 <sup>nd</sup> June 2016	<b>Feb 2017</b>	<b>11</b>	1 <sup>st</sup> Dec2016
<b>Sept 16</b>	<b>6</b>	30 <sup>th</sup> June 2016	<b>March 2017</b>	<b>12</b>	5 <sup>th</sup> Jan 2017

## 2. The Event Fund aims to:

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

## 3. Eligibility

- a. Events and projects that are eligible must include \*arts based content and be accessible to the general public: examples include community arts events, creative and performing arts projects. \*(Events celebrating the Queen's 90<sup>th</sup> Birthday, may not necessarily have arts content and an exception will be made for the special grants for events in June up to £250 which celebrate the Queen's 90<sup>th</sup> Birthday)
- b. Events or projects should be led by an organisation which has a formal management structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for. Applicants must demonstrate good management and organisational practice as well as the viability of the event / project and their ability to carry it out.
- c. All events must take place within the London Borough of Tower Hamlets between 1<sup>st</sup> April 2016 and 31<sup>st</sup> March 2017.
- d. Applications must meet the published timescales – deadlines are final and non-negotiable.
- e. Applicants will also need to demonstrate how their event contributes towards the following strands of the Mayor's key priorities:
  - 1) Regeneration and the creation of Sustainable Communities;
  - 2) Creating Jobs and supporting the growth of the Local Economy;
  - 3) Young People and Schools;
  - 4) Older People and Health;
  - 5) Community Safety and Community Cohesion;
  - 6) Environment and Public Realm;
  - 7) Arts, Heritage, Leisure and Culture. (mandatory)

**f. Queen's 90<sup>th</sup> Birthday Celebrations:** This year sees the Queen's 90<sup>th</sup> Birthday and the Council wishes to support and encourage community celebrations as an effective opportunity to promote community cohesion and celebrate local culture through residents street parties and community events. Small grants of up to £250 are available through the Event Fund to participate in the national celebrations on 12<sup>th</sup> June in line with the Patron's Lunch. The deadline for these grant applications is 21<sup>st</sup> April. The Council recognises that a temporary relaxation of the eligibility criteria to have arts content and a formal management structure is necessary to enable some of these events to happen.

#### **4. The Event Fund has the following mandatory criteria:**

- a) Applications must be made on the correct version of the online Event Fund Form which must be completed in full.
- b) Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples of how your event will achieve this.
- c) Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.
- d) Events / projects must be accessible to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Please demonstrate how you will promote your event to and include the wider community.
- e) Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: [Equalities and Diversity](#)
- f) The activities must contribute directly to priorities in the Tower Hamlets Community Plan or Strategic Plan, mainly benefiting people who live in Tower Hamlets. For more information go to [Tower Hamlets Community Plan](#). The Community Plan prioritises equality, cohesion and community leadership through the theme of One Tower Hamlets.

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

**1 A Great Place to Live:** – promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrance and energy that our communities provide.

**2 A Healthy and Supportive Community:** – to support residents to live healthier, more

independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.

**3 A Safe and Cohesive Community:** –to have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.

**4 A Prosperous Community:** – to have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.

**g)** Applicants must demonstrate partnership funding and support. This should include agreed in-kind and cash support for this project.

**h)** Event Budget - Income and Expenditure totals should be the same (balance). All cash and in-kind amounts should be included, as well as any projected income from ticket sales if applicable.

**i)** Events or activities with a fee charged would need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and budget forecast. Events or activities with a ticket price higher than £5 will not be eligible unless they can demonstrate adequate additional free content that is accessible to the wider community.

**j)** The activities must contribute directly to the Mayor's key priorities::

- 1** Regeneration and the creation of Sustainable Communities;
- 2** Creating Jobs and supporting the growth of the Local Economy;
- 3** Young People and Schools;
- 4** Older People and Health;
- 5** Community Safety and Community Cohesion;
- 6** Environment and Public Realm; and
- 7** Arts, Heritage, Leisure and Culture

**k)** Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)

**l)** Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.

**m)** Events cancelled after receiving award will require organisations to repay the award in full.

**n)** Applications should demonstrate that they aim to reach a wide range of people throughout the events programme, providing information about anticipated attendance, including from people from a range of different backgrounds, and ages, across the 9 protected equality groups where appropriate

- o) Applications should detail promotional materials and identify channels to use these events and activities to effectively promote messages which celebrate the rich diversity of all communities within Tower Hamlets, and give details of marketing and engagement plans to reach people in all wards in the borough

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

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

#### **6. The Events Fund will NOT:**

- a. Be the sole source of income – the organisation must be able to show that it is taking

reasonable steps to obtain funding for its activities from sources other than the Council. Organisers are advised to seek funding and partnership support from a variety of sources. Other funding should not be solely “in-kind”. Details of other funding schemes and support can be obtained from: (Please click on the links below.)

- Other [Funding](#) Streams
- Tower Hamlets [Open](#) 4 Community

- b. Fund core activities, i.e. main or essential activities of the company/organisation.
- c. Support events devoid of cultural or artistic content.
- d. Support profit making activities or events with a prohibitive charge for entry for local audiences.
- e. Support those who aim to raise money for charity, to promote religious or political beliefs or to promote the interests of an individual or organisation. The organisation must show that it does not want to promote or oppose any political party or cause or otherwise get involved in party political activity. We will not fund activities which promote the adoption of a particular faith or religion.
- f. Support any activity that leads to the long-term segregation of any particular group.
- g. Make grant payments to individuals. Organisations must have a bank account.
- h. Fund events that are not open to the general public e.g. within a school or solely for school community.
- i. It is a condition of the grant that the applicant cannot be in debt to the Council

## **7. Successful recipients of Events Fund grants MUST:**

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

- e. Submit details of the event directly onto the Tower Hamlets Arts website, including a photographic image to illustrate the event and register their organisation on our online Arts Directory at least 4 weeks before the event / project. [Click link to submit](#)
- f. Provide free access for Tower Hamlets Council representatives to the event/project for purposes of monitoring.
- g. Applicants must take out appropriate and adequate public liability insurance for the event. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#)
- h. Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.
- i. Events cancelled after receiving award will require organisations to repay the award in full.
- j. 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 Evaluation Form where relevant and appropriate.

