


Individual Mayoral Decision Proforma Decision Log No: 30	 TOWER HAMLETS
Report of: Report of: Deborah Cohen Service Head Strategy and Commissioning, Children, Schools and Families	Classification: [Unrestricted or Exempt]
Grant Decision: New Belvedere House; Veteran's Aid.	

Is this a Key Decision?	No
Decision Notice Publication Date:	(Report author to state date of decision notice – either individual notice or within the Forward Plan)
General Exception or Urgency Notice published?	Not required
Restrictions:	(If restricted state which of the exempt/confidential criteria applies)

EXECUTIVE SUMMARY

The Mayor in Cabinet is recommended to agree that the funding for New Belvedere House ex-service men's hostel, is transferred and administered via the grants programme prior to the current contract ending in September of this year. The grant will commence on 1st October 2013 and continue for the life time of this current grants cycle, until 31st March 2015. The total grant award across these periods will total £225,412.

New Belvedere House is a 56-bedroom hostel for ex-servicemen who are homeless or otherwise in crisis, based in Tower Hamlets, in 2011-2012 111 homeless ex-servicemen used the service. It offers support and advice to ex-service men and women, linking them into appropriate services such as alcohol detox, employment and long term housing. The service has operated in Tower Hamlets at its current site since 1973.

New Belvedere House currently has a contract with the Supporting People Service based in Adults Commissioning. The contract is specifically for part of the cost of the provision of a support service; it does not fund the accommodation. The annual value of the contract is currently **£150,275** and the contract is due to expire on to 30th September 2013.

These funding arrangements are due to an historical transfer of funding from Central Government in 2003. The supporting people funding is part of a wider and multi funded package of support, provided by the internal fundraising of Veterans Aid.

The Grants Board held on 23rd April 2013 agreed that future funding for this service (£150,275) is transferred to and delivered via the grants programme. This recommendation is made in recognition that the objectives and current funding arrangements are more appropriately aligned to the main stream grants programme, and will therefore be administered via the community organisations category.

DECISION

The Mayor in Cabinet is recommended to agree that the funding for New Belvedere House ex-service men's hostel, is transferred and administered via the grants programme prior to the current contract ending in September of this year. The grant will commence on 1st October 2013 and continue for the life time of this current grants cycle, until 31st March 2015. The total grant award across these periods will total £225,412.

MONITORING OFFICER COMMENTS SUMMARY

This grant can proceed provided that:

- The Council is satisfied that the purpose of the grant is in line with the Council's overall objectives (eg Fits the Community Plan and Mayoral objectives etc)
- The funding is spent on an "as cost basis" and that the organisation does not keep any profit (or surplus)
- The organisation itself does not operate for profit
- A proper written agreement for the grant is established.

COMMENTS OF THE CHIEF FINANCE OFFICER

The report recommends the transfer of £150k funding from the supporting people budgets into the mainstream grants allocation. This funding is currently used as a contribution to support the range of services provided within new belvedere house, a hostels provision within the borough that supports ex-servicemen who find themselves homeless.

It also recommends that this funding is then earmarked within the mainstream grants allocation to continue the funding of services within new belvedere house.

The total costs of services provided by new belvedere house is estimated to be in the region of £500k-£600k. The council contributes £150k per annum and the remainder is funded through donations received by the organisation.

Details of the historic arrangements which have been in place since 2003 and reasons for the proposed change in approach going forward are detailed within the body of the attached paper.

Transferring the funding into mainstream grants allocation would require the organisation to annually bid for this funding in future. This carries a number of risks for the named organisation, one of which would be the uncertainty around future funding levels, which could then impact on the future viability of services provided by the organisation.

The proposed budget transfer will have a neutral impact on the councils supporting people budget which is fully funded. However, failure to guarantee and maintain existing levels of contribution to the organisation could result in the organisation scaling back some or all of the services it currently provides. It is unclear whether this may then put additional pressure on other supporting people services, which remains a possibility.

APPROVALS

1. Corporate Director proposing the decision

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

Signed  Date 20.08.13.


