


Commissioner Decision Report 5 July 2016	 TOWER HAMLETS
Report of: Zena Cooke, Corporate Director Resources	Classification: Unrestricted
MSG Project Performance January - March 2016	

Originating Officer(s)	Steve Hill, Everett Haughton and Robert Mee
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	All

EXECUTIVE SUMMARY

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

The Programme is made up of 5 broad themes covering a range of activities and services.

The activities and services are being delivered by a portfolio of projects each of which has targeted outcomes to achieve during the course of the programme period. This performance report covers Period 2 which was from 1st January to 31st March 2016. Each project has been classified as either: Green, Amber or Red within the Council's agreed performance management framework.

The report shows, that overall; and despite significant challenges, the programme has performed reasonably well during the January to March period, with only 7 projects currently rated Red and 9 rated Amber within the RAG rating process.

RECOMMENDATIONS

Commissioners are recommended to:

1. Note the content of the report and in particular:
 - (i) The make-up of the 2015/18 programme as set out in paragraphs 3.1-3.4
 - (ii) Key issues within the January to March as set out in section 3.5
 - (iii) Key programme performance information as set out in Appendices 1 & 2
 - (iv) Details of the 'spotlight' information relating to the Routeways to Employment information as set out in Appendix 3
2. Provide guidance on any required improvements or specific information to be provided in future performance reports

3. Approve the revised grant payment arrangements for GREEN rated projects as set out in paragraph 3.5.2
4. Approve the withdrawal of approved grants to projects as set out in paragraph 3.7.7
5. Note that the performance report for period 3 (April to June 2016) will be presented to the Commissioners Decision Meeting scheduled for 27 September 2016.
6. Appendix 4 of the report sets out the actions arising from the 24 May 2016 Commissioners Decision Making Meeting where the MSG Performance Report for period 1 September to December 2015 was discussed. Appendix 4 provides a quick reference guide to updates and references relevant sections within this report for period 2, in response to the actions arising from the meeting on 24 May 2016.

1. REASONS FOR THE DECISIONS

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

2. ALTERNATIVE OPTIONS

- 2.1 Information relating to various aspects of project and monitoring activity has been provided within the report in an effort to give Commissioners and Members a good overall understanding of how projects performed against the key elements of their Grant Agreements.
- 2.2 Commissioners may wish to request either more or less information in relation to future quarterly performance reports.

3. DETAILS OF REPORT

Background

- 3.1 The Main Stream Grant (MSG) 2015/18 programme was approved by Commissioners on 29 July 2015.
- 3.2 The majority of approved projects had a scheduled start date of 1 September 2015 and were funded for 36 months up to end of August 2018. However, within Theme 3 (Prevention Health and Wellbeing), 4 projects were scheduled to commence on 1 October 2015 and 8 projects were scheduled to commence on 1 January 2016.

- 3.3 It should also be noted that Theme 5; Community Engagement, Cohesion and Resilience, approved funding for 19 months (1st September 2015 to 31st March 2017), with the intention to organise a further bidding round to agree a new portfolio of projects for the remaining 17 months of the programme period to run from 1st April 2017.
- 3.4 A breakdown of the current programme and projects is set out below. The MSG Programme also draws in additional monies from funded organisations, either from their own funds and/or from other external funders to add value to the programme. The additional funding is confirmed within project grant agreements and the current breakdown of live projects is shown in **Chart 1** below; and the forecast spend by category is set out in **Chart 2**.

Theme	Dir.	Total Grant £*	No. of approved projects	Live Projects Jan/Mar
Theme 1: Children, Young People and Families				
Raising Attainment	CS	185,949	11	9***
Vulnerable & Excluded Children & Families	CS	542,997	6	6
Culture	CLC	313,500	10	10
Sports	CLC	313,500	7	7
Community Languages	CLC	163,146	10	10
Youth	CLC	726,000	17	17
	Sub Total	£2,245,092	61	59
Theme 2: Jobs Skills & Prosperity				
Routeways to Employment	D&R	995,477	10	10
Social Welfare Advice Serves	D&R	2,671,776**	11	11
	Sub Total	£3,667,253	21	21
Theme 3: Prevention Health & Wellbeing				
Lunch Clubs	AS	611,640	12	12
Prevention Health & Wellbeing	AS	1,052,940	14	14
Sports & Lifelong Learning	CLC	626,400	9	9
	Sub Total	£2,290,980	35	35
Theme 4: Third Sector Organisational Development				
Support to Council Funded Projects	RES	210,000	1	1
General Support to Organisations in the Borough	RES	300,000	1	1
Strategic Partner Project	RES	270,000	1	1
	Sub Total	£780,000	3	3

Theme	Dir.	Total Grant £*	No. of approved projects	Live Projects Jan/Mar
Theme 5: Community Engagement Cohesion and Resilience				
Community Engagement	LPG	165,522	11	11
	Sub Total	£165,522	11	11
TOTALS		£9,148,847	131	129