## 8. Assessing your Application:

- a) We will confirm receipt of your application.
- b) Your Application will be assessed against the stated criteria and priorities and will be scored. Assessment will take into account the track record of the organisation, event content, benefit (Mayor's priorities, Event Fund priorities and Community Plan priorities met), access, marketing, partnerships, community involvement, outcomes and value for money. If your application does not receive a high enough score, it will not be successful. In the majority of cases, successful applications will not be awarded the full amount requested.
- c) Following the monthly assessment of applications you will receive a letter indicating whether your application has been successful.

## 9 Award Amounts

- a. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria and priorities can be met.
- b. We are unlikely to fund the same organisation twice in the same financial year.
- c. Events funded in one financial year will not be guaranteed funding the following year.
- d. The maximum amount that can be applied for is £2,500. However, most awards will be in the region of £500 - £1,500.
- e. The level of funding offered will take into consideration the cost, subsidy per head, other cash funding agreed or pending, the amount of in-kind support, the audience or participants

benefiting from the project and / or the overarching artistic value of the project and its benefits.

f. Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient cash funding from other sources.

g. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.

#### **10. Payment Arrangements:**

1. Organisations that are successful will enter into a Grant Agreement with the Council.
2. Organisations will need to complete and return an acceptance form at least 4 weeks before the event / project. Acceptance Forms must contain organisation bank account details, not those of personal current accounts. Payments are made by BACS transfer
3. The first payment of 80% will not be made until:
  - a. We have received the completed and signed Acceptance Form complete with BACS details by the specified deadline;
  - b. Details of the event have been added to the website;
  - c. Details of your organisation are registered onto the Arts Directory.
4. The Second payment of 20% will not be made until:
  - a. We have received your online Evaluation report, appropriate evidence including photographs of the event, publicity samples, equalities monitoring and final budget statement, no later than the stated deadline. It will be the responsibility of the successful applicant to upload these documents on time – we do not routinely send out reminders. Failure to submit an evaluation form and final budget statement within stated deadline as set out in your grant offer letter will result in the final instalment of grant being withheld and may jeopardise future application to the Events Fund

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


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

**For further details about the Events Fund please contact:**

**Festivals & Events Officer,**

Arts, Parks & Events, Tower Hamlets Council, Brady Arts Centre, 192 -196 Hanbury Street,  
London, E1 5HU

**Tel.** 020 7364 7907 **Email:** [festivalsandevents@towerhamlets.gov.uk](mailto:festivalsandevents@towerhamlets.gov.uk)

<p align="center"><b>Grants Determination (Cabinet) Sub-Committee Report</b> 14<sup>th</sup> February 2017</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> David Tolley, Head of Environmental Health and Trading Standards</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Zero Emissions Network Project Phase Two</b></p>	

<b>Lead Member</b>	Cllr Ayas Miah, Lead Member for Environment, Cllr Whitelock Gibbs, Cabinet Member for Health & Adult Services
<b>Originating Officer(s)</b>	Selina Talukdar Zero Emissions Project Officer
<b>Wards affected</b>	Spitalfields and Banglatown
<b>Key Decision?</b>	No
<b>Community Plan Theme</b>	<b>A Healthy and Supportive Community</b>

## Executive Summary

This report refers to the implementation of the Zero Emissions Network Project in Phase 2 (ZEN2), covering the period April 2016 – March 2019.

The Zero Emissions Network Project is a partnership project between Hackney, Islington and Tower Hamlets Councils, to improve local air quality. The project was awarded funding from the London Mayor's Air Quality Fund (MAQF) and match funded by the respective boroughs to implement a business engagement environmental sustainability programme.

The main aim of the programme is to promote the use of sustainable travel and low emission technology to businesses in order to improve local air quality. Half of the budget was used to fund a Zero Emissions Network Officer employed under LBTH terms and conditions. The total size of the MAQF grant allocation for Phase 2 of the Zero Emissions Network in Tower Hamlets is £100,000.

The project has set targets for the number of businesses that are engaged and number of audits of environmental footprints undertaken. Environmental action plans are then submitted to businesses with a range of measures to implement in order to reduce emissions. Businesses are invited to apply for grant funding from the project of up to a maximum of £2,000 to implement reduction measures such as installing cycle racks to encourage staff to travel sustainably. The grants are awarded following application to the Council by, a panel of officers, following technical evaluation of the bids.

### Strategic Alignment & Mayoral Priorities

The Tower Hamlets Community Plan provides the vision for the borough, this project

sits comfortable under the main theme of 'a healthy and supportive community'. This grant scheme will assist business to develop whilst recognising and reducing potential impact on the environment.

The scheme contributes to the key Mayoral priority of:

- the environment and public realm,
- older people and health
- creating jobs and supporting the growth of the local community.

#### Administration

The project will be managed and delivered by the ZEN Senior Project Officer and three supporting staff, based in Hackney. A project board overviews the work of the Team, the board is made up from managers from within the three Local Authorities. The Board is sponsored by Lead Members in each Authority and externally by the Greater London Authority and Transport for London

#### Monitoring and Evaluation

The measure of success for the project is based on what is achieved i.e. businesses recruited/residences recruited, measures undertaken by businesses, surveys undertaken and on line presence. It must be noted, however, that assessing the impact of the project on behaviour and local air quality levels will be more challenging and modelling will need to be developed.

A progress report will be reported at the end of the financial year and at the end of the project. Each report will include consideration of air quality monitoring data from local air quality monitoring networks, traffic/cycling data and uptake from companies involved in providing incentives and trials.

#### A robust process for collaborating with air quality concerns

Every small to medium size enterprise that wishes to take part in the scheme and receive a maximum grant of up to £2000 must demonstrate a commitment to reducing the impacts on air quality and undertake a robust grant process, giving written quotations for the work to be undertaken and staff surveys before and after the grant, as detailed in the appendix.