2. Chief Finance Officer or his/her deputy

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

Signed  Date 20/8/13

3. Monitoring Officer or his/her deputy

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

Signed  Date 21/8/13

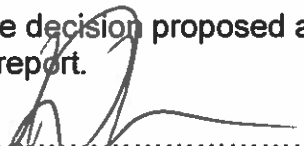
4. (If the proposed decision relates to matters for which the Head of Paid Service has responsibility) Head of Paid Service

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

Signed Date

5. Mayor

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

Signed  Date 21/8/13

NOTES - DECISION MAKING BY THE MAYOR

1. Where an Executive decision, including a Key Decision, falls to be made and either:-
 - (i) authority to make that decision has not been delegated by the Mayor under this Executive Scheme of Delegation; or
 - (ii) authority has been delegated but the person or body with delegated powers declines to exercise those powers; or
 - (iii) authority has been delegated but the Mayor nevertheless decides to take the decision himself,

the decision shall be made by the Mayor individually, after consultation with the Head of Paid Service (if appropriate), the Monitoring Officer, the Corporate Director, Resources and such other Corporate Director(s) or Cabinet Member(s) the Mayor may determine.
2. Executive decisions (including Key Decisions) to be taken by the Mayor in accordance with paragraph 1 above shall either be taken:-
 - (a) at a formal meeting of the Executive, notice of which has been given in accordance with Part 4.4 of the Constitution and to which the Access to Information Rules at Part 4.2 of the Constitution shall apply; or
 - (b) in accordance with the procedure at 5 below.
3. In the case of a decision taken at a formal meeting of the Executive, the Mayor will take the decision having received written and oral advice from appropriate officers and consulted those members of the Executive present. In the event that a meeting of the Executive is not quorate, the Mayor may still take any necessary decisions having consulted any Executive members present. All Mayoral decisions taken at a formal meeting of the Executive shall be recorded in the minutes of the meeting.
4. The Cabinet Meeting is not authorised to exercise the Mayor's powers in the absence of the Mayor. If the Mayor is unable to act for any reason, and only in those circumstances, the Deputy Mayor is authorised to exercise the Mayor's powers.
5. The Mayor may at his discretion make a decision in relation to an Executive function, including a Key Decision, alone and outside the context of a meeting of the Executive. In relation to any decision made by the Mayor under this provision:-
 - (i) The decision may only be made following consideration by the Mayor of a full report by the relevant officer(s) containing all

relevant information, options and recommendations in the same format as would be required if the decision were to be taken at a meeting of the Executive;


- (ii) In the case of a Key Decision as defined in Article 13 of the Constitution, the provisions of the Access to Information Procedure Rules in relation to prior publication on the Forward Plan, and the provisions of the Overview and Scrutiny Procedure Rules in relation to call-in, including the rules regarding urgent decisions, shall apply; and
- (iii) The decision shall not be made until the Mayor has confirmed his agreement by signing a Mayoral Decision Form (sample as attached at Appendix A) which has first been completed with all relevant information and signed by the relevant Chief Officers.

6. All Mayoral decisions taken in accordance with paragraph 5 above shall be:-

- (i) Recorded in a log held by the Service Head, Democratic Services and available for public inspection; and
- (ii) Published on the Council's website

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

Appendix One : New Belvedere House Report for Grants Programme Board

Individual Mayoral Decision –	 TOWER HAMLETS
Report of: Deborah Cohen Service Head Strategy and Commissioning, Children, Schools and Families	Classification: [Unrestricted or Exempt]
New Belvedere House; Veteran's Aid.	

Lead Member	Cllr Assad
Wards affected	All wards
Community Plan Theme	A Safe and Supportive Community A Great Place to Live A Healthy Community

Executive Summary

The Council recognises that Third Sector Organisations have a vital role to play within our community and make a key contribution to delivering our shared Community Plan. The service provided at New Belvedere House supports the Council's commitments as set out in the Tower Hamlets Community Plan and Third Sector Strategy.

- It recognises the need for more affordable housing – by providing short term emergency accommodation for ex-service men;
- Provides support services that challenge repeat offending and therefore reduce crime;
- Reduces health inequalities of those that are homeless by linking service users into mainstream health and social care services, for example drug and alcohol and mental health services;
- Provides support for individuals to access training opportunities and employment; and
- Supports a diverse range of people;

New Belvedere House is a 56-bedroom hostel for ex-servicemen who are homeless or otherwise in crisis, based in Tower Hamlets, in 2011-2012 111 homeless ex-servicemen used the service. It offers support and advice to ex-service men and women, linking them into appropriate services such as alcohol detox, employment and long term housing. The service has operated in Tower Hamlets at its current site since 1973.