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

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

*** Decision for one project to be withdrawn: Commissioners Meeting, 24 May 2016

Chart 1 – Funding for Live Projects

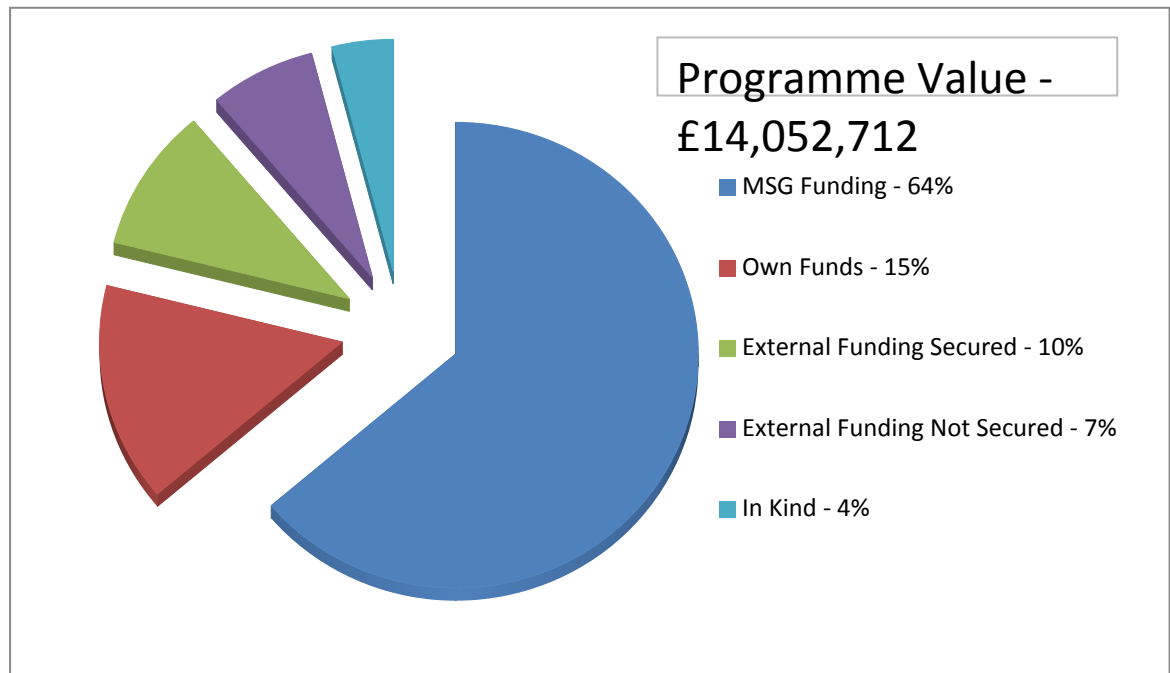
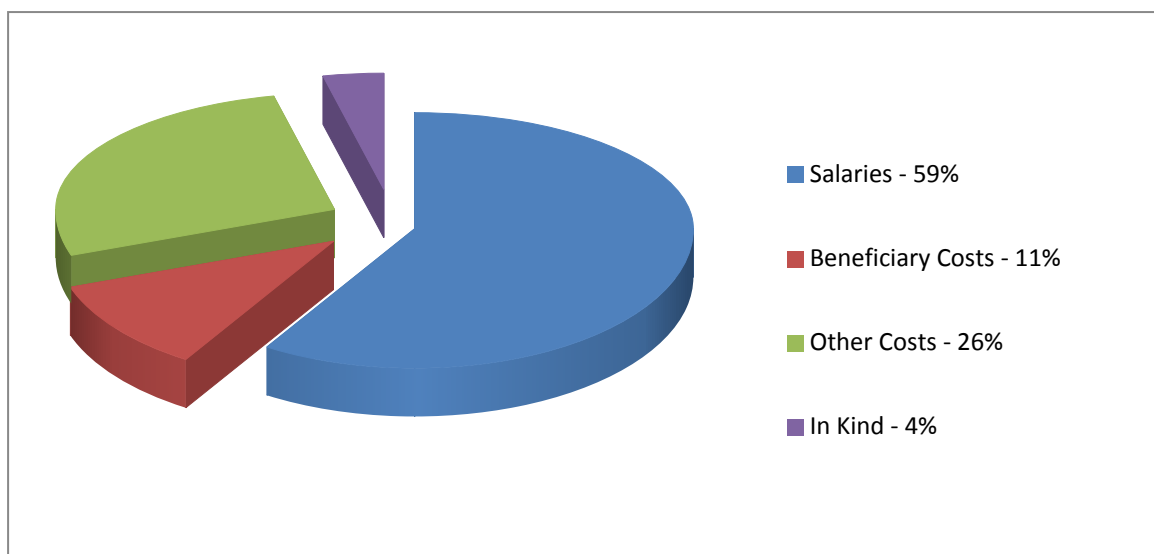


Chart 2 – Grants – Forecast spend



Key Issues Affecting Period 2 – January to March 2016

3.5 A number key issues and concerns including some which were identified as part of the original grant decision making process of 29th July together with operational matters which have come to light through the experience of managing the programme since September 2015. These matters are set out below with updates and recommendations.

3.5.1 Community Building Leases:

At the 29 July 2015 meeting Commissioners agreed that organisations based in Community Buildings were required to enter into a formal and appropriate property agreement for their use of the building: six organisations were identified and these listed below.

- (i) Bangladeshi Youth Movement
- (ii) Deaf Plus
- (iii) Dorset Community Association
- (iv) Limehouse Project
- (v) Somali Senior Citizen's Club
- (vi) Wapping Bangladesh Association

In relation to the above Deaf Plus, Wapping Bangladesh Association and Dorset Community Association have completed suitable property agreements and MSG funds are now released subject to standard arrangements for monitoring.

Somali Senior Citizen's Club are at an advanced stage in agreeing a licence.

Bangladesh Youth Movement and Limehouse Project has had no change in their status with a licence and lease respectively still to be confirmed.

Limehouse Project was able to receive pre-31 March 2016 funds but are now on hold pending the completion of the property agreements.

Subsequent to the 29th July meeting, the following were added to the list of organisations required to enter into formal lease arrangements.

- (i) Children Education Group
- (ii) Osmani Trust
- (iii) Stifford Centre

In relation to the above:

Stifford Centre has completed a suitable property agreement and MSG funds are now released subject to standard arrangements for monitoring.

Children Education Group has not yet agreed suitable arrangements but have been engaging with Officers in an effort to resolve their position.

The Osmani Trust has been given a deadline of 24 August 2016 for finalising their lease.

An updated Action Log from Asset Management is being produced to provide the latest position on the premises issues.

It should be noted that those organisations where appropriate lease arrangements are not yet in place are still delivering their projects at risk. However, as was brought to light at the previous Commissioners Decision Meeting on 24th May 2016, administrative errors resulted in project payments being released to Bangladeshi Youth Movement and the Osmani Trust. A thorough investigation has been undertaken and a separate report setting out the chronology and actions taken has been produced for Commissioners.