#### **Recommendations:**

The Grants Determination (Cabinet)Sub-Committee is recommended to:

- Agree to implement a grant scheme, as outlined in Appendix 1, for promoting sustainable travel options/low emission technology for businesses in the borough.
- Delegate Authority to the Divisional Director Public Realm to make grant awards in accordance with the scheme in Appendix 1, provided that the

totality of the grants made does not exceed the available funding for grants up to March 2019, that is £67,100.

- To agree that the project reports back as part of the reporting cycle to Members and the Greater London Authority, the project sponsors..

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

- 1.1 Issuance of grants to businesses in the Borough to implement measures to reduce air pollution.
- 1.2 To enable Tower Hamlets to continue to work with neighbouring boroughs to combat air pollution.

## **2. ALTERNATIVE OPTIONS**

- 2.1 To cease the project and issuance of grants to businesses in Tower Hamlets, this would also mean that the current Officer involved with the projected, funded by the Mayor of London would need to be re-deployed.
- 2.2 To continue with the project offering advice but no financial incentive for businesses to reduce emissions.
- 2.3 To implement a grants scheme, but with decisions on awards taken by the Commissioners rather than officers.

## **3. DETAILS OF REPORT**

- 3.1 Tower Hamlets is declared an Air Quality Management Area under the UK Air Quality Strategy as we are exceeding targets for two (2) human health related pollutants (Nitrogen Dioxide and Particulate Matter). The Council therefore has a duty to produce an Air Quality Action Plan which details measures on how the Council is working towards achieving the objectives. In response to this statutory requirement the Council is implementing a number of projects in the borough to reduce air pollution and greenhouse gases.
- 3.2 One of the projects the Council is implementing is a business engagement programme in Spitalfields & Banglatown, Weavers and Whitechapel areas, called Zero Emissions Network (ZEN). The aim of the project is to reduce pollution from business operations by offering businesses services and advice on low emission technology and sustainable travel options. Phase 1 of the project (June 2014 – March 2016) was an extension of an existing project from Hackney into Tower Hamlets and Islington as identified by a requirement for collaborative working to address trans-boundary air pollution. In April 2016, the project secured £300,000 in the second round of MAQF to continue the project into Phase 2 until March 2019.
- 3.3 The aim of the project is to create a business network with a view to improving air quality by changing businesses behaviour. This is to be achieved by creating a business network with a strong local identity, encouraging the up-

take of lower emission energy and travel options through provision of high quality information, direct engagement, business surveys, enhanced infrastructure, and trials and incentives of low emission technology.

- 3.4 As part of the project it is proposed to operate a grants scheme as outlined in Appendix 1 to the report. It is proposed that each grant will be for a maximum of £2,000 and that the totality of grants made does not exceed the available funding for grants up to March 2019. The evaluation criteria, performance measures and monitoring to be imposed are also summarised in Appendix 1.
- 3.4 Hackney, Tower Hamlets and Islington made a joint bid to the London Mayor's Air Quality Fund in 2013 to extend the project into Tower Hamlets and Islington which was successful in Phase 1.
- 3.5 The funding allocation to Tower Hamlets is £100,000, through the life of the project which is expected to end in March 2019 and has been used to continue the role of a Zero Emissions Network Officer employed under LBTH terms and conditions. This was made available to the Council in the financial year 16/17.
- 3.6 To monitor the success of the ZEN 2, the impact of the scheme on businesses and air quality will be evaluated by:
- Using the grants scheme as a method to attain travel data when first working with a business/residence, and then undertaking a follow up survey after 12 months to compare.
  - Estimating the impact of ZEN2 on modal shift and the likely resulting reductions in air quality emissions for participating businesses
  - Considering whether trends in traffic and air quality data may be apportioned to ZEN2
  - Case studies and qualitative feedback from clients
- 3.6 All boroughs have match-funded the contributions by the MAQF as required by the terms and conditions. The match funding has come from the following internal sources for LBTH:
- Section 106 Funding for sustainable travel
  - Local Implementation Plan
  - DEFRA Air Quality Funding
- 3.7 Match funding will be used for incentives, trials, infrastructure improvements and other costs. All internal match funding has obtained the required authorisations.
- 3.8 Financial reporting is undertaken to external and internal project sponsors as required.

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

- 4.1 The joint Boroughs partnership project was awarded a total of £300,000 from the Mayor of London's Air Quality Fund. Tower Hamlets share of the award is £100,000 for the Phase 2 of the Zero Emissions Network, for the purpose of implementing a business engagement environmental sustainability programme up to period ending March 2019.
- 4.2 This report seeks the approval of the Commissioners to delegate to officers the ability to issue grants from the award of up to £2,000 to businesses in the borough to implement air pollution reduction measures
- 4.3 The total required resources required to deliver the programme over the 3 year project are expected to be approximately £192,900. In addition to the business grants awards, there is a Zero Emissions Network Officer post that will continue to be funded for the 3 years at an annual cost of £44,300. It is a requirement of the award that match funding resources are identified. A total of £100,000 has been identified from Section 106 £45,000, Local Implementation Plan funding of £15,000 for each of the 3 years and up to £10,000 available from the Department for Environment, Food & Rural Affairs (DEFRA).

## **5. LEGAL COMMENTS**

- 5.1 Whilst there is no strict legal definition of grant, a grant is in the nature of a gift and is based in trust law. However, grants are often given for a purpose so it is sometimes unclear whether a grant has been made or the arrangement is a contract for services. A contract for services is not a grant and therefore, an arrangement which is classified as a contract for services would be outside the remit of the power conferred upon the commissioners to approve.
- 5.2 There will be many grants which are made by the Council for the purpose of discharging one of its statutory duties. However, as a grant is in the nature of a gift, it is considered there must be some element of discretion on the part of the Council as grantor as to whom a grant is made to and whether this is made. If the Council is under a legal duty to provide a payment to a specific individual or organisation, and cannot lawfully elect not to make such a payment, then that should not amount to a grant.
- 5.3 In this case, the Council is not under a legal duty to provide these payments. The payments are discretionary and therefore considered to be a grant.
- 5.4 There is a need to ensure that the Council has the power to make the grants 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.
- 5.5 Paragraph 3.5.1 of Part 3 of the Council's constitution confers on the Chief Executive and Chief Officers the power to make decisions relating to any

executive function carried out by services under their management other than “key decisions” as defined by Article 13 which are the responsibility of the Mayor or Executive itself, unless specifically delegated by the Mayor or Executive to an Executive Sub Committee or a chief officer.