New Belvedere House currently has a contract with the Supporting People Service based in Adults Commissioning. The contract is specifically for part of the cost of the

provision of a support service; it does not fund the accommodation. The annual value of the contract is currently **£150,275** and the contract is due to expire on the 30th September 2013.

These funding arrangements are due to an historical transfer of funding from Central Government in 2003. The supporting people funding is part of a wider and multi funded package of support, provided by the internal fundraising of Veterans Aid.

We are recommending that future funding for this service (**£150,275**) is transferred to and delivered via the grants programme. This recommendation is made in recognition that the objectives and current funding arrangements are more appropriately aligned to the main stream grants programme.

Recommendations:

The Mayor in Cabinet is recommended to agree that the funding for this service, as stated above is transferred and administered via the grants programme prior to the current contract ending in June of this year, and that we guarantee to fund the service under these arrangements for a future period of two years.

Consultation and Version Control

[Please state version number and all changes must be tracked or report will not be accepted]

Version Number	1.0	Version Date	5/04/13
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Name	Title	Date Consulted	Date Cleared	Version
Anne Canning	Corporate Director	2/4/13		
Ekbal Hussain	Department Finance	5/4/13		
	Corporate Finance			
	Legal Services			

Originating Officers and Contact Details

Name	Title	Contact for information
Carrie Kilpatrick	Supporting People Commissioning manager	0207 364 7513

Decision Type

Executive Decision	Key Decision?	Urgent Decision?	Exempt from Call-In?
Yes	Yes	Yes	Yes/No?

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

NONE

Appendices

NONE

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

NONE

1. REASONS FOR THE DECISIONS

- 1.1 We are recommending that future funding for this service (£150,275) is transferred to and delivered via the grants programme. This recommendation is made in recognition that the objectives and current funding arrangements are more appropriately aligned to the main stream grants programme.
- 1.2 The service provided at New Belvedere House supports the Council's commitments as set out in the Tower Hamlets Community Plan and Third Sector Strategy.
- It recognises the need for more affordable housing – by providing short term emergency accommodation for ex-service men;
 - Provides support services that challenge repeat offending and therefore reduce crime;
 - Reduces health inequalities of those that are homeless by linking service users into mainstream health and social care services, for example drug and alcohol and mental health services;
 - Provides support for individuals to access training opportunities and employment; and
 - Supports a diverse range of people;
- 1.3 New Belvedere House currently has a contract with the Supporting People Service based in Adults Commissioning. The contract is specifically for part of the cost of the provision of a support service; it does not fund the accommodation. The annual value of the contract is currently £150,275 and the contract is due to expire on the 30th September 2013.
- These funding arrangements are due to an historical transfer of funding from Central Government in 2003. The supporting people funding is part of a wider and multi funded package of support, provided by the internal fundraising of Veterans Aid.
- 1.4 As a long established third sector Organisation in Tower Hamlets, Veterans Aid works closely with a broad range of local third sector and statutory services in providing services for men and women who have been in the military.
- 1.5 The service is focused specifically on working with individuals who are leaving the military to provide accommodation and support services to enable them to find long term housing solutions whilst supporting them to engage with the community and expand their independence and economic resilience. Specifically the service has demonstrable outcomes in:
- Reducing social exclusion and improving quality of life for ex- service men and women; promoting active citizenship and engagement in the wider community.
 - Responding to the multiple and complex needs of people who live in the Borough who have been in the armed forces;
 - Providing flexible services that respond to the individual need of people with often chaotic life styles including substance misuse and mental health

- needs;
 - Preventing homelessness through eviction due to debt, harassment and lack of relevant support;
 - Tackling social exclusion by improving access to paid employment, education and training opportunities;
 - Tackling substance abuse through appropriate support services for people with a drug or alcohol related need, in partnership with agencies providing treatment; and
 - Reducing re-offending and promoting community safety, by meeting the housing-related support needs of offenders.
- 1.5 The service meets the general eligibility criteria of the main stream grants programme in that:
- It is a registered charity with the appropriate governing document;
 - Has a base within Tower Hamlets and a demonstrable track record of successful service delivery within the borough
 - Has an up to date written equalities and diversity policy
 - Has clear financial management procedures and arrangements;
 - Have an appropriate quality assurance accreditation: where this is a requirement of the specification;
 - Has health & safety and safeguarding policies in place;

2. ALTERNATIVE OPTIONS

There are three alternatives for this service:

- A-** To undertake a competitive tendering process, either awarding the contract via the Supporting People Framework currently in place or a distinct tendering exercise.
As Veterans Aid are not an established provider on this framework they would not be eligible for the contract and so may choose not to allow this to take place given they own the building,
- B-** To withdraw all funding completely, with may impact on the continued viability of the Organisation and force the scheme to close.
- C-** Request that the service is issued a three year contract outside of normal procurement rules in recognition of its unique status.