3.5.2 Grant Monitoring and Payments:

One of the major concerns within the Sector is the issue of 'cash-flowing' their projects. Although in theory the Council pays its grant funding in advance, that is only likely to be true of the first payment – if the Grant Agreement is signed prior to the project start date.

For all other periods/quarters, the payment is unlikely to be processed until about 8 weeks into the new period. This causes significant problems for some organisations which operate on very tight - and restricted - budgets.

In discussions with the CVS, Officers within the Third Sector Team worked up the following proposal designed to give a greater degree of support to those projects/organisations which are performing well.

Recommendation: Where a project has been rated GREEN for two or more successive quarters, Grant Officers will process their payment for the next quarter prior to a verification visit (which is the normal procedure). The aim will be to process payments within a maximum of 10 working days. Detailed procedures will be prepared in relation to this matter which will include a

requirement for the project performance report to be 'fully complete' and submitted within the agreed timeframe.

3.5.3 Organisations in Debt to the Council

An ongoing condition grant is that an organisation which is a debtor to the Council must clear the debt or have a satisfactory repayment arrangement in place in order for a grant payment to be released.

As at April 2016, 21 funded organisations were listed as having debts to the Council. The level of debt ranged from £14 to £19,049.

Another issue is that when Council staff raise invoices they are able to input any due date including the same date of the invoice. This means that in some cases an organisation becomes a debtor to the Council immediately, even before they have actually received the invoice.

An option for grant payment purposes if the invoice has not been paid within a set period of time would be to trigger withholding of grant payments until the situation is resolved.

The on-going debtor arrangements are being reviewed to devise proposals to improve working practices. Any proposals will go to Commissioners for their consideration.

3.5.8 Payment by Results

The Payment by Results arrangements was approved at the meeting of 29 July 2015. Details are set out within the report which is available on the Council's website.

The agreed arrangements were subsequently reviewed and amended following representation to Commissioners from the Tower Hamlets Council for Voluntary Services. The decision to amend the RAG Rating and related Payment by Results arrangements was taken by Commissioners on 12 January 2016. This process is now being implemented. Details of the Red projects this period under the new arrangements are shown below:

The following are RED rated projects:

- (i) **Opportunity** (*Teviot Bangladeshi Association*)
 - The organisation has not submitted a Monitoring Return for the January – March 2016 period.
 - The Grant Officer has been trying to reach the organisation by phone and email and has not been able to make contact.
 - Without a Monitoring Return and with no contact with the organisation it cannot be ascertained whether activity has taken place or if it has whether they are on track to meet targets.

- (ii) **Female Leadership and Empowerment Project** (*Mile End Community Project*)

- The organisation did not achieve any outputs in Period 1 and was classed as Red.
 - The Grant Officer attempted to meet with the organisation to discuss how the project could get back on track but the organisation has not been available.
 - The organisation has been referred to the CVS for support.
 - The Monitoring Return for Period 02 was not received within a reasonable time and there were still issues outstanding that led to the Red rating.
 - As per the programme procedure two periods classed as Red leads to a recommendation for withdrawal of the grant.
- (iii) **Life-changing Musical and Keep Fit Project** (*Monakka Monowar Welfare Foundation*)
- The organisation has shown significant under performance for their project in Period 2.
 - The group had not been in touch before the quarter end to alert the Grant Officer of issues in the period and was subsequently classed as Red for the period.
 - The organisation has been referred to the CVS for support.
- (iv) **Family Leadership Holiday Programme** (*Ragged School Museum*)
- The organisation has shown significant under performance for this project in Period 2.
 - The group has not been in touch before the quarter end to alert the Grant Officer of issues in the period and has subsequently been classed as Red for the period.
 - The Grant Officer will continue to support the organisation to help get the project back on track.
- (v) **The People Gap** (*The Shadwell Community Project*)
- The organisation has did not submit a Monitoring Return for Period 1 and was classed as Red.
 - Despite efforts the Grant Officer was not able to meet the group in January to March and the group did not alert the Officer of potential under performance before the quarter end.
 - There was significant under performance for Period 2 which resulted in another Red rating.
 - The organisation has been referred to the CVS for support.
 - As per the programme procedure two periods classed as Red leads to a recommendation for withdrawal of the grant.
- (vi) **Back on Track: Engagement and Progression** (*City Gateway*)
- In the Performance Report of 24 May, it was recommended that funding be withdrawn from this project. However, it was agreed that more time would be given to enable the Council and the organisation to resolve the issues related to the delivery location.
 - On 18 May the group stated they had identified a new delivery base in the borough, Mastmaker Court and in light of this will

want to re-negotiate the project. They were due to submit a revised delivery plan but this has not yet been received.

- The next step is for the revised delivery plan to be submitted and considered by the Youth Service.

(vii) **Live Healthy – Enjoy Life** (*Bangladeshi Youth Movement*)

- The project started in January 2016 and the organisation used its own funds to cover project expenditure as the grant could not be released until the Premises pre-award condition has been met.
- The organisation could only run the activities for the first month of the quarter so reported significant under performance for the quarter and was classed as Red for the period.
- If the premises issue cannot be resolved and the grant not paid then this will mean that there will be continued 'under performance' and the next period classed as Red.