5.6 The definition of a Chief Officer, both statutory and non-statutory, is provided in section 2 of the Local Government and Housing Act 1989 and a non-statutory Chief Officer is:

- (a) a person for whom the head of the authority’s paid service is directly responsible;
- (b) a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the head of the authority’s paid service; and
- (c) any person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

5.7 Accordingly, the definition of a Chief Officer includes the Corporate Director, Place. Ordinarily, therefore, that post holder would have the power to make decisions in respect to grants under paragraph 3.5.1 of the constitution to the extent that it concerns services under their management and it is not a key decision. This would include the power to delegate that function to the Divisional Director Public Realm. However, as this function was suspended by virtue of the Directions made by the Secretary of State on 17<sup>th</sup> December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the “Directions”) and as the function relating to grants has only been returned to the Council on 16<sup>th</sup> January 2017 but under the direction of, and to the satisfaction of, the Commissioners, as such a delegation from Grants Determination (Cabinet) Sub-Committee is required in order for the Divisional Director Public Realm to exercise the power.

5.8 When considering whether or not to delegate the power to the Divisional Director Public Realm to make these payments, consideration should be given to the arrangements in place to ensure that the power that is exercised is consistent with its best value arrangements. The Council is obliged as a best value authority under section 3 of 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” (the Best Value Duty). Paragraph 7 below considers this in further detail.

5.9 It is also noted that the money for the grants is supplied by the London Mayor’s Air Quality Fund (MAQF) and match funded by the Council to implement the Zero Emissions Network programme and is therefore specifically ring fenced for that purpose and is not available for any other use. The allocation from MAQF is £100,000 and match funded by the Council so that the total amount available for the programme is £200,000. Of that, there is a Zero Emissions Network Officer post that will continue to be funded

for the 3 years at an annual cost of £44,300, totalling £132,900, and meaning that the balance available for grants is £67,100.

- 5.10 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 criteria etc. against which grants will be considered and monitored is at Appendix 1.
- 5.11 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit or the opportunity of making a profit from the grant or third parties indicates that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law. This would mean therefore, that the Council would have failed to abide by the appropriate internal procedures and external law applicable to such purchases. All the proposed grants however, would fall under the *de minimis* threshold for the purposes of European restrictions on State aid
- 5.12 When making grants decisions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report.

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

- 6.1. It is considered that the scheme does not require a full equality impact assessment. The scheme is open to participating businesses, which do not themselves have protected characteristics under the Equality Act 2010. All residents and those who work in the jurisdiction of the project area will equally receive the benefits through improved air quality. An improvement in air quality may be particularly beneficial for those with bronchial issues within the area targeted and this may help to promote equality of opportunity. However, the Council has no evidence of any over-representation of any protected characteristic in that group. The scheme encourages innovation and would support proposals that encourage active travel from disabled workers. And, to this extent, the scheme may assist to promote equality of opportunity.

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

- 7.1 The Zero Emissions Network Project is an existing project that was initiated and implemented in Hackney. The decision to extend the project into Tower Hamlets and Islington was preceded by the identified need for collaborative working to address trans-boundary air pollution. Suppliers of goods and services were already in place. Some suppliers are ISO 14001 Accredited

and are specialised and therefore uncommon in terms of the type of services offered, but all our providers are local to London. For example electric car clubs and electric bicycles. Efficiencies and effectiveness has been realised by way of the project board structure which also affords the project resilience as well as ensuring business continuity.

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

- 8.1 The project is an environmental sustainability project which will deliver stepwise reduction in local emissions in the borough. This will be through reduced car usage and replacement of old boilers with low NOx boilers. The project will facilitate the use of sustainable travel modes through the uptake of cycling, walking and low emission travel like electric cars.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 The European Commission has begun infraction proceedings against the UK in February 2014 for being in breach of obligations to comply with limit values for nitrogen dioxide in the EU Air Quality Directive. Tower Hamlets is within the UK and EU exceedance zones for pollution and the entire borough is declared an Air Quality Management Area under the UK Air Quality Strategy and Environment Act 1995. The implementation of this project satisfies the requirements and demonstrates compliance with the provisions of the UK Environment Act 1995 by the borough and compliance with the EU directive by DEFRA. Non-compliance could result in an infraction fine which could potentially be passed down to Tower Hamlets through the Localism Act 2011. The Council therefore needs to implement this project to demonstrate compliance with working towards achieving the air quality objectives and improving public health.

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

- 10.1 No crime and disorder reduction implications

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

### **Linked Report**

- None

### **Appendices**

- Appendix 1 ZEN Project Briefing and Grant Process

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

- Zero Emissions Network – Final report to the Greater London Authority

**Officer contact details for documents:**

- Selina Talukdar

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## **Appendix One**

### **Zero Emissions Network Project – Issuance of Grants**

#### **Background**

Tower Hamlets is declared an Air Quality Management Area under the UK Air Quality Strategy as we are exceeding targets for two human health related pollutants (Nitrogen Dioxide and Particulate Matter). We therefore have a duty to produce an Air Quality Action Plan which details measures on how we are working towards achieving the objectives. In response to this statutory requirement we are implementing a number of projects in the borough to reduce air pollution and greenhouse gases.

One of the projects we are implementing is a business engagement programme in Spitalfields & Banglatown, Weavers and Whitechapel areas, called Zero Emissions Network (ZEN). The aim of the project is to reduce pollution from business operations by offering businesses services and advice on low emission technology. Phase 1 of this project (June 2014 – March 2016) was an extension of an existing project from Hackney into Tower Hamlets and Islington as identified by a requirement for collaborative working to address trans-boundary air pollution. In April 2016, the project secured further funding in the second round of MAQF to continue into Phase 2 (April 2016 - March 2019).