3. BACKGROUND TO THE RECOMMENDATIONS

- 3.1 New Belvedere House is a 56-bedroom hostel for ex-servicemen who are homeless or otherwise in crisis, based in Tower Hamlets. Veterans Aid has extensive long term relationships with regimental

organisations, which have enabled them to secure funding for services, such as detox and long term housing. The service prevents homelessness and reconnects people into mainstream society, usually back to their place of origin/regiment ie they do not always stay in LBTH. This reconnection to the community is achieved through support and onward referral to employment, volunteering and training agencies.

There is not known to be another large scale project for single homeless men from the Armed forces in England.

- 3.2 New Belvedere House currently has a contract with the Supporting People Service based in Adults Commissioning. The contract is specifically for part of the cost of the provision of a housing related support service. This contributes funding towards the support to individuals at the hostel who have a range of complex vulnerabilities to both maintain that accommodation and find suitable longer term accommodation which they will move on to. The contract does not fund the accommodation; individuals will generally pay for this via housing benefit. The annual value of the contract is currently £150,275 and the current contract is due to expire on the 30th September 2013.
- 3.3 These funding arrangements are due to an historical transfer of funding from Central Government in 2003. The supporting people funding is part of a wider and multi funded package of support, provided by the internal fundraising of Veterans Aid. As we do not currently fund the whole service, it is not possible to configure a standalone specification.
- 3.4 It is in this context that we have been exploring the option to administer funding for this service via the grants programme. It is recommended that the funding for this service, as stated above is transferred and administered via the grants programme prior to the current contract ending in June of this year.

This option has been discussed and recommended by Legal as a suitable method of future funding for the service.

- 3.5 The service provided at New Belvedere House supports the Council's commitments as set out in the Tower Hamlets Community Plan and Third Sector Strategy.
- It recognises the need for more affordable housing – by providing short term emergency accommodation for ex-service men;
 - Provided support services that challenge repeat offending and therefore reduce crime;
 - Provide support for individuals to access training opportunities and employment;
 - Support a diverse range of people;
- 3.6 As a long established third sector Organisation in Tower Hamlets, Veterans Aid works closely with a broad range of local third sector and

statutory services in providing services for men and women who have been in the military.

- 3.7 The Borough has a long and distinguished history of voluntary sector provision for homeless people, and as a consequence, a significant number of charities and housing providers work in the area with roots going back over 100 years.¹

4. FUNDING THE SERVICE THROUGH THE MAIN STREAM GRANTS PROGRAMME

- 4.1 We are recommending that this service is funded via the grants process as its focus is closely aligned with the objectives of the main stream grants process.

The service is focused specifically on working with individuals who are leaving the military to provide accommodation and support services to enable them to find long term housing solutions whilst supporting them to engage with the community and expand their independence and economic resilience.

Specifically the service has demonstrable outcomes in:

- Reducing social exclusion and improving quality of life for ex-service men and women; promoting active citizenship and engagement in the wider community.
- Responding to the multiple and complex needs of people who live in the Borough who have been in the armed forces;
- Providing flexible services that respond to the individual need of people with often chaotic life styles including substance misuse and mental health needs;
- Preventing homelessness through eviction due to debt, harassment and lack of relevant support;
- Tackling social exclusion by improving access to paid employment, education and training opportunities;
- Tackling substance abuse through appropriate support services for people with a drug or alcohol related need, in partnership with agencies providing treatment; and
- Reducing re-offending and promoting community safety, by meeting the housing-related support needs of offenders.

- 4.2 The service meets the general eligibility criteria of the main stream grants programme in that:

- It is a registered charity with the appropriate governing document;
- Has a base within Tower Hamlets and a demonstrable track record of successful service delivery within the borough
- Has an up an up to date written equalities and diversity policy

¹ Two of our hostels are named after social entrepreneurs who began providing housing for local homeless people in the 1860's- William Booth and Daniel Gilbert.