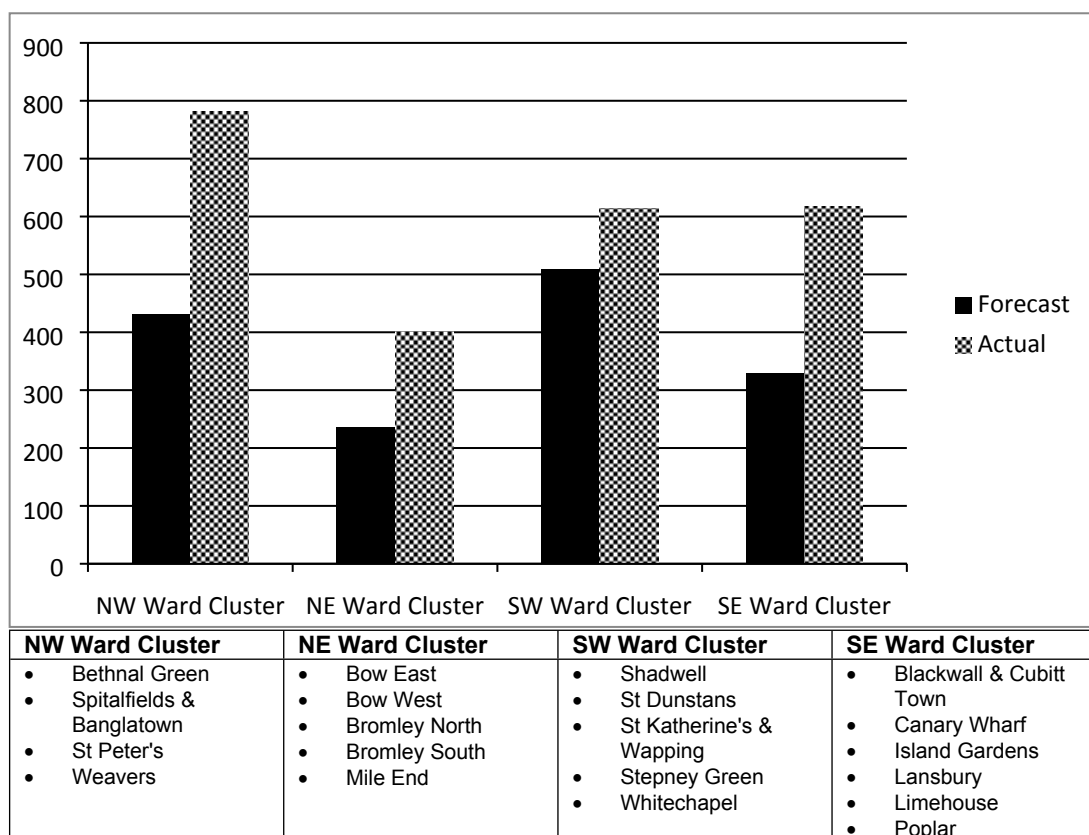
3.6 The following information provides an overview of performance within each of the 5 Themes. Further information is also attached as Appendix 1: setting out project level performance and payment information; and, Appendix 2 showing programme level equalities and geographical analysis.

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

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

3.7.1 Geographical Breakdown

The table below shows the number of beneficiaries supported during the period January to March 2016 by Ward Cluster:



3.7.2 Raising Attainment Project Portfolio – Children's Services

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
9	8	1	0

Eight of the nine projects within this area are progressing well and have no performance concerns at this time. One of the 9 live projects within this area is rated as Amber within the Council's performance rating system, with all other projects being Green.

The Amber project: Culloden Supplementary School (Culloden Bangladeshi Parents Association) has underachieved against its targets in the quarter but action is being taken to catch up in the next quarter.

The Young People's Study Support project (Golden Moon) has been withdrawn following the decision by Commissioners at the 24 May 2016 meeting. No visible project activity had taken place and no payments had been made in relation to this project. Not classed as live for this period.

3.7.3 Vulnerable & Excluded Families Project Portfolio – Children’s Services

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
6	5	1	0

Of the six projects within this area 5 are rated Green and one is Amber.

The Amber project: Gamechangers (St Giles Trust) continues to be classed as Amber following a late start. Delivery started in January following planning, scoping and development meetings in December. Reported that the outputs are being met however substantial evidence not submitted with the return. Payment not released as waiting for this information to be provided and further verification. Will report on situation next quarter and give recommendations on how to proceed.

3.7.4 Community Languages Project Portfolio - CLC

No. of live projects Jan-Mar 2016	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
10	8	1	1

Of the ten projects within this area 8 are rated Green, 1 is Amber and 1 is Red.

The Amber project: Culloden Bengali Mother Tongue Project (Culloden Bangladeshi Parents Association) has some under performance in the quarter and has slipped from Green in the previous period. Action is being taken to meet the targets in the next quarter.

The Red project: Opportunity (Teviot British Bangladeshi Association (TBBA)) has not submitted a quarterly monitoring return despite attempts to contact them from the Grant Officer. Attempts will continue to arrange a visit, verify activity and ensure that a return is submitted for April – June. If issues continue a recommendation will be made in the next report.

3.7.5 Youth Services Project Portfolio - CLC

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
13	11	1	1

Within this area there are 13 projects live in Jan-Mar where a return was expected, 11 of which are rated as Green, 1 is amber and 1 is Red.

The Red rated project: Back on Track: Engagement and Progression is not being delivered by the organisation (City Gateway) due to a continuing delivery location issue. The project was recommended to be withdrawn at the Commissioners meeting of 24 May 2016 however the decision was for more

time to be given to resolve the issue. On 18 May the group stated they had identified a new delivery base in the borough, Mastmaker Court and in light of this will want to re-negotiate the project. They were due to submit a revised delivery plan but this has not yet been received. The next step is the revised delivery plan to be submitted and considered by the Youth Service.

The Amber project: Ocean Youth Connexions (Ocean Youth Connexions) had some under performance in the quarter and slipped from Green in the previous period. Action is being taken to meet targets for the next quarter.

3.7.6 Sports Project Portfolio - CLC

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
7	7	0	0

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

3.7.7 Culture Project Portfolio - CLC

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
10	6	0	4

Within this sub-theme four projects are classed as **Red** for the January to March period, two for the second consecutive quarter.

Mile End Community Project - No outputs for the Female Leadership and Empowerment Project were achieved during the first period as planned partnership work, essential to the project, did not materialise. Despite support from the Grant Officer no return was received for the Jan-Mar period causing the project to be classed as Red for the second consecutive quarter. This project is now being recommended to be withdrawn.