#### **Project Aim**

The aim of the project is to create a business network with the aim of improving air quality in Shoreditch by changing businesses behaviour. This is to be achieved by creating a business network with a strong local identity, encouraging the up-take of lower emission energy and travel options through provision of high quality information, direct engagement, business surveys, enhanced infrastructure, and trials and incentives of low emission technology.

In Phase 1 (June 2014 – March 2016) the project was an extension of an existing initiative launched by London Borough of Hackney. Hackney, Tower Hamlets and Islington made a joint bid to the London Mayor's Air Quality Fund to extend the project into Tower Hamlets and Islington which was successful.

In Phase 2, (April 2016 – March 2019) the project will receive £300,000 over three years from the Greater London Authority. The money will be spent as the project plan dictates (approximately £100,000 per borough). The funding allocation to Tower Hamlets has been used to continue the role of a Zero Emissions Network Officer employed under LBTH terms and conditions.

#### **Project Management**

The role of the ZEN officer is to work within the jurisdiction of Tower Hamlets solely and recruit businesses in our borough to the ZEN services and offers. The ZEN officer is based at Hackney Council offices with the other ZEN team members to facilitate the collaboration and daily project delivery. This was deemed most efficient to deliver the project by reaching businesses over the geographical areas of the three Boroughs, which border each other.

Hackney Council is the lead borough and we have a Service Level Agreement with Hackney as per requirement of the grant funding terms and conditions. The Service Level Agreement outlines the inter-borough arrangements and roles and responsibilities. A project board has been established, on which LBTH has representation by Environmental Health. The board meets regularly for progress reporting purposes and risk mitigation. Daily delivery of ZEN is project managed by a Principal Transport Planner within the Transportation Section of London Borough of Hackney and delivered by the Senior ZEN Project Officer and 2 ZEN Officers, one of which is LBTH.

## **Funding**

Tower Hamlets has received funding from the Greater London Authority via the London Mayor's Air Quality Fund to the value of £100,000 which we match-funded as required by the terms and conditions. The match funding has come from the following internal sources:

- Section 106 Funding for sustainable travel
- Local Implementation Plan
- DEFRA Air Quality Funding

Match funding will be used for incentives, trials, infrastructure improvements and other costs. All internal match funding has obtained legal and procurement authorisations. This includes Planning Contributions Overview Panel for the Section 106 funding and the Record for Corporate Directors Actions will be progressed for monies to be spent over the life span of the project.

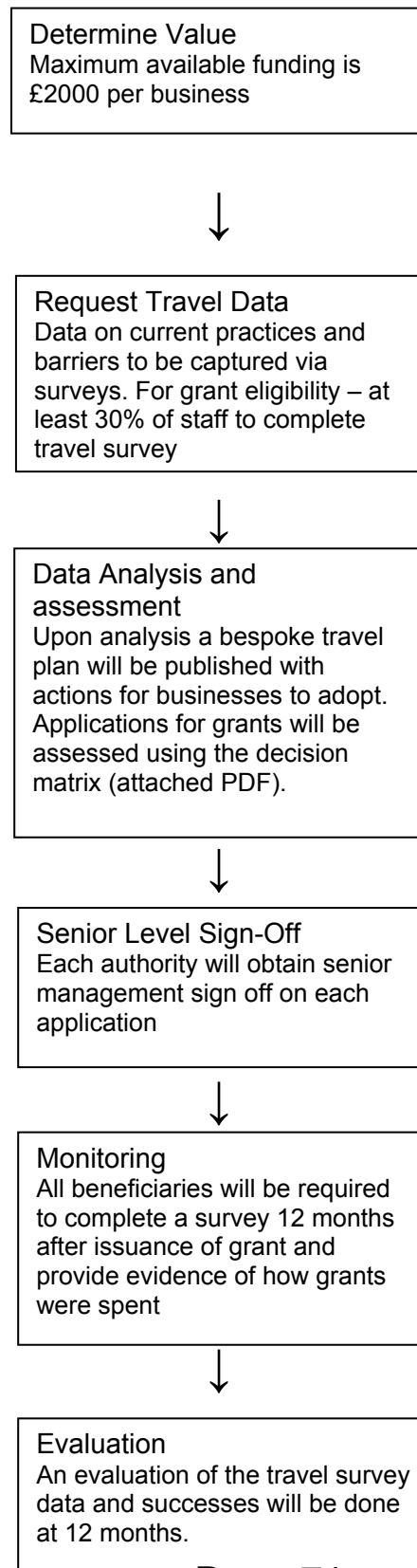
Financial reporting is undertaken to external and internal project sponsors as required.

## **Grants**

The ZEN Travel grant enables businesses to apply for funding to help them implement sustainable travel initiatives for their staff and visitors. The grant applications are welcome from all ZEN members, regardless of business size. A basic search of Companies House will be undertaken as part of a due diligence.

All grant funding will be considered by the project board and will only be presented for approval by the Council once it has been signed-off by the project board.

The decision making process for the issue of travel grants is as follows:



## **Terms and Conditions for Grant Issuance**

Grant applications will be assessed as follows:

- A response rate of 30% from the staff employed within the business will need to complete a travel survey before a grant application can be considered
- Applicants are required to demonstrate a % change in modal shift to sustainable forms of travel. A percentage change of 5 -10% would be acceptable. We will monitor this via the year end assessment on the grant use. Applicants are also encouraged to match fund grants issue by the ZEN project and the grant will be paid in advanced.
- Applicants are required to provide one quotation for works to be carried out
- They will need to give an undertaking and indicate on their application form details of other measures to be implemented that is tailored to them as part of the service the ZEN project offers

The level of funding will be assessed based on the below criteria:

1. The reasons why the workplace has applied for the grant
  - a. Initiatives to reduce emissions by reducing reliance on car
  - b. potential shift towards more sustainable transport
  - c. supporting and encouraging staff to use sustainable transport
2. The completeness of the application i.e. is further information needed to be able to assess the application as attached;
3. The size of the organisation, will be considered in order to prioritise applications in case of over subscription. Ideally targeting those that may not have carried out this work without a financial incentive and also has an impact on air quality.
4. Whether the workplace received a ZEN Sustainable Transport Grant previously;
5. Whether the workplace are providing match funding;
6. Additional measures the workplaces are undertaking to support sustainable travel

Successful applicants will be required to complete a grant agreement.