- Has clear financial management procedures and arrangements;
- Have an appropriate quality assurance accreditation: where this is a requirement of the specification;
- Has health & safety and safeguarding policies in place;

5. ACHIEVING VALUE FOR MONEY

The service is heavily subsidised by Veteran's Aid's own fundraising activities and our comparative analysis suggests that the service costs us around 20% to 25% of what it would cost if it was not subsidised.

The specific additional subsidised services provided include;

- Rent in advance or deposits for people moving into the private rented sector, so enabling faster and effective move on opportunities for individuals.
- Funding to provide furniture for people moving into their own accommodation. A key barrier to moves.
- Specific funding for rehabilitation programmes for individuals with substance misuse issues, including a specific Alcohol worker.

On-going contract monitoring indicates a good quality service is provided with high levels of customer satisfaction.

111 service users used the service in 2011-2012.

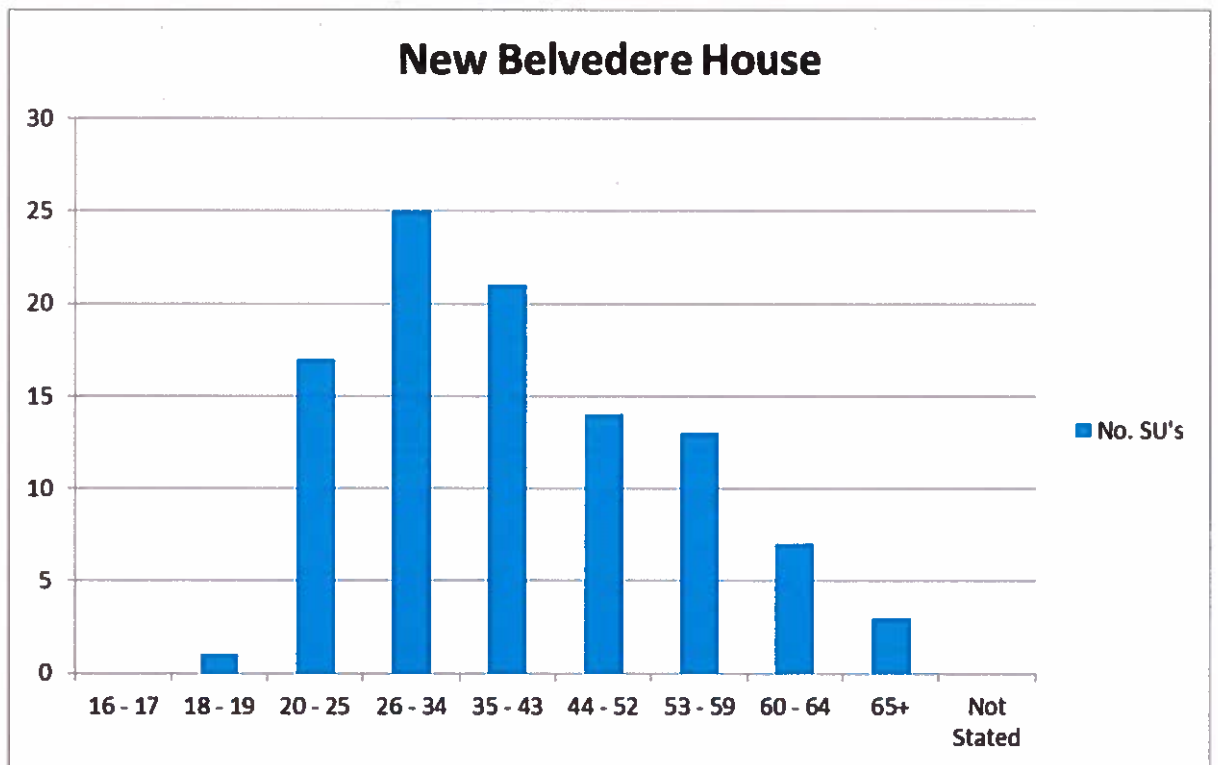
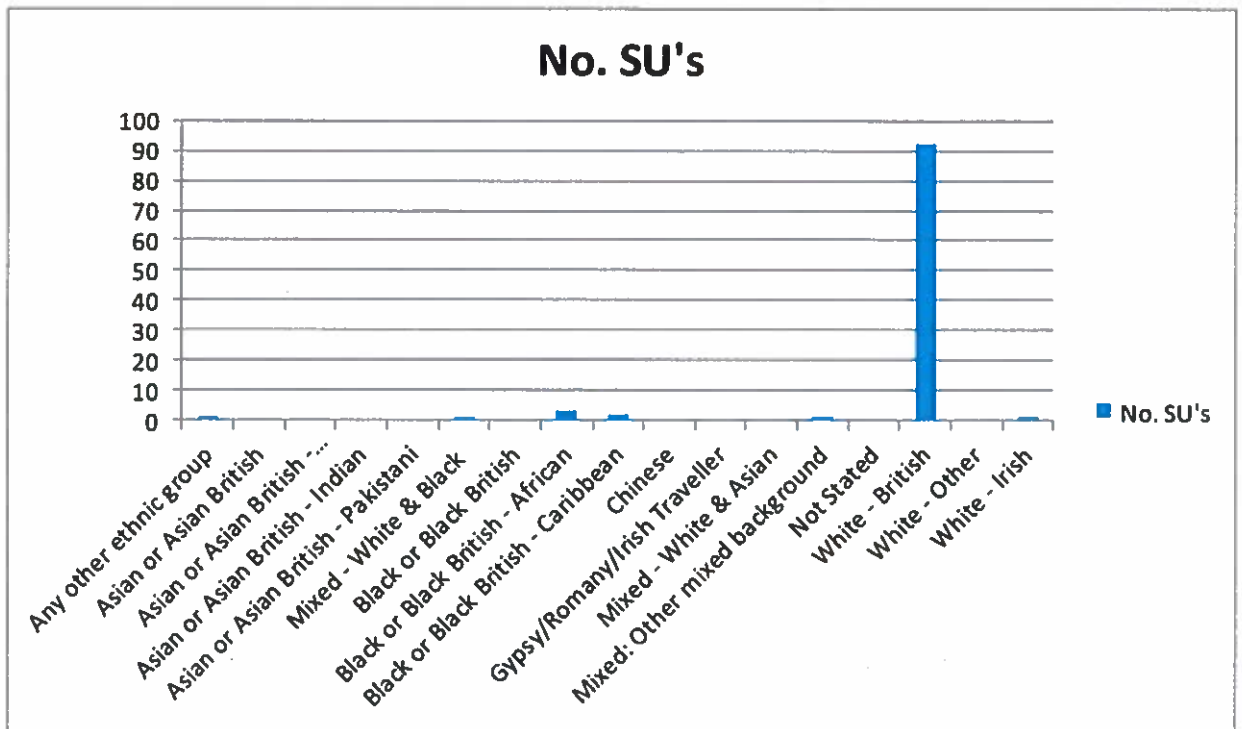
6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The report recommends the transfer of £150k funding from the supporting people budgets into the mainstream grants allocation. This funding is currently used as a contribution to support the range of services provided within new belvedere house, a hostels provision within the borough that supports ex-servicemen who find themselves homeless.
- 6.2 It also recommends that this funding is then earmarked within the mainstream grants allocation to continue the funding of services within new belvedere house.
- 6.3 The total costs of services provided by new belvedere house is estimated to be in the region of £500k-£600k. The council contributes £150k per annum and the remainder is funded through donations received by the organisation.
- 6.4 Details of the historic arrangements which have been in place since 2003 and reasons for the proposed change in approach going forward are detailed within the body of this paper.

- 6.5 Transferring the funding into mainstream grants allocation would require the organisation to annually bid for this funding in future. This carries a number of risks for the named organisation, one of which would be the uncertainty around future funding levels, which could then impact on the future viability of services provided by the organisation.
- 6.6 The proposed budget transfer will have a neutral impact on the councils supporting people budget which is fully funded. However, failure to guarantee and maintain existing levels of contribution to the organisation could result in the organisation scaling back some or all of the services it currently provides. It is unclear whether this may then put additional pressure on other supporting people services, which remains a possibility.