The Shadwell Community Project - The project in question is The People GAP. Significant under performance has been reported in the period. This project has now been classed as Red for the second consecutive quarter. This project is now being recommended to be withdrawn.

No advanced payments for the Jan-Mar or Apr-Jun periods have been made to either of the above organisations. Both projects are now recommended to be withdrawn. It will have to be established whether the initial grant payments have been spent on eligible expenditure and activity before confirming whether the payments should be returned.

Projects classed as Red for the first time this period:
Life Changing Musical and Keep Fit project (Monakka Monowar Welfare Foundation) – significant underperformance in the period

Family Learning Holiday Programme (Ragged School Museum) – significant underperformance in the period

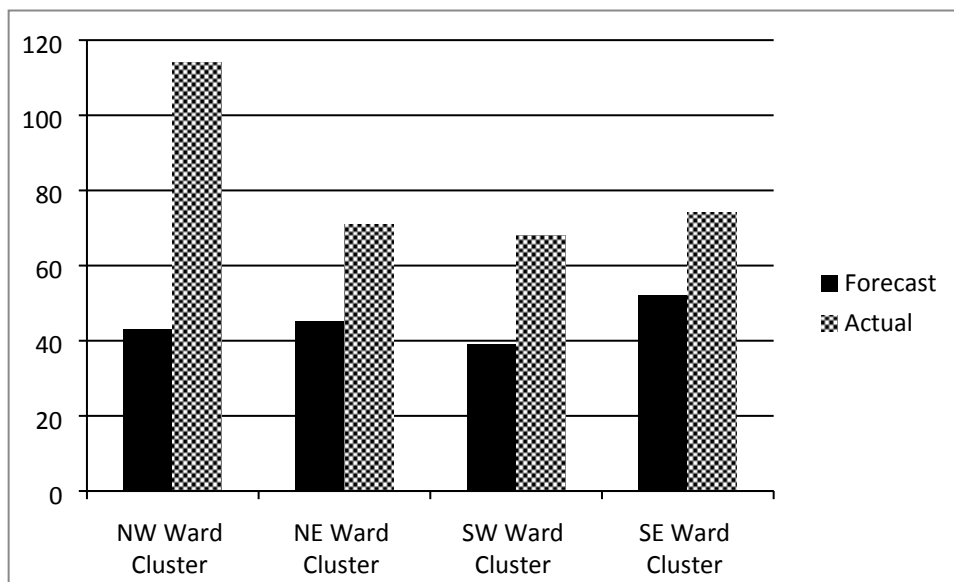
3.8 Theme 2 – Jobs, Skills & Prosperity: This theme focuses on seeking key outcomes including:

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

3.8.1 Routeways to Employment

Geographical Breakdown

The table below shows the ‘number of people’ supported during the January to March 2016 period by Ward Cluster.



NW Ward Cluster	NE Ward Cluster	SW Ward Cluster	SE Ward Cluster
<ul style="list-style-type: none"> • Bethnal Green • Spitalfields & Banglatown • St Peter's • Weavers 	<ul style="list-style-type: none"> • Bow East • Bow West • Bromley North • Bromley South • Mile End 	<ul style="list-style-type: none"> • Shadwell • St Dunstons • St Katherine's & Wapping • Stepney Green • Whitechapel 	<ul style="list-style-type: none"> • Blackwall & Cubitt Town • Canary Wharf • Island Gardens • Lansbury • Limehouse • Poplar

Routeways to Employment Project Portfolio – D&R

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
10	10	0	0

The ten projects within this area are rated Green.

The project classed as Amber in the previous quarter is now on track to meet its targets.

Appendix 3 Theme Spotlight looks at the Routeways to Employment strand.

For Sept-Dec 15 and Jan-Mar 16 key output and spend information is provided in chart form.

Theme outputs in this strand are:

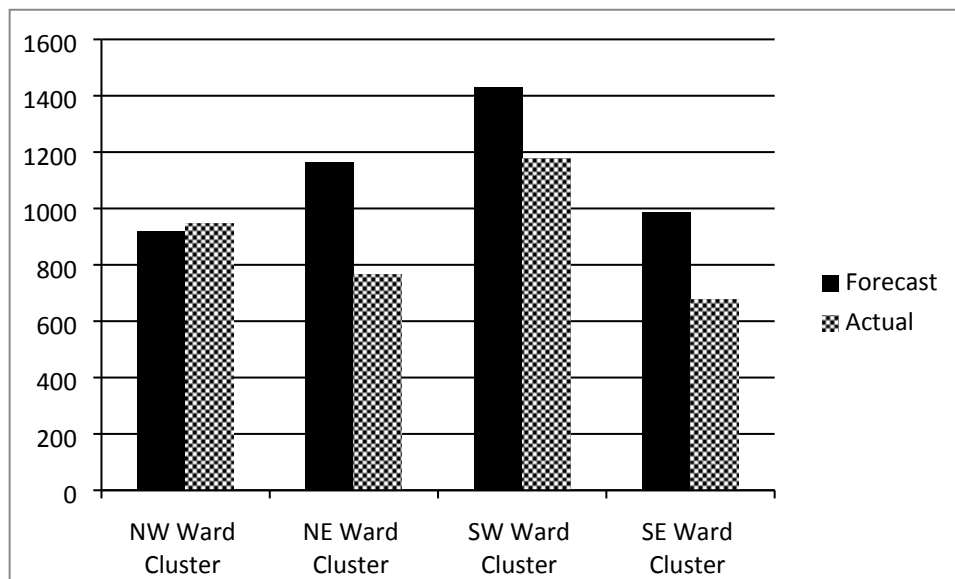
- Number of residents initially engaged and assessed
- Number of residents given ongoing employment related support
- Number of residents engaged in accredited training
- Number of residents engaged in confidence building and basic skills including digital skills
- Number of residents referred to other organisations
- Number of residents referred to job brokerage services
- Number of residents into employment with jobs that are sustained for at least 13 weeks

As shown in Appendix 3, in general outputs are being met or exceeded for the two periods. As expected the outputs being achieved early in the programme are those around initial engagement and training.