Previous grants awarded by Hackney during the initial phases of the project have gone towards for example cycle maintenance, campaign rewards and electric car charging points.

### **Grant Applications**

In Phase 1 of the project, Tower Hamlets successfully awarded circa £18,000 in grants to ZEN member businesses. In Phase 2, it is anticipated that there will be vast interest in the grant scheme as business membership to the ZEN expands between April 2016 – March 2019.

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<p align="center"><b>Grants Determination Sub Committee</b> 14<sup>th</sup> February 2017</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Zena Cooke, Corporate Director Resources</p>	<p>Unrestricted</p>
<p><b>MSG Project Performance Report – Period 5 – October to December 2016</b></p>	

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

## **EXECUTIVE SUMMARY**

The Main Stream Grant (MSG) 2015/18 Programme was approved by Commissioners on 29 July 2015 and runs from 1 September 2015 through to 31 August 2018.

The Programme is made up of five (5) broad Themes covering a range of activities and services. The activities and services are being delivered by a portfolio of projects each of which has targeted outcomes to achieve during the course of the programme period.

This performance report provides an update on Period 4 from October to December 2016 covering Red and Amber performance rated projects for this period. The full performance report will be presented as planned at the March meeting.

Project performance for this period (October to December 2016) presently shows there are 9 Red rated projects and 4 Amber rated projects. This compares to 3 Red rated projects and 5 Amber rated projects for the previous performance monitoring period (July to September 2016).

Projects are classified as either Green, Amber or Red within the Council's agreed performance management framework. This report covers Red and Amber rated projects only. All current Red performance ratings are as a consequence of premises related issues only and this report details those issues and provides recommendations for the Committee to consider.

This report also provides an update on the position regarding the four remaining Mainstream Grants' (MSG) recipients that were identified as based in council buildings which are not classed as community buildings.

## **RECOMMENDATIONS**

Grants Determination (Cabinet) Sub Committee are recommended to:

1. Consider the recommendations relating to the Red and Amber rated projects as set out in section 3 of the report.

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

- 1.1 Regular performance updates ensure that the MSG Themes and individual projects are on track to achieve the targeted outcomes.
- 1.2 Any issues that raise concerns can be addressed and appropriate remedial actions agreed. Where necessary, this could include the reduction, withdrawal or reallocation of funds to ensure that the overall Programme is making the most effective use of resources and maximising the potential achievement of agreed aims and objectives.
- 1.3 To consider the funding for MSG recipients in line with the July 2015 Commissioners' decision regarding MSG recipients in Council buildings having appropriate property agreements in place.

### **2. ALTERNATIVE OPTIONS**

- 2.1 Information relating to various aspects of project and monitoring activity is contained within the report to provide Grants Determination (Cabinet) Sub Committee with an overall understanding of how projects and organisations have performed against the key elements of their Grant Agreements.
- 2.2 Grants Determination (Cabinet) Sub Committee could request further information or alter the recommendations.

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

#### **Introduction**

- 3.1 The MSG Programme currently has 124 live projects.
- 3.2 Monakka Monowar Welfare Foundation withdrew from the Grants programme as was reported to Grants Determination (Cabinet) Sub Committee in January.

Performance ratings for the live projects throughout the October to December period have been affected by the premises related issues. A theme by theme summary for Red and Amber projects is set out below.

## **Theme 1 Summary - Children and young people**

The work of the theme focuses primarily on delivering activities and services aimed at children and young people.

There are 56 live projects within this theme of which 3 are rated Amber and 4 are Red rated projects.

The Red rated projects are

- **Black Women's Health and Family Support** – Somali mother tongue programme
- **Black Women's Health and Family Support** – Supplementary School Programme
- **Pollyanna Training Theatre** – Musical theatre and Performance Arts Course
- **Children's Education Group** – Berner Football Academy

All Red rated projects within this theme are Red rated as a consequence of premises issues.

The Amber rated projects for theme 1 are:

- Cubbitt Town Bangladeshi Cultural Association
- EC Lighthouse Ltd – EC Lighthouse/Lithuanian School
- St Giles Trust - Gamechangers

## **Theme 2 Summary – Routeways to employment & Welfare Advice Services**

The theme is split into two distinct areas of focus; the first being employability skills training which we formally refer to as Routeways to Employment. The other area focuses on delivering a range of social welfare advice services.

This theme is made up of 20 projects.

No projects within this theme have been rated Red or Amber for this reporting period.

## **Theme 3 Summary – Health and Wellbeing**

This theme is entitled prevention, health and wellbeing and is intended to achieve a range of targeted outcomes with a primary focus on what were traditionally referred to as adult services.

This theme is made up of 35 live projects, of which 5 are rated Red.

The Red rated projects are

- **Bethnal Green Weightlifting Club**

- **Black Women's Health and Family Support** – lifelong learning programme, textile and designs project, ESOL classes and ICT drop in project
- **Age UK East London** – Appian Court activity centre and lunch club
- **Children Education Group** – Harkness Luncheon Club
- **Age UK East London** – Friend at home

All Red rated projects within this theme are Red rated as a consequence of premises issues.

#### **Theme 4 Summary – Third Sector Organisational Development**

Theme four consists of 3 projects. No projects within this theme have been rated Red or Amber for this reporting period.

One of the projects covers a key “strategic partner” role to the Council and is undertaken by Tower Hamlets Council for Voluntary Services. The other two consortium projects provide Organisational development and capacity building support to local voluntary and community sector organisations.

#### **Theme 5 Summary – Community Engagement, Cohesion and Resilience**

This theme focus is on community engagement, cohesion and resilience. Projects work closely with local residents to facilitate the building of a stronger, more cohesive, supportive and stronger community.

This theme is made up of 10 projects. One project is rated as Amber.