7. **COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)**

- 7.1 The Council must satisfy itself that the purpose of the grant is in line with the overall objectives of the Council. This can be seen by identifying the appropriate parts of the Community Plan and relevant Mayoral Priorities.
- 7.2 The use of the grant must be closely monitored. In particular the funds must be used on a "cost" basis and ensure that no profit element is retained by the funded organisation. If profit is made the grant would therefore constitute procurement activity and ought to have been subject to an appropriate level of competition.
- 7.3 The Council must satisfy itself that the funded organisation does not operate for profit. If the organisation does operate for profit and there is a cross border interest the grant would qualify as state aid and would therefore be illegal under European law as the organisation would gain an advantage in the commercial market place from a publically funded grant.
- 7.4 If approved, the grant should take place in conformity with the established grants processes and in particular should be represented by a written deed in the format of the Precedent Grant Agreement produced in respect of the recent mainstream grant funded applications.



Appendix two: Minutes of Grants Programme Board

DRAFT NOTES OF A MEETING OF THE THIRD SECTOR GRANTS PROGRAMME BOARD

HELD ON TUESDAY 23 APRIL 2013 AT 5.00 P.M.

PRESENT:

Councillor Maium Miah (Chair) - Mayor's Advisor on Third Sector
Councillor Alibor Choudhury - Cabinet Member, Resources

Mr Khadiru Mahdi - Chief Executive, Tower Hamlets CVS
Ms Deborah Cohen – Service Head Commissioning & Strategy, AHWB
Ms Barbara Disney – Strategic Commissioning Manager, Adults Health and Social Care (representing Deborah Cohen who had given apologies for lateness)
Ms Jill Bell – (Legal Advisor) Head of Legal Services (Environment)

In attendance:

Martin Ebbs - Interim Manager, Third Sector & External Third Sector Funding
Antonella Burgio – Democratic Services Officer

1. Apologies

Apologies for absence were received from Dave Clark, Robin Beattie and Kate Bingham. Apologies for lateness were received from Deborah Cohen.

2. Declarations

No declarations of interest were made

3. Review of Minutes from Previous CTSGPB Meeting

The minutes of the meeting held on 11 April 2013 were reviewed and the following noted:

Re: Minute 2; Declarations, it was noted that Councillor Maium Miah was employed by the Tower Hamlets Methodist Church circuit not the national body.

Re: Minute 4.1, it was requested that the opening paragraph be revised as follows: "Concern was raised about the amount of money being granted to the Boishaki Mela Community Trust, as a previous Cabinet decision was that

financial support should be tapered down and the grant award of £150k was also queried.”

Re: Minute 4.1; Boishaki Mela Deloitte Audit Priority 2 recommendations, it was suggested that it was disproportionate to require the Mela Trust to have met all six of these recommendations as, according to the Trust’s programme, 3 of these could not be completed before the event. The Board therefore agreed that its second recommendation be re-worded as follows: “that 80% of the grant funding for 2013/14 be paid to the Trust following evidenced confirmation that the main event management contracts have been invoiced and on the basis that the Trust have met, to the Council’s satisfaction, the appropriate Deloitte audit Priority 2 recommendations – with the remaining 20% of the funding paid on completion of the event following the successful conclusion of the independent audit”

Subject to the above revisions, **the Board approved the minutes** of the meeting held on 11 April 2013.

The Board considered the following matters arising from the minutes:

Mela Contract Update: Alterations to the Mela contract had been made and the document was ready to be signed off.

Re: decisions of the last meeting, the Board was advised that all grants approved at the last meeting were presently being processed and passed to the Mayor for approval according to whether or not the approval was classed as a key decision.

Re: timescales for grants approvals, the Board was advised that Community Chest grants would be signed off and passed to the Mayor and relevant Director. After this, letters would be drafted to advise applicants of their outcomes. It was noted that each outcome letter would be signed by the Mayor.

4. REVIEW PROGRAMME

4.1 Additional Funding for Lunch Clubs

Barbara Disney informed the Board of this proposal for additional funding from 954 monies. Its purpose was to build extra capacity in lunch club provision to alleviate pressures identified in multigenerational families living in the borough.