3.8.2 Social Welfare Advice Services

Geographical Breakdown

The table below shows the number of beneficiaries supported during the January to March 2016 period by Ward Cluster.



NW Ward Cluster	NE Ward Cluster	SW Ward Cluster	SE Ward Cluster
<ul style="list-style-type: none"> • Bethnal Green • Spitalfields & Banglatown • St Peter's • Weavers 	<ul style="list-style-type: none"> • Bow East • Bow West • Bromley North • Bromley South • Mile End 	<ul style="list-style-type: none"> • Shadwell • St Dunstons • St Katherine's & Wapping • Stepney Green • Whitechapel 	<ul style="list-style-type: none"> • Blackwall & Cubitt Town • Canary Wharf • Island Gardens • Lansbury • Limehouse • Poplar

The beneficiary data does not include the Tower Hamlets Law Centre who have not submitted the geographical breakdown in time to be included in this report.

The low actual against target for the NE Ward Cluster is also down to several projects that have under reported for the period:

- Bromley by Bow Centre – Integrated Generalist Advice – Forecast 300, Actual 201
- Citizens Advice Bureau - Tower Hamlets Borough Wide Advice – Forecast 338, Actual 252
- Legal Advice Centre - Social Welfare Advice - NW Ward Cluster
- (LAP 1 and 2) – Forecast 138, Actual 13

The Grant Officer will be working with these organisations to confirm whether this is an issue with capturing the geographical data or there is less demand than expected.

Social Welfare Advice Service Project Portfolio – D&R

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
11	11	0	0

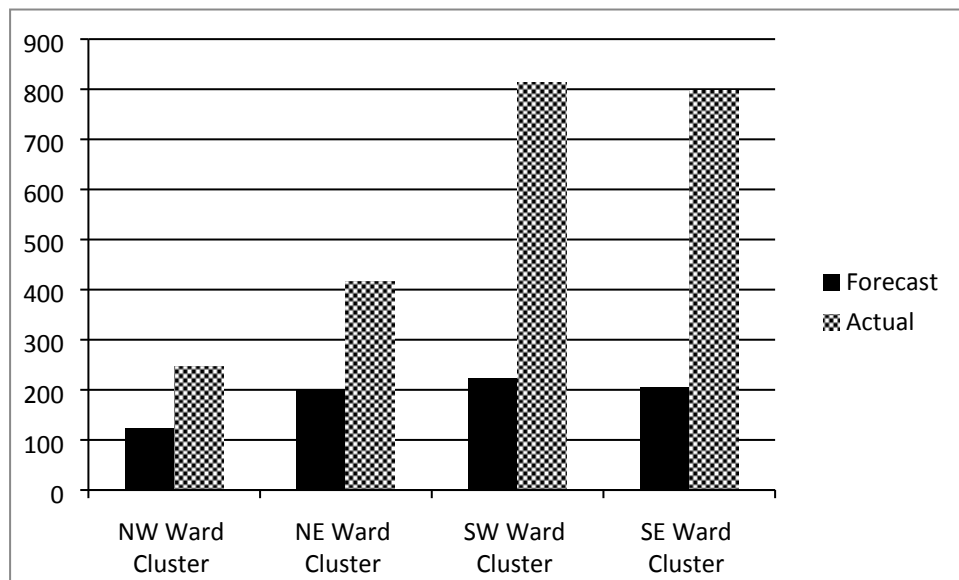
All eleven projects within this area are rated Green and there are no current performance issues.

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

- Increased number of vulnerable residents leading healthier lifestyles through improved diets, taking regular exercise and related activities, including lunch club attendees
- Improved emotional health and wellbeing of children and young people and families
- Reduced loneliness and social isolation
- Greater community cohesion
- Increased knowledge about where to go for advice and information
- Improved health and well-being through access to cultural activity that brings people together, allows for self-expression including projects around memory and cross generational activity

Geographical Breakdown

The table below shows the number of beneficiaries supported in January – March 2016 by Ward Cluster:



NW Ward Cluster	NE Ward Cluster	SW Ward Cluster	SE Ward Cluster
<ul style="list-style-type: none"> • Bethnal Green • Spitalfields & Banglatown • St Peter's • Weavers 	<ul style="list-style-type: none"> • Bow East • Bow West • Bromley North • Bromley South • Mile End 	<ul style="list-style-type: none"> • Shadwell • St Dunstons • St Katherine's & Wapping • Stepney Green • Whitechapel 	<ul style="list-style-type: none"> • Blackwall & Cubitt Town • Canary Wharf • Island Gardens • Lansbury • Limehouse • Poplar

3.9.1 Prevention, Health & Wellbeing Project Portfolio – Adult Services

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
14	11	2	1

Of the 14 projects 11 are Green, 2 Amber and 1 Red in the period.

The Red project: "Live Healthy - Enjoy Life" Bangladeshi women Health & Development Project (Bangladesh Youth Movement) – Project started in January 2016 and has showed significant underperformance. Awaiting confirmation from commissioners to release the first grant due to on-going lease issue. Without the release of grant the project is having serious difficulties in continuing as they have only managed to run the project for a month with their own funds. Project is at a high risk of closure unless funds are released.

The Amber projects:

Fit for All (Bromley by Bow Centre) – Project started in January 2016 and showed significant underperformance. Action plan agreed to ensure targets are met.

Dance for Health at Oxford House (Green Candle Dance Company) - Under performance on some key outputs. Setting up meeting with Commissioning Team and group to discuss their offer to vary the contract by reducing the outputs.

3.9.2 Lunch Clubs Project Portfolio – Adult Services

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
12	11	1	0

11 projects within this area are rated Green and 1 is Amber.

The Amber project: Wellbeing Centre (Toynbee Hall) - Under performance against targets in the period, awaiting verification before payment. Was Green in the previous period.