The Amber rated project is:

- Somali Parents and Childrens Play Association – Somali women engagement forum

- 3.3 The Mainstream Grants Spotlight Review Panel are due to meet and review all Red and Amber rated projects in advance of the March Grants Determination (Cabinet) Sub Committee. Updates will be provided to the February meetings of Grants Scrutiny Sub Committee and March Grants Determination (Cabinet) Sub Committee.

#### **Premises Issues**

- 3.4 The following projects have previously been highlighted as needing to enter into 'appropriate property agreements' as a specific condition of grant:
- Wapping Bangladeshi Association
  - Bangladeshi Youth Movement
  - Somali Senior Citizens Club
  - Dorsett Community Association
  - Limehouse Project
  - Deaf Plus
  - Children Education Group

- viii. Osmani Trust
- ix. Stifford Centre

With the exception of the Children Education Group the organisations listed above have met the required premises conditions.

#### Children Education Group (CEG) update

A final letter issued by the Council's Asset Management Team to CEG on the 16<sup>th</sup> January 2017 sets out two options for the organisation – the option of entering into a lease and paying the appropriate rent at Harkness House or moving to a space on a licence at the Christian Street Centre. The organisation has been given 4 weeks from the date of the letter to confirm to the Council how they would like to proceed. The Council's Third Sector Team have also sent a letter reminding the Group that it is a condition of their MSG that they enter into an appropriate property arrangement and that given the delay in a premises agreement being signed, this must be confirmed within the four week deadline or the Group will have their engagement with the MSG programme terminated.

#### **Recommendation 1 – Children Education Group**

**That CEG be given until the expiry of the four week period, as detailed in the Asset Management letter of 16<sup>th</sup> January, to confirm their intention to enter into an appropriate premises agreement. Failure to do so will result in the group being removed from the Grants programme.**

- 3.5 The report to the January Committee highlighted that the revised and on-going monitoring of Mainstream Grants recipients and their grant conditions had identified the following organisations in council buildings, which are not classed as community buildings. A further update and recommendation for each of these organisations is set out below.

#### Bethnal Green Weightlifting Club (BGWLC) update

As stated in the previous report, this organisation is in a Council building with no lease agreement currently in place - the occupying group have been in situ for many years however there is no justification for there not to be a lease in place at a market rental.

The last payment to the organisation was on the 11<sup>th</sup> May 2016 and to date £14,220 has been withheld from the organisation on the basis that they have not entered into an appropriate property agreement.

The Council has attempted to engage with the BGWLC since 2014 to resolve the outstanding premises issue. To date, the discussions with the organisation have resulted in the organisation taking the view that they will not pay rent at the market rate with any property arrangement between the organisation and the Council.

The Council's Asset Management team have written to the BGWLC stating that the Council is considering serving a Section 25 notice, which is the mechanism by which the tenancy will be terminated.

The Third Sector Team have also written to the organisation stating that an intention to enter into an appropriate property arrangement must be confirmed to the Council within four weeks of the letter or BGWLC will have their engagement with the MSG programme terminated.

**Recommendation 2 – Bethnal Green Weightlifting Club**

**That BGWLC be given four weeks from the date of the letter issued by the Council's Asset Management Team to agree to enter into an appropriate property arrangement or be removed from the Grants programme.**

Black Women's Health and Family Support / Age UK (82 Russia Lane)

As set out in the January report, Russia Lane is a Council owned building. There is a council run day service on the ground floor and Black Women's Health and Family Support occupy one of the other two floors. Black Women's Health and Family Support do not currently have a lease in place for the use of the building.

Age UK also occupy one of the floors at Russia Lane. There is also no lease arrangement in place between the Council and the organisation. Terms were previously agreed with both organisations in 2014 before the Council's Corporate Landlord model was introduced but were not progressed or concluded.

Both organisations have confirmed they will enter into a premises agreement with the Council for the floors that they operate from within the building.

The Council's Asset Management team are currently in the process of agreeing heads of terms with the Council's Legal Service to conclude this matter as soon as possible.

**Recommendation 3 – Black Women's Health and Age UK**

**As both the Black Women's Health and Family Support and Age UK have confirmed their willingness to enter into a formal premises arrangement with the council, it is recommended that the current Red performance ratings allocated due to the premises issues are considered separately for the purposes of the MSG payments. It is recommended that for the current quarter the quarterly MSG payment in arrears (rather than in advance) is made to both organisations, subject to satisfactory MSG performance ratings.**

Pollyanna Training Theatre (Wapping TRA)

As stated in the January report, the building is occupied by Wapping TRA and Lunch Club under a tenancy at will. The Pollyanna Training Theatre have no direct contractual arrangement with the Council in respect of the property they occupy, which comprises the majority of the building. It is acknowledged that Pollyanna have acted in good faith and the organisation has confirmed it will enter into a premises agreement with the Council.

The Council's Asset Management team and Legal Service are currently progressing establishing a direct premises agreement between the Council and the Pollyanna Training Theatre.

#### **Recommendation 4 – Pollyanna Training Theatre**

**As the Pollyanna Training Theatre have confirmed their willingness to enter into a formal premises arrangement it is recommended that the current Red performance rating allocated due to the premises issues are considered separately for the purposes of the MSG payments. It is recommended that for the current quarter the quarterly MSG payment in arrears (rather than in advance) is made, subject to satisfactory MSG performance ratings.**

As set out in the report to the January meeting, an audit of all MSG projects being delivered from Council buildings (whether as the main delivery site or an outreach site) was undertaken. The purpose of this exercise was to provide full assurance in that all MSG recipients were meeting the premises condition for grants.

The audit identified 23 other organisations which required further verification in terms of their arrangements for the Council buildings that they were using. From this list of 23, there now remain three where further work is required to confirm the status of the organisation in terms of the premises arrangements, these are:

- DeafPlus
- Limehouse Welfare Association
- Splash Play

To ensure the grant conditions are met, payments to these organisations have been suspended and the organisations have been advised. The work required to establish their status is being undertaken as a priority and an update will be provided to the February meetings of Grants Scrutiny Sub Committee and the Grants Determination (Cabinet) Sub-Committee.

#### Amber rated projects – October to December 2016

The following four projects are Amber rated for this performance period. These projects will be invited to meet with the officer Grants Scrutiny Panel, which includes the CVS to understand the performance issues and to identify what support and action is required.

#### **Cubbitt Town Bangladeshi Cultural Association**

This project has been Green performance rated for each of the last four periods. Monitoring returns show an underperformance on outputs for period 5. The Grants Officer will be undertaking visits to the organisation to provide support and determine what needs to be done to return performance to Green. A verbal update will be provided to the February meetings of Grants Scrutiny Sub Committee and the Grants Determination (Cabinet) Sub-Committee.

### **EC Lighthouse Limited – EC Lighthouse/Lithuanian School**

This project has also been Green performance rated for each of the four previous quarters but has moved to Amber in this quarter. The Grants Officer will be undertaking visits to the organisation to provide support and identify what is required to return performance levels to Green. A verbal update will be provided to the February meetings of Grants Scrutiny Sub Committee and the Grants Determination (Cabinet) Sub-Committee.

### **St Giles Trust - Gamechangers**

This project initially recorded two Amber performance ratings in the first two performance periods before moving to Green for the next two but has slipped back to Amber during the October to December monitoring period. The organisation have advised that key staff changes and winter weather have been contributory factors to underperformance for this period. Monitoring visits are planned to investigate the reduction in performance (the latest information indicates the project may have under reported performance for period 5). These issues will be investigated and Grants Scrutiny Panel will also seek to clarify the reduction in performance as the current Amber rating may be revised to Red if the underperformance is at 50% for the last quarter. A verbal update will be provided to the February meetings of Grants Scrutiny Sub Committee and the Grants Determination (Cabinet) Sub-Committee.

### **Somali Parents and Childrens Play - Somali Women Engagement Forum**

The Grants Officer is working closely with the organisation to continue to improve performance and the project is now in its final quarter of delivery. The intention is to provide intensive support during the last quarter in order to end the project on a Green performance rating. A verbal update will be provided to the February meetings of Grants Scrutiny Sub Committee and the Grants Determination (Cabinet) Sub-Committee.

### **Recommendation 5 – Amber rated projects**

**Grants Determination (Cabinet) are recommended to note the performance relating to the 4 Amber projects above and agree the projects/organisations be awarded two thirds of MSG funding due, in accordance with the agreed procedures.**

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

- 4.1 This report provides an update on the Councils MSG programme, budgeted at approximately £3.049m per annum or £9.148m, over the three year period 2015/18.
- 4.2 There are sufficient resources within directorate budgets to fund the agreed programme over the 3 year period.
- 4.3 The report highlights a number of instances where approved grant awards will not be made, either because the organisation has declined the award or organisations have not met project milestones.

## **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 Sub-Committee with a performance update advising as to the MSG Themes and whether individual projects are on track to deliver the agreed outputs and outcomes.
- 5.4. The report sets out five (5) recommendations. With regard to recommendations 1 and 2 (Children Education Group and Bethnal Green Weightlifting Club respectively), the organisation performance rating is red due to the fact that these organisations are in Council properties but they have neither entered into nor agreed to enter into an appropriate premises agreement to occupy the respective premises. This is contrary to Commissioners directions requiring premises agreements to be in place for organisations in receipt of mainstream grants and operating from Council premises. It is therefore appropriate for officers to recommend that the approved funding be withheld.
- 5.5. As to recommendations 3 and 4, these also relate to organisations (Black Women's Health and Family Support/ Age UK and Pollyanna Training theatre) being rated red due to the fact that these organisations are in Council properties but they have not entered into an appropriate premises agreement to occupy the respective premises. These organisations have however, all agreed to enter into such agreements and the recommendations for the current quarter to be paid in arrears (rather than in advance) subject to satisfactory MSG performance ratings is appropriate.
- 5.6. As to recommendation 5, the four (4) projects referred to are all rated amber and for the reasons stated in the report. The recommendation to award two thirds ( $\frac{2}{3}$ <sup>rd</sup>s) of MSG funding due is appropriate in line with agreed procedures.

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

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

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

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

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

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

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised
  - The funding may be used for purposes that have not been agreed e.g. in the case of fraud
  - The organisation may not in the event have the capacity to achieve the contracted outputs/outcomes
- 9.2 The monitoring being undertaken has identified a small number of projects that have been rated either Red or Amber within the Council's RAG performance rating process. In these circumstances either formal project improvement plans or other appropriate arrangements have been put in place to minimise the risk of further/significant underperformance.
- 9.3 As part of the ongoing programme management arrangements, support, advice and guidance will be made available projects to ensure that all performance and other risks are minimised.

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

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

## **11. SAFEGUARDING IMPLICATIONS**

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

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

### **Linked Report:**

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

### **Appendices:**

- None

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

- None

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

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## Grants Forward Plan 2016/17

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### 28 March 2017 – Grants Determination (Cabinet) Sub-Committee

	Report Title	Lead Officer	Officer Confirmation	Notes
1.	Exercise of Mayor's Discretion	Steve Hill		
2.	Grants Forward Plan	Steve Hill		
3.	Planning Obligations Payments to Statutory Organisations	Andy Simpson		
4.	Lease Handover (Harford St Multicentre) and Grant Approval for Ocean Regeneration Trust	John Coker / Imelda Burke		
5.	LBTH match funding for Building Legacies Project (ERDF project)	Huw Morgan-Thomas		
6.	MSG Performance Monitoring October to December 2016	Steve Hill		Update report

**9 May 2017 – Grants Determination (Cabinet) Sub-Committee**

	<b>Report Title</b>	<b>Lead Officer</b>	<b>Officer Confirmation</b>	<b>Notes</b>
<b>1.</b>	<b>Exercise of Mayor's Discretion</b>	Steve Hill		
<b>2.</b>	<b>Grants Forward Plan</b>	Steve Hill		
<b>3.</b>	<b>MSG Performance Monitoring January to March 2017</b>	Steve Hill		