The Board noted:

- Priority groups would be selected using a similar process as that used for MSG
- Funding is short-term (6 months only)
- Approx £20,000 would fund officer time plus on-costs for the period
- Mr Mahdi supported the proposal in principle

The Board discussed:

- That delivery locations would be determined after an officer review to identify areas of need
- That officers would work with existing organisations that did not have LCs to verify how an additional service could be provided and afterwards identify the organisations that would be able to deliver the extra lunch clubs
- The sum available was small and intended only to kick-start provision,
- The grant was to fund additional lunch clubs for 6 months and provide a catalyst for extra provision. Sustainability would be promoted by allowing clubs to charge for lunches
- The intended clients were unlikely to be those with access to personal budgets since the aim of the provision was to alleviate overcrowding in multigenerational homes in areas of the borough where EQIAs had identified a need
- The provision would be reviewed after 6 months to mitigate any unsuccessful schemes

The Board agreed:

1. the availability of funding for the proposal
2. the proposal to prioritise the development of the lunch club provision based on available data and information being gathered from services
3. the process for applying for the grant as set out in section 6 of the report

4.2 Grant Funding for New Belvedere House

Deborah Cohen informed the Board that the hostel was run by Veterans Aid, a national charity. The Board noted:

- Funding had previously been made through the Supporting People Programme and it was now proposed to administer this funding under the community organisations category
- Clients of the charity were Forces personnel from all over the country and these were also placed in jobs and housing nationally, and few stayed in LBTH
- The reassignment of the provision from the Supporting People Programme was necessary as it did not fit procurement rules under the Council's supporting people framework
- Clients would not become more vulnerable as a result of the change as the provision was ring-fenced
- A funding transfer of £150k annually would take place through a virement signed by the Chief Officer in consultation with the Mayor and be made via a Mayoral decision sheet
- Future provision would not be jeopardised as monies would be set aside for this provision since Veterans Aid was a specialist provider

The Board agreed: that future funding for this service (£150,275) be transferred to and delivered via the grants programme. In agreeing the provision, the Board noted that this recommendation was made recognising that the objectives and current funding arrangements are more appropriately aligned to the main stream grants programme. The grant would be for the period up to the expiry of all the other MSGs so as to bring this into alignment.

4.3 Addendum Approval Request – Three Sisters Care

The item was deferred at the last meeting and now re-presented for consideration. The Board noted that report/briefing accompanying the funding application was insufficient.

The Board agreed: to defer the proposal pending a fuller briefing on the sum applied for and its proposed usage.

4.4 Revised Guidance for Community Chest and Community Events Funds

Draft Community Chest and Community Events funding guidance sheets were presented after the Board had noted (at its last meeting), a need for clearer guidance for applicants of these funds.

The Board noted the purpose of the revised guidance sheets to:

- Provide more clarity on how to make the applications
- Guide applicants on how to make a better application
- Encourage applicants to be more realistic in the sums applied for
- Encourage applicants to give better details in their applications, supported by supplier quotations / invoices
- Give a better indication of timescales for approval to applicants (3-4 months)
- Enable the Board, when in assessing applications, to recommend a suitable level of grant and not solely to consider the sum applied for

The Board noted that revised guidance sheets could be issued immediately once approved by the Board

The Board requested:

- That both guidance sheets specify an approval time frame of 2-4 months
- That items for which funding would not be given should be clearly indicated
- That for the following Community Events Applications Process guidance, the text be amended as follows
 - "Grants will, *in exceptional circumstances* be approved for events that already taken place."
 - "Events should not be exclusively of political or religious nature."

- That for following Community Chest Applications Process guidance, the text be amended as follows
 - Grants will, *in exceptional circumstances* be approved for events that already taken place.
 - Grant award payments for this programme will be made in 2 instalments. Once the Grant Agreement has been signed we will release the first instalment which will *normally* be 50% of the agreed amount.

- That the text for all eligibility criteria be amended as follows:
 - "Training for Board members: need has to be demonstrated and required training specified in detail in the application. Consultants recruited for the purpose *should* be on the National Council for Voluntary Organisation's (NCVO) list of *approved* consultants; or *recommended* by Tower Hamlets Council for Voluntary Services (THCVS).
 - Staff/volunteer training related to organisational management, administrative, strategic and day-today operational management issues which, must be specified in the application. Consultants recruited for the purpose should be on the National Council for Voluntary Organisation's list of *approved* consultants; or recommended by Tower Hamlets Council for Voluntary Services (THCVS)."
 - That annual budgets are clearly stated
 - That the level of grant to be awarded at each stage in the rolling programme should be clearly stated
 - The number of times grants will be issued in a year should be clearly stated

The Board noted that retrospective applications would not be permissible in future.

The Board agreed: that the above recommendations be combined and taken to the Mayor in a proposal for the quarterly issue of grants from the rolling programme.

5. AOB

Nil items

The meeting terminated at 6.03 p.m.