3.9.3 Lifelong Learning & Sports Project Portfolio - CLC

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
9	9	0	0

There are nine projects providing services within the January to March period all of which are rated Green.

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

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

3.10.1 Geographical Breakdown

Theme 4 is focused on supporting organisations rather than individual beneficiaries. Organisations from all Ward Clusters across the borough are being supported.

The Support for Council Funded Organisations Project (Priority 1 project) has provided support on a range of areas to Council-funded organisations:

- employment contracts
- volunteer agreements
- involving service users as volunteers
- developing a feedback questionnaire for volunteers
- fundraising, providing advice on how to develop funding proposals
- advice on policy and procedures

The Supporting VCS Organisations Based in Tower Hamlets Project (Priority 2 project) has provided support to non-Council funded organisations on the following areas:

- insurance for volunteer drivers
- volunteer recruitment and management
- Investing in Volunteers' Quality Accreditation
- monitoring and evaluation of a volunteer programme
- crowdfunding publicity materials
- health and safety
- policies and procedures

The Training which has been delivered through the Priority 1 and Priority 2 project includes:

- Managing Risks In Your Volunteer Programme: attended by 3 MSG-funded groups and 3 non-MSG-funded groups
- New to Fundraising: course in January attended by 2 MSG-funded groups and 5 non-MSG-funded groups, plus a further course in March
- Involving Service Users as Volunteers: attended by 3 MSG-funded groups and 4 non-MSG-funded groups

- Monitoring and Evaluation of Volunteer Programmes: attended by 3 MSG-funded groups and 3 non-MSG-funded groups
- Introduction to Investing in Volunteers: attended by 1 MSG-funded groups and 3 non-MSG-funded groups

Feedback from organisations who have participated in training has been very favourable.

The Priority 2 project has also delivered four Minibus driving training courses for 28 candidates, including at least 3 places for smaller organisations, leading to successful accreditation.

THCVS has worked through the Strategic Partner Project to support the Council in developing its Voluntary Sector Strategy. It has supported and helped co-ordinate a number of voluntary sector forums, including the Training & Employment & Enterprise Forum, the Health & Wellbeing Forum and the Leadership Forum.

3.10.2 Project Portfolio - Resources

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
3	3	0	0

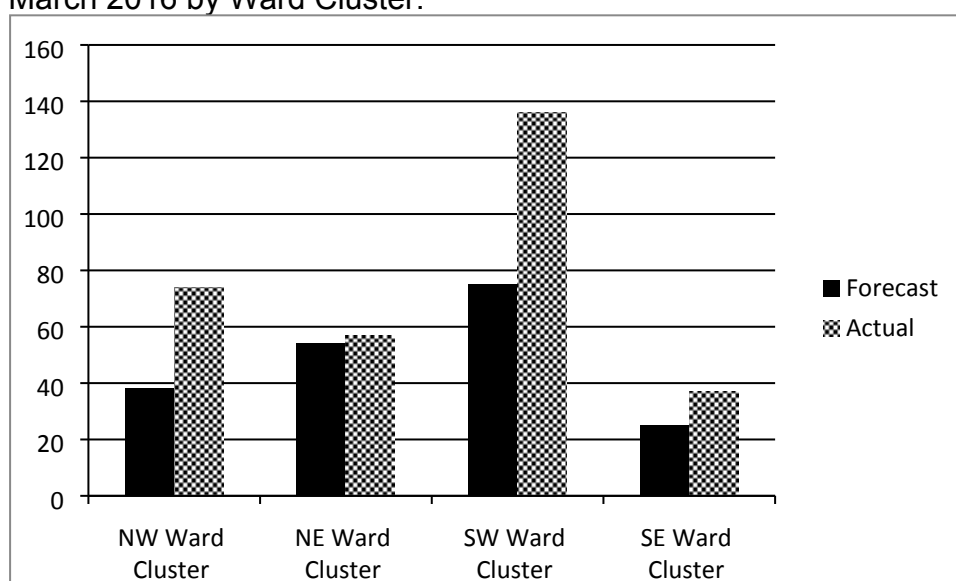
The Tower Hamlets Council for Voluntary Services (THCVS) leads three partnership projects focused on the following areas. There are no performance issues.

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

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

3.11.1 Geographical Breakdown

The table below shows the number of beneficiaries supported in January – March 2016 by Ward Cluster.



NW Ward Cluster	NE Ward Cluster	SW Ward Cluster	SE Ward Cluster
<ul style="list-style-type: none"> • Bethnal Green • Spitalfields & Banglatown • St Peter's • Weavers 	<ul style="list-style-type: none"> • Bow East • Bow West • Bromley North • Bromley South • Mile End 	<ul style="list-style-type: none"> • Shadwell • St Dunstons • St Katherine's & Wapping • Stepney Green • Whitechapel 	<ul style="list-style-type: none"> • Blackwall & Cubitt Town • Canary Wharf • Island Gardens • Lansbury • Limehouse • Poplar

3.11.2 Theme 5 Project Portfolio – Law, Probity & Governance

No. of live projects – Jan-Mar 16	No. of projects classed as GREEN	No. of projects classed as AMBER	No. of projects classed as RED
11	11	0	0

The 11 projects in the period are all classed as Green.

3.12 Programme Management

3.12.1 Online Monitoring

Following feedback from workshops held in March and a submission from the Tower Hamlets Council for Voluntary Services on behalf of the sector a number of improvements have been made to the Online Monitoring Form.

The following areas have been changed ready for the April-June period reporting:

Standard form simplification

Staff details – A section was included to capture the staff that delivered the project and the percentage time they spent on the project. The way the form

was set up they would have to complete this section each period even if there was no change. Also, the attached Financial Transaction List captured this information. On the simplified form the requirement is to include any changes to the staffing in the Progress Update section.

Milestone updates – All milestones for the duration of the project were included on each period form regardless if it related to the specific period. On the simplified form the requirement is to include any milestones met or not met in the Progress Update section.

