

<b>Commissioner Decision Report</b> 8 <sup>th</sup> November 2016	 <b>TOWER HAMLETS</b>
<b>Report of: Shazia Hussain Service Head Culture, Learning and Leisure</b>	<b>Classification:</b> [Unrestricted or Exempt]
<b>Event Fund - Report on Event Fund Awards 2016/17 – Quarter 1</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 will cover Event Fund Applications for events between April 1<sup>st</sup> 2016 and June 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

**Recommendations:**

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

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

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

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

## **2. ALTERNATIVE OPTIONS**

2.1 There are no alternative options.

## **3. DETAILS OF REPORT**

*Event Fund Applications, Quarter 1 2016/17*

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

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

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

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

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

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

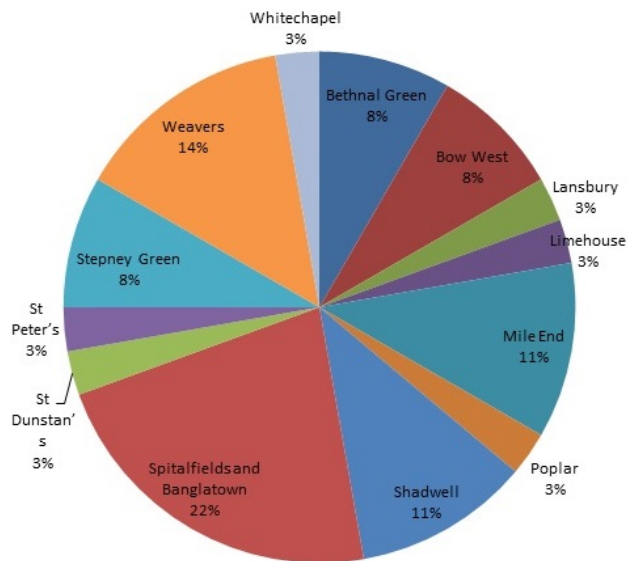
- 3.4 A total of 31 Applications were received in Quarter 1  
 A total of 24 Applications were awarded funding.  
 A total of 7 applications were declined funding.  
 A full list of the applications received for Quarter 1 can be seen in Appendix A  
 2 successful applicants withdrew their applications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

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

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

#### Wards covered by Event Fund, Quarter 1

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



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

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

#### 5. LEGAL COMMENTS

- 5.1. The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value

duty. Best Value considerations have also been addressed in paragraph 7 of the report.

- 5.2. Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.
- 5.3. This report provides the Commissioners with a quarterly performance update for the period 1<sup>st</sup> April 1<sup>st</sup> 2016 to 30<sup>th</sup> June 2016 on applications received for grants from the Events Fund.

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

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

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

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

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

N/A

## **9. RISK MANAGEMENT IMPLICATIONS**

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

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

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

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 There are no specific safeguarding implications

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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

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

- None

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

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