Outcomes progress – A section to report on progress towards achieving the project outcomes was included on the form. For the standard form the project should report this as part of the Progress Update section.

Conditions progress – All conditions for the duration of the project were included on each period form regardless if it related to the specific period. For the simplified standard form there will be a question – have all relevant conditions set out in the Grant Offer Letter been met in the period. If not there will be space to give an explanation.

Format – The form contained information already stated in the Grant Offer Letter including output definitions, evidence required and planned outcomes. This resulted in the form being long and looking unwieldy. Removing this information and focusing on the fields that capture the actual information for the period should make it easier for the person completing the form.

Theme specific forms

Some themes, such as Social Welfare Advice Services, require more detailed data to be collated. Now this will only be requested from the relevant projects.

Some themes, such as Community Engagement, Cohesion and Resilience have more focus on the outcome of the activities and impact these have on the residents of Tower Hamlets. The form used for these projects will have this focus.

Clearer Guidance

Clearer guidance will be incorporated into the form itself so the people completing the form will not have to rely on being sent a separate document.

Monitoring Task Group

The Monitoring Task Group comprising representatives of the sector and Council Officers is due to have the first meeting in June. This Group will look at how the monitoring process can be improved so that it is proportionate while still providing the information required to ensure that the grant is being used for the purpose it was given.

Proposals from the Group will be reported to the Commissioners at a future meeting for consideration.

3.12.2 Project Progress Reports

January – March 2016 – deadline 14 April 2016

Project Progress/Monitoring Reports for the January to March period should have been submitted by 14 April 2016. There were 127 live projects running in period 02 where a monitoring return was expected. The 2 projects where returns were not expected - the Shadwell Basin Outdoor Activity Centre and Stifford Centre 'Youth Innit!' projects (the former has project start date in April 16 and the latter was still negotiating the Grant Offer Letter)

The following information shows when reports were actually received.

- 89 - were received by the deadline
- 31 - were received up to 5 days late
- 2 - were received between 6 & 10 days late
- 1 - was received between 11 & 20 days late
- 4 – were received more than 20 days late

2 returns were not received as at 9 June 2016

3.12.3 Recommendations

Two projects - as outlined below - did not submit project progress reports for the January to March period.

- Theme 1: Youth Service - Back on Track: Engagement and Progression Project - approved grant for the 3-year programme period: £45,000 (paid to date £0) – this project was recommended for withdrawal at the 24 May Commissioners meeting however more time was given to sort out delivery location issues. A revised delivery plan is due to be submitted which will be reviewed by the Youth Service and a further recommendation will then be made.
- Theme 1: Community Languages – Opportunity – approved grant for the 3-year programme period: £6,000 (paid to date £666) – this is the first period classed as Red.

3.12.4 Future Programme Improvements

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

- The Task Group to report back on improvements to the monitoring process and continuous review during the Programme period.
- Monitoring forms by Theme if required
- Better use of GIFTS for analysis and reporting

4. COMMENTS OF THE CHIEF FINANCE OFFICER

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

5. LEGAL COMMENTS

- 5.1. The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.2. Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 5.3. This report provides the Commissioners with a performance update advising as to the MSG Themes and whether individual projects are on track to deliver the agreed outputs and outcomes.
- 5.4. With regard to the projects referred to in paragraph 3.7.7, the organisations have not performed as required. These grants are discretionary and as performance measured against the expected outcomes is not satisfactory then it is appropriate that the approved funding for these projects be withdrawn.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The contribution of VCS Organisations helping to deliver One Tower Hamlets objectives and priorities are explicitly recognised and articulated within the Council's agreed Voluntary and Community Sector Strategy.

- 6.2 VCS Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership. These services are real examples of 'One Tower Hamlets' in practice.
- 6.3 The opportunities offered through the MSG Programme will play a key role in delivering the aims of One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

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

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

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

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised

- The funding may be used for purposes that have not been agreed e.g. in the case of fraud
- The organisation may not in the event have the capacity to achieve the contracted outputs/outcomes

9.2 The monitoring being undertaken has identified a small number of projects that have been rated either Red or Amber within the Council's RAG performance rating process. In these circumstances either formal project improvement plans or other appropriate arrangements have been put in place to minimise the risk of further/significant underperformance.

9.3 As part of the ongoing programme management arrangements, support, advice and guidance will be made available projects to ensure that all performance and other risks are minimised.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 The activities, services and outcomes that are being targeted through the MSG Programme support the objectives of reducing crime and disorder; this is particularly true of the projects delivering under the Community Engagement Cohesion and Resilience Theme.

10.2 Throughout the programme as a whole however, those people involved in, or at risk of involvement in the criminal justice system will be targeted for support.

11. SAFEGUARDING IMPLICATIONS

11.1 As part of the initial application process organisations were required to provide details of their safeguarding policy if appropriate. The Grant Agreement that funded organisations have entered into includes requirements in relation to safeguarding.

11.2 Organisations providing services to children or vulnerable adults and employing staff or volunteers in a position whose duties include caring for, training, supervising or being responsible in some way for them, are required to fully comply with all necessary safeguarding requirements.

Linked Reports, Appendices and Background Documents

Linked Report:

- MSG 2015/18 Programme – available via the following link:
<http://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:

- Appendix 1 - Project by project information spreadsheet
- Appendix 2 - Beneficiaries data
- Appendix 3 – Theme spotlight – Theme 2.1 Routeways to Employment
- Appendix 4 – Actions from the previous meeting

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

- None

Officer contact details for documents:

Steve Hill, Head of Benefits Services

Phone: 020 7364 7252 **Email:** steve.hill@towerhamlets.gov.uk

Everett Haughton, Third Sector Programmes Manager

Phone: 020 7364 4639 **Email:** everett.haughton@towerhamlets.gov.uk

Robert Mee, Programme Analysis and Review Officer

Phone: 020 7364 0487 **Email:** robert.mee@towerhamlets.gov